



**Request for Proposal
RFP #WIOA-YOUTH ISY-12-11-2020
IN-SCHOOL YOUTH PROGRAM
(Recruitment, Intake, Assessment, and Delivery of 13 Essential
Elements)**

Release Date:

December 11, 2020

Due Date:

January 25, 2021, 4:00 PM

Sub-recipient Period:

July 1, 2021 - June 30, 2024

100 North Main Street, Concord, NH 03301

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IN-SCHOOL YOUTH PROGRAM

(Recruitment, Intake, Assessment, and Delivery of 13 Essential Elements)

SECTION I: OVERVIEW / PURPOSE

A. RFP Purpose: In-School Youth Program

The Department of Business and Economic Affairs (BEA) issues this Request for Proposal (RFP). The purpose of this RFP is for BEA, on behalf of the State Workforce Innovation Board (SWIB), to identify and select qualified sub-recipients for the delivery of In-School Youth services to individuals age 14-21 that meet eligibility guidelines under the Workforce Innovation and Opportunity Act (Public Law No: 113-128 (WIOA)). The contract(s) awarded in response to this RFP will be for providers delivering WIOA services.

The SWIB in collaboration with BEA have determined that for program years 2021-2023, the primary focus of the In-School Youth RFP is to provide workforce development services to WIOA eligible in-school youth that meet WIOA eligibility requirements. The selected provider(s) shall enter into a sub-recipient agreement for services with BEA or another state agency to be determined. The selected sub-recipients will enroll a determined number of participants annually and coordinate with BEA and its education and workforce partners to minimize duplication and promote seamless integrated service delivery aligned with the goals and service strategies outlined in the State WIOA Combined Plan for 2020 - 2023.

- **Sub-recipient Contract Start Date:** July 1, 2021
- **Sub-recipient Contract End Date:** June 30, 2024
- **Type of Sub-recipient Contract:** Cost-reimbursement Sub-recipient
- **Option to Extend:** BEA may extend the Sub-recipient Contract for additional years in accordance with State and/or WIOA law, and depending on program performance, availability of funds, and SWIB strategic direction.
- **Funding:** The proposed services are funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) to provide related services. For planning purposes, Bidders should estimate WIOA In-School Youth funding statewide of **\$408,000**. This estimate is provided solely for guidance to bidders in preparing a budget and cost proposal. The actual award amount is contingent upon available federal funds at the time of contract negotiations.

B. WIOA Funding Overview

The proposed services are funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA supersedes the Workforce Investment Act (WIA) of 1998. The WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to address the employment and skill needs of current employees, job seekers, and employers. For more information on WIOA, visit <http://www.doleta.gov/WIOA>.

Distribution of Funds: The goal is to distribute funds throughout the geographic regions of the state. However if there are high performing programs in other regions of the state that are unfunded, they will be given funding priority. The State Workforce Innovation Board (SWIB) and State of New Hampshire reserve the right to allocate funds as appropriate based on innovativeness, the quality of proposals, and past performance. The four regions are 1) Cheshire, Merrimack and Sullivan counties; 2) Hillsborough county; 3) Rockingham and Strafford counties; and 4) Belknap, Carroll, Coos, and Grafton counties.

This RFP describes the specific WIOA services the SWIB seeks and sets forth application requirements for eligible In-School Youth (ISY) providers. The SWIB will evaluate all proposals and recommend awards to those meeting all requirements and offering the most favorable proposals.

We desire to invest in programs that employ best practices and incorporate: (1) youth development that meets the psychological/social/emotional needs of young people; (2) proven education and workforce strategies and; (3) wraparound services with particular focus on employment outcomes.

The SWIB will recommend awards to one or more entities that demonstrate an ability to effectively deliver and manage services as described in the RFP. It is the expectation of the SWIB that respondents will become proficient in their understanding of the WIOA services and regulations. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other entities that together will deliver the full scope of services outlined in this RFP.

Multiple Sites: There is no limit to the number of sites that can be included in your application. However, if you include more than one in-school youth site in your application, all in-school youth sites must have individual applications including budget and description of work. Please identify within the region for which you are applying. The four regions are 1) Cheshire, Merrimack and Sullivan counties; 2) Hillsborough county; 3) Rockingham and Strafford counties; and 4) Belknap, Carroll, Coos, and Grafton counties. If there are multiple sites within that regional proposal, separate applications including individual site budgets and narratives are expected. An application for each region may be submitted.

C. Sub-recipient Designation

The Selected Provider of this award will be a sub-recipient of federal funds. A *sub-recipient* is a non-Federal entity that receives a sub-award from a pass-through entity to carry out all or part of a Federal program; but does not include an individual that is a beneficiary of such programs. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2 CFR §200.93 Sub-recipient). A sub-recipient must comply with all applicable uniform administrative requirements, cost principles and audit requirements. In this situation, the pass-through agency of the funds (i.e., BEA) has a responsibility to monitor the sub-recipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations. The Selected Provider will enter into a cooperative agreement with BEA or a designee, yet to be determined, who shall provide direct and ongoing guidance in the performance of services to ensure consistency of policy and procedures in accordance with BEA/One-Stop Operator Consortium and/or the State Workforce Innovation Board directives. For more information see: 2 CFR Part 200; 2 CFR Part 2900; and ESD Policy 5250 Sub-recipient/Contractor Pass-Through Entity Determination Requirements.

SECTION II: INTRODUCTION

A. Workforce Innovation and Opportunity Act (WIOA)

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). The WIOA supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to improve and streamline access to federally funded employment, education, training and support services. This is the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA has six main purposes:

- a. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
- b. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- c. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
- d. Promote improvement in the structure and delivery of services.
- e. Increase the prosperity of workers and employers.
- f. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improves the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

B. NH WIOA Combined State Plan

The New Hampshire State Workforce Innovation Board (SWIB) and all of its partners developed the WIOA Combined State Plan, a high-quality workforce system that meets the needs of New Hampshire's business community and workforce. The Workforce Innovation and Opportunity Act (WIOA) provided the vision for a planning process that included partners, stakeholders, and customers from across the state, focusing on a demand-driven workforce system that seeks the best possible experience for all business and jobseeker customers and strives for continuous improvement and alignment and integration of services.

The SWIB's vision and mission for New Hampshire's workforce system are as follows:

VISION

Healthy and vibrant communities provide an innovative workforce to meet current and future industry needs and create a competitive economic advantage for New Hampshire.

MISSION

To promote and advocate for talent development by collaborating with businesses, agencies, educational institutions, and organizations to support a unified and innovative workforce development system that meets the needs of business and individual customers.

VALUES AND PRIORITIES

The SWIB identified a set of values and priorities that will guide its work throughout the implementation of this plan and the goals and strategies included. The SWIB's values include:

- Proactive Solutions
- Flexibility
- Life-long Learning
- Collaboration
- Social Mobility
- Demand-driven System
- Inclusion
- Effective Technology
- Efficiency

The SWIB's priorities provided guidance to the creation of goals and strategies. The identified priorities include:

- Career Awareness and Exploration
- Advocacy and Policy Guidance
- Talent Attraction and Retention
- System Communication/Collaboration
- Work-based Learning
- Soft Skill Development

GOALS

System goals focus on high quality, effective, and appropriate services to business and jobseeker customers, ensuring the structure is in place to sustain such services, and proactively spreading awareness for optimal utilization. The goals established for PY2020 through PY2023 are as follows:

Goal 1: Promote services available through the talent development system to support businesses and individuals.

Goal 2: Enhance the talent development system by focusing on system advocacy and partner collaboration and communication.

Goal 3: Support a demand-driven talent development system that bases strategies, services, and investments on a data-informed approach that anticipates the needs of businesses.

Goal 4: Create a talent development system that leverages talent attraction, retention and development strategies.

Goal 5: Provide and improve access to work-and-learn opportunities that are aligned with business and industry needs including the development of career pathways.

With this framework, the WIOA Combined State Plan represents the vision, goals, strategies, and implementation plan for the workforce system, including eleven specific programs within three state agencies.

- Department of Business and Economic Affairs – Office of Workforce Opportunity
 - Title I: Adult, Dislocated Worker and Youth
 - Senior Community Service Employment Program (SCSEP)
- New Hampshire Employment Security
 - Wagner-Peyser Act
 - Migrant and Seasonal Farm Workers
 - Trade Adjustment Assistance (TAA)

- Jobs for Veterans State Grants (JVSG)
- Unemployment Insurance
- Reemployment Services and Eligibility Assessment
- Granite State Jobs Act Programs (WorkNowNH, WorkInvestNH, Reentry Program)
- Department of Education
 - Adult Education and Literacy
 - Vocational Rehabilitation

In designing the State Plan, the SWIB reinforced a primary intent of the federal workforce act, which is the continuous improvement of service delivery, and removing barriers for individuals with barriers to employment.

WIOA Sec 3 (26) identifies the following individuals with barriers to employment:

- | | |
|---|--|
| ● Displaced homemaker | ● Older individuals |
| ● Low-income individuals | ● Ex-offenders |
| ● Indians, Alaska Natives and Native Hawaiians | ● Homeless individuals |
| ● Individual with disabilities | ● Long-term unemployed |
| ● Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers | ● Individuals within 2 years of exhausting lifetime eligibility under TANF |
| ● Eligible migrant and seasonal farm workers | ● Youth in or aged out of foster care |
| ● Single parents (including pregnant women) | |

For more information about the NH WIOA Combined State Plan, see the website at www.nhworks.org.

C. State Workforce Innovation Board (SWIB)

The State Workforce Innovation Board (SWIB) in New Hampshire operates as a single service delivery area, and as such has one state level board (i.e., no local workforce boards). Consistent with WIOA requirements the SWIB is composed of business leaders from throughout the state, representatives of organized labor, and state agency leaders. Private sector leaders constitute a majority of the membership. The mission of the SWIB is to promote life-long learning by collaborating with businesses, agencies, and organizations to bring the state's education, employment and training programs together into a workforce development system that provides the means for residents of New Hampshire to gain sufficient skills, education, employment and financial independence. To learn more about the SWIB visit www.nhworks.org.

D. One-Stop Operator Consortium (Consortium)

The NH Works One-Stop Operator Consortium (Consortium) serves as the One-Stop Operator in New Hampshire. The purpose of the Consortium is to oversee the implementation of system-wide workforce development strategies and goals at the service delivery level consistent with the vision and goals set forth by the SWIB. The Consortium is the primary committee charged with designing and implementing continuous improvement tools and processes for the one-stop delivery system. The Commissioner of NH Employment Security serves as the Chair of the Consortium. Consortium membership is comprised of State Director and/or other executive level staff from the core state workforce development system partners (i.e., NH Employment Security (NHES), NH Department of Education (DOE), NH Community College System (CCSNH), NH Business and Economic Affairs (BEA), and NH Department of Health and Human Services

(DHHS). The Consortium is a standing committee of the SWIB. For more information on the NH Works One-Stop service delivery system, please see the WIOA Combined State Plan at www.nhworks.org.

E. NH Works (One-Stop Delivery System- American Job Centers)

The cornerstone of the workforce innovation system is the one-stop service delivery system designed to serve the needs of dual customers: the job seeker and the employer. This delivery system is the mechanism through which programs are integrated. In New Hampshire, this One-Stop System, known as NH Works, also carries the federal tag line “an American Job Center”. The NH Works service delivery model is a common sense approach to helping people find the right job, training or educational programs at a single location. Job seekers are placed in new jobs, get specific skills training, and/or access training programs. The NH Works Centers also provide a central location for businesses to get help hiring employees, find qualified workers and/or post job listings. New Hampshire has twelve NH Works Centers located throughout the state.

Entities funded through WIOA shall be a partner in the NH Works service delivery system. The system, designed to operate as a network of partners, works to enhance education, training and employment opportunity for specific populations under the guidance of the One-Stop Operator Consortium. All providers funded completely or in part with WIOA, shall work in conjunction with partner agencies to provide a holistic approach to customer service.

As stated above, the SWIB is committed to ensuring that the State’s one-stop service delivery system of NH Works American Job Centers are recognized as such by all who enter the system. As a condition of this RFP, sub-recipients of WIOA funds (i.e., service providers) must agree to the following stipulations:

- All services, staff, and promotional materials funded under the agreement shall identify using NH Works branding. The Service Provider may use their agency/company name and/or logo, but only as a secondary identifier.
- BEA, or its designee, reserves the right to approve all staff signatory taglines for email and promotional materials prior to implementation to ensure consistency of message.
- Job titles assigned to staff hired under this agreement shall not contain descriptive words such as WIOA Administrator or WIOA Director; these designations are reserved to identify state level staff, only.

In addition to the requirements and expectations detailed in this RFP, all services proposed by the Respondent must support the goals of the NH Works system, which includes the following:

- Universal, resulting in efficient and timely access to a wide variety of employment-related services to individuals seeking work;
- Integration which creates a seamless, functional coordination of services through collaborative development of the system’s vision, goals, service strategies, resource allocation and team-based system management;
- Customer choice; which allows the customer to navigate his/her employment path;
- Accountability, which results in a performance-driven, outcome-based system that uses data collection, customer feedback and other tools to access program success; and
- Consistency of Branding, the WIOA In-School Youth service provider is providing services on behalf of NH Works and shall identify as NH Works in all verbal and written communications.

See the WIOA Combined State Plan for more information on the NH Works One-Stop service delivery system at www.nhworks.org.

F. NH Business and Economic Affairs

The NH Department of Business and Economic Affairs (BEA) is the designated state entity for carrying out responsibilities under WIOA Title I, which includes being the grant recipient for Adult, Dislocated Worker and Youth funds, as well as serving as staff to the State Workforce Innovation Board. Within BEA is the Office of Workforce Opportunity (OWO) that has primary responsibilities for carrying out the responsibilities under WIOA Title I.

SECTION III: SOLICITATION AND GENERAL INFORMATION

A. Solicitation Timetable

Request for Proposal (RFP) release:	Friday, December 11, 2020
Deadline for Written Questions: (Emailed with RFP number in the subject line to Lisa.D.Gerrard@livefree.nh.gov)	Monday, January 4, 2021 4 pm EST
Answers to Questions Posted to NH Works website: www.nhworks.org	Friday, January 8, 2021
Proposal Package Due: (Emailed with RFP number in the subject line to Lisa.D.Gerrard@livefree.nh.gov)	Monday, January 25, 2021 4 pm EST
Technical Review:	January 26 –January 27, 2021
Selection Committee Reviews	January 28, 2021 to February 5, 2021
Sub-recipient Negotiations & Contract Development:	February – March, 2021
Governor and Council Prep and Meeting	April – June, 2021
Sub-recipient Starts:	July 1, 2021

B. Eligible Entities

BEA is soliciting proposals from qualified organizations to be a sub-recipient of federal Department of Labor (DOL) WIOA Title I In-School Youth funds towards using evidenced-based practices and/or demonstrated successful performance history for like programs. Eligible entities may include:

- Educational organizations
- Non-profit organizations
- Public agencies
- Business associations
- Private-for-profit businesses

C. BEA Procurement

BEA conducts all procurements in a manner providing full and open competition as required under 2 CFR 200, other federal and state laws and regulations and agency Procurement policy. This RFP identifies all

relevant requirements, evaluation factors, the technical review process and the scoring point range applied to the review process. Technical, financial and organizational evaluations will be made of all proposals received on time and found to be responsive to the RFP.

BEA reserves the right to revise any part of the RFP at any time before the submission deadline date if necessary. These revisions will be addendums to the RFP and posted on the NH Works website: www.nhworks.org. Bidders are responsible for checking the website frequently to remain informed about the procurement process. Each Bidder must amend its RFP package as necessary. Failure to acknowledge any addendum will result in disqualification of the proposal.

D. Proposal Submission and Minimum Requirements

Proposals selected for review, must follow the instructions in the RFP, provide the information required in the response package and include all of the required attachments (signed and dated) by the organization's representative with legal authority to submit a proposal on behalf of the organization.

The successful bidder will be required to agree to the General Terms and Conditions contained in the State of New Hampshire contract and comply with all applicable federal and state laws and policies established by BEA, the SWIB and/or the NH Works Consortium.

E. Submission Instructions

- Proposals must be received at BEA electronically (via email) by **Monday, January 25, 2021 at 4:00 PM Eastern Standard Time**.
- Proposals received later than this date and time will automatically be disqualified.
- All proposals must be submitted by email and include the RFP number **RFP #WIOA-In-School Youth** in the subject line of the email.
- Email proposal to: Lisa D. Gerrard at Lisa.D.Gerrard@livefree.nh.gov

F. RFP Inquiries, Written Questions and Answers

- Communication between BEA and potential bidders is limited to questions and answers posted to www.nhworks.org.
- Beginning December 11, 2020, interested parties may download the Request for Proposals from the www.nhworks.org website.
- Questions related to this Request for Proposal must be emailed to Lisa.D.Gerrard@livefree.nh.gov by 4 pm on Monday, January 4, 2021.
- Answers will be posted to the www.nhworks.org website on January 8, 2021
- Additional information related to the Request for Proposal will be posted on the www.nhworks.org website.

G. Incurred Proposal Costs

The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the Bidder.

H. Withdrawal

A submitted proposal may be withdrawn prior to the proposal due date by submitting a written request to Lisa.D.Gerrard@livefree.nh.gov. If a bidder does not withdraw a proposal by the due date, the proposal

becomes the property of BEA and may be subject to public disclosure according to the state disclosure policies.

I. Termination Due to Non-Availability of Funds

BEA reserves the right to cancel this RFP at any time, in the event that WIOA Title I In-School Youth funds are not appropriated or otherwise made available to the State, to support the continuation of the RFP as set forth in this document.

J. Negotiation/Discussion

BEA and/or the SWIB reserve the right to conduct discussions with Bidders in order to ensure a full understanding of the proposal. Selection of an organization as a sub-recipient does not constitute approval of the proposal as submitted. Before the Sub-recipient's contract is awarded, BEA or its designee may enter into negotiations about such items to include, but not be limited to, program components, allowable activities, staffing, salary restrictions, funding levels and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, BEA reserves the right to terminate the negotiations and decline to fund the proposal. Bidders will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

K. Limitation on Compensation for Salaries/Required Work Schedule

Federal law states that no funds available under Title I of [WIOA](#) may be used by a [recipient](#) or [subrecipient](#) of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of the annual rate of basic pay prescribed for level II of the Executive Schedule under [5 U.S.C. 5313](#), which can be found at <https://www.opm.gov/>.

In addition, the SWIB is committed to ensure staff supported with WIOA funds (state employees and others) receive equitably compensation for similar work relative to their education and experience. The SWIB also requires WIOA funded staff to maintain the work schedule set by the state. Therefore, staff salaries proposed, as part of the required budget submission for this RFP, shall be compensated a rate consistent with the salary requirements established by the state for same/similar positions. (Please see [NH Department of Administrative Services](#) for details). The duties of staff hired to perform In-School Youth services shall align with the accountabilities, education and experience requirements as those in the State Standard Job Description for same/similar positions (as determined by BEA). In addition, full-time staff supported with WIOA funds shall be required to work 37.5 hours per week to align with the work schedule of the State and the NH Works Centers.

Management staff funded with WIOA, but not working in BEA office, may work less hours. However, their level of reimbursable compensation will be adjusted to reflect reduced hours to align their compensation for the same/similar position with that of management in the state system reimbursed on a 37.5 hours per week work schedule.

L. Minimum Expenditures

There is a federal requirement that a minimum of 20% of in-school youth funds be expended on work-based learning activities.

M. Misrepresentation

If in the course of the RFP process it is determined that, the Bidder has made a false statement, misrepresentation, or that inaccurate information has been provided, the Bidder may be terminated from the RFP process.

N. Disallowed Costs

The sub-recipient (s) selected in response to this RFP must have sufficient funds available to reimburse BEA for disallowed costs uncovered during the Sub-recipient award period. The US DOL, BEA, or its designee may determine disallowed costs during compliance monitoring.

O. Monitoring

Successful Bidders awarded a Sub-recipient award will be monitored by BEA and/or its designee no less than annually, to ensure that program operations and accounting processes are conducted in compliance with WIOA Final BEA and/or its designee and all other conditions set forth in the sub-recipient agreement.

P. Assurances and Certifications

The sub-recipient (s) selected from this RFP must certify and make assurances as defined in the contract issued by BEA or its designee to comply with all federal, state and SWIB policy requirements/applicable WIOA regulations.

Q. Reports

Routine monthly reports and quarterly written performance updates will be required. Reporting formats and timelines will be negotiated during the sub-recipient award process. Sub-recipients must develop the capability of generating and/or providing required reports through the state's WIOA case management system (JMS/GSI). Other reports may be required during the Sub-recipient award period.

R. Conflict of Interest

The selected provider shall comply with the State/SWIB conflict of interest policy, which can be found at www.nhworks.org (State Board/State Plan Policies). Every reasonable course of action will be taken by the selected provider in order to maintain the integrity of WIOA expenditures and to avoid any favoritism or illegal conduct. BEA or its designee will administer a sub-award agreement in an impartial manner, free from improper personal, financial, or political gain.

SECTION IV: PROGRAM DESCRIPTION

This procurement action may result in multiple contract awards based upon funds available from the U.S. Department of Labor to BEA's Office of Workforce Opportunity (OWO). Assuming recommendation by the State Workforce Innovation Board (SWIB) and approval of Governor and Council (G&C), the period for each grant award will be July 1, 2021 through June 3, 2024.

WIOA REQUIREMENTS

The following requirements apply to all youth and young adult service respondents funded under WIOA. The SWIB seeks proposals demonstrating collaborations with other agencies in order to access an appropriate range of services for participating youth. Proposals are expected to demonstrate capacity to fulfill all service requirements but may do so with partnerships.

A. WIOA Program Requirements

Section 129(c) (1) of the Workforce Innovation and Opportunity Act states that funds allocated to youth service providers shall be used for the following:

1. Provide an objective assessment of each participant, which includes a review of academic levels, basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs.
2. Develop personalized service strategies for each participant based on assessment data that identifies career pathways and includes education and employment goals, appropriate achievement objectives, and appropriate supportive services.
3. Provide:
 - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
 - b. Preparation for postsecondary educational and training opportunities;
 - c. Strong linkages between academic learning and occupational learning;
 - d. Preparation for unsubsidized employment opportunity; and
 - e. Effective connections to intermediaries with strong links to the job market and local regional employers.

The following is a list of the 13 required services local programs must, at a minimum, provide to In-School Youth per Section 129 (c) (2) of the Act. **If a provider does not directly provide the services listed, it must demonstrate the ability to make seamless referrals to appropriate providers of such services. The grantee will have primary responsibility for ensuring that each participant has full continuum of services available to them.** Providers need to identify the referral source as part of the RFP submission.

- 1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- 2) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. summer employment opportunities and other employment opportunities available through the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. on-the-job training opportunities;
- 3) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved.

- 4) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 5) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- 6) Supportive services;
- 7) Adult mentoring for duration of at least 12 months that may occur both during and after program participation;
- 8) Follow-up services for not less than 12 months after the completion of participation;
- 19) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- 10) Financial literacy education;
- 11) Entrepreneurial skills training;
- 12) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 13) Activities that help youth prepare for a transition to post-secondary education and training.

B. Participant Eligibility

To be eligible to participate in activities carried out under this chapter during any program year an individual shall, at the time the eligibility determination is made, be an In-School Youth.

In this section, the term “in school youth” means an individual who is—

- A. attending school (as defined by State law);
- B. not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- C. a low-income individual; and
- D. One or more of the following:
 - 1) basic skills deficient.
 - 2) an English language learner.
 - 3) an offender.
 - 4) a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - 5) pregnant or parenting.
 - 6) a youth who is an individual with a disability.

- 7) an individual who requires additional assistance to complete an educational program or to secure or hold employment.

Note: Income Guidelines are determined and issued each spring for the forthcoming year.

Annually, contractor staff responsible for recruitment and eligibility certification must attend specific training sessions regarding WIOA Youth components including eligibility and documentation requirements. Documentation of eligibility must include documents that establish both identity and employment eligibility; family size, selective service registration, economic eligibility, barrier, and administrative documents (grievance form, release of information, media release form, and proof of residency).

Assessment and Individual Service Strategy: Program contractors will provide an assessment of each youth's academic levels, skill levels, and service needs and develop an individual service strategy for each participant. Individuals may not be provided assessment or training services until certified eligible by BEA or its designee.

C. Career Pathways

WIOA places a strong emphasis on career pathways as defined as a combination of rigorous and high quality education, training and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options through Economic Labor Market Information (ELMI);
- Includes counseling to support an individual in achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.
- All career pathways must include work-based learning opportunities for all participants.

D. Work-Based Learning

WIOA requires that not less than 20% of funds **must** be spent on activities supporting paid and unpaid work experience that have as a component academic and occupational education. This may include, summer employment and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities.

According to the Training Employment and Guidance Letter WIOA No, 23-14, Operating Guidance for the Workforce Innovation and Opportunity Act, "program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience." These work-based learning strategies must serve as a next step in career development, whether the desired outcome is employment or enrollment in post-secondary education or advanced training.

E. Program Model and Services

The SWIB envisions funding programs that incorporate best practices for serving ISY. Successful program models for ISY should be designed to assist young adults on an individual basis. All program models must incorporate the thirteen (13) essential elements. Successful models will provide an array of services that will ultimately launch young adults on a meaningful career pathway with sustainable employment.

Education Model:

- **Target Group:** youth who have not dropped out of school and are connected to an educational entity.
- **Objective:** to provide youth with resources and training that leads to a portable credential (high school diploma or HISET) and starts them on a career pathway or enrollment into a post-secondary institution
- **Anticipated Outcomes:** attainment of high school diploma or HISET, math and reading gains, attainment of credential(s), entrance into employment or post-secondary education

The education model is designed to serve in-school youth who do not have a high school diploma or HISET. This model features intensive training to prepare individuals for the HISET or diploma granting programs. Program designs must demonstrate comprehensive service strategies to meet the wide array of needs posed by participating youth. Responsive program designs will demonstrate effective outreach strategies to recruit youth. This model also features a strong academic remediation curriculum to ensure skills gains in reading and math for which youth will earn elective credit.

In addition, respondents under this program model should provide a strong school-to-career or/college framework. Providing an early introduction and exposure to post-secondary education/careers and career exploration activities that allow youth to establish career goals is required. Job readiness training, work-based learning opportunities such as paid and unpaid work experience, and services to assist youth in applying for college should be included in this design. A post-secondary bridge strategy, such as remedial/developmental class preparation, which allows youth to take college level courses upon entry into community colleges, is also encouraged.

While attainment of a diploma or HISET is a top priority, **service strategies must reach beyond the HISET or diploma completion to support youth entry into post-secondary education/training and/or into employment** along a career path that will lead to economic security. Collaboration with employers and/or higher education institutions is strongly encouraged to emphasize career planning and access to post-secondary options for youth. Applicants must demonstrate clear transitional strategies into post-secondary education/training and/or employment for participating youth

E. Required Program Components

The following contains a list of program components that must be provided, regardless of program model. All programs **MUST**:

1. Conduct creative outreach and recruitment activities to identify and engage participants;
2. Complete a thorough intake interview and collect eligibility documentation for enrollment;
3. Conduct comprehensive individual assessments;

4. Provide academic skills remediation for youth who test below 9th grade in reading and/or math;
5. Provide pre and post assessments that measure documented academic, technical, occupational or other forms of interim progress toward the credential or employment;
6. Administer a career-interest assessment inventory and conduct career exploration activities with structured opportunities to explore a range of career options in a particular industry, thereby developing work-readiness and industry-relevant competencies;
7. Develop individual service strategies (ISS) that address the needs identified through the comprehensive assessment, in a manner that is appropriate to the individual developmental needs of each youth and that follows clear timelines in which to be completed;
8. Provide supportive services as appropriate and identified in the Individual Service Strategies Plan;
9. Define the terms of participant success for each service delivered;
10. Work with employers in the development and structure of work-experiences to ensure the needs of both youth and employers are met. These full or part-time employment opportunities should provide opportunities for career advancements;
11. Develop effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment;
12. Maintain contact and active engagement with participants to ensure there are no gaps in service;
13. Maintain current progress of participant activities using the E-Teams System;
14. Utilize resources available through WIOA partners, such as but not limited to, Vocational Rehabilitation, New Hampshire Works Centers, Adult WIOA Partners, etc. to effectively deliver services to youth;
15. Provide follow up services for a minimum of one year after exit to ensure placement and retention the 2nd and 4th quarters after exit;
16. Submit quarterly status reports for all program activities by the 15th day of beginning month's quarter i.e. on Oct 15 submit a status report covering July 1-Sept 30 activities and plans for Oct 1-Dec 30;
17. Participate in monthly meetings with BEA staff to discuss performance, disseminate and/or obtain information relevant to their program; discuss policy changes and related requirements.
18. Participate in assigned team meetings, such as: partnership meetings, job developer, etc.

WIOA requires that not less than 20% of funds **must** be spent on activities supporting paid and unpaid work experience that have as a component academic and occupational education. This may include, summer

employment and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities.

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This proposal is seeking a fresh approach to the delivery of In-School Youth services that recognizes the need for continued access to services through the one-stop system delivery model, as required under WIOA, yet offers to bring renewed energy to the process with a focus on effectively serving underserved target populations i.e., those not already being served with similar resources. This approach does not exclude working with our partner agencies to co-enroll participants, but rather seeks to expand beyond that core base to include a greater number of individuals from within the priority of service groups that are not currently receiving services.

The WIOA Case Management system, the NHES Job Match system and Workforce Connect are integrated systems as of September 1, 2020. With this integration, JMS and Workforce Connect registration will be automatic. The system may identify individuals as having received basic core services and in some cases, individualized career services, through NHES prior to contact with a WIOA Youth Specialist.

Youth Specialists hired to provide services to WIOA Title I In-School Youth must have demonstrated competency in the following areas:

- Proficiency in the use of **career assessments** (basic skills, occupational, academic) and the ability to interpret results to assist participants in career decision-making.
- Proficiency in the use current and detailed **labor market information** to assist participants in employment/career decision-making; including the ability to teach participants how to use LMI information in the future. To be effective, a case manager must at a minimum have a strong knowledge of the local economy and the use of the ONET database.
- A comprehensive understanding of **Career Pathways** approaches to workforce development, which includes education and training steps between occupations in an industry sector, combined with support services, to enable individuals to enter and exit at various levels and to advance over time to higher skills, recognized credentials, and better jobs with higher pay.
- Understanding of the WIOA Youth Essential Elements and the ability to provide those services to youth with demonstrated need.
- Proficiency in guiding participants regarding **training opportunities**, which includes a working knowledge of the various training opportunities available through the ETPL, identifying the best type of training (e.g., ITA, OJT, Pre-Apprenticeship, Apprenticeship, paid and unpaid work experience, and non-WIOA resources) for the participant, and how to identify and select appropriate training providers using the performance data.
- Proficiency in the use of technology; staff must have **technology skills** sufficient to be able to quickly learn and navigate the WIOA case management system. Failure to hire staff with this ability will delay services and will negatively affect program and performance outcomes.
- Working knowledge of WIOA **performance measures**, and how the work performed affects outcomes, and the impact performance measures have on the NH Works system as whole.

Specific Workforce Activities include but are not limited to the following tasks:

- Determine program eligibility and ensure adequate documentation to support determination.
- Develop an Individual Service Strategy with each customer that identifies appropriate objectives and services for the customer to achieve his/her career goals.
- Conduct ongoing and *timely* data entry using the WIOA case management system.
- Provide uninterrupted active case management for customers.
- Conduct assessment activities, using state approved tools.
- Maintain a strong industry focus in the provision of services, working directly with NH Works Partner Business Services staff, Sector Advisors, Department of Economic Development staff and others on program design and training components.
- Provision of the WIOA Youth Essential Elements, as appropriate, for each participant.
- Assist in job placement for participants exiting the program to ensure in-demand job placements, training-related placements, and/or placements in targeted occupations.
- Coordination of resources, which may include co-enrollment; include BEA and other community partners that are already providing similar and/or related services.

F. WIOA Youth Program Performance Measures

All WIOA funding is in part, based on achieving US Department of Labor’s performance measures regarding employment and training. The selected sub-recipient will be responsible for meeting all performance measures as laid out by the US Department of Labor. See chart below for current measures. Negotiations with DOL for PY2022 and PY2023 will begin in PY2021. Definitions for each measure listed are provided on the DOL website (www.dol.gov/agencies/eta/performance)

WIOA Performance Measures	New Hampshire Final Negotiated Goals	
	PY 20	PY 21
WIOA Youth		
Employment (Second Quarter after Exit)	67.0%	68.0%
Employment (Fourth Quarter after Exit)	61.0%	63.0%
Median Earnings	\$4,000.00	\$4,422.00
Credential Attainment Rate	61.5%	62.0%
Measurable Skill Gains	60.5%	61.0%

State goals will include but not be limited to, enrollment, training and expenditures. The State will set the goals, in consultation with the sub-recipient, and stipulate goals in the contract document.

The SWIB may establish additional goals for the NH Works system that will apply to the WIOA Title I In-School Youth program service provider. BEA and/or its designee will modify existing contract documents to address new requirements in and when approved by the SWIB.

G. Performance and Case Management Tracking

The state-managed database (i.e., JMS) will support statewide employment and training data tracking through the integration of employment and training program services and WIOA. The database provides

customer tracking and enables the State of NH to report on federal and state-mandated WIOA reporting requirements to the US Department of Labor. (DOL). This system will also allow the state to track program performance by service provider.

The successful Bidder(s) will be required to use this system to record and track all client activities and program services. Reports generated from this system will determine program performance, which is shared with the SWIB at quarterly meetings, and other key State level stakeholders on a regular basis. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. BEA or its designee staff will provide initial system training, *the sub-recipient shall be responsible for ensuing on-going staff training to develop and maintain staff competence.*

H. Program Reporting Requirements

Reporting requirements shall include both program and financial reports and will include but not be limited to the following:

- 1) Programmatic:
 - a. Timely and accurate data entry in the Job Match System (JMS) case management system to ensure current information is available for Quarterly and Final Quarterly Performance Reports (QPRs).
 - b. Contractors will be required to use JMS tracking and performance report modules to manage system performance on the local level.
 - c. Attainment of Enrollment Goals: The expectation is that all students will have a full year (12 months) of services during this contract per program year. New contractors will have six months from date of Governor and Council approval to meet their PY21 enrollment goals. All contractors will be subject to renegotiation of the contract award amount if the enrollment goal has not been met annually.
 - d. A written year-end program, fiscal, and performance report by no later than the last day of July following the program year end date.
 - e. Corrective action reports as deemed necessary.
 - f. Two (2) success stories.
 - g. Ad-hoc reports requested by BEA as deemed necessary.
- 2) Financial:
 - a. Invoices for services and related expenses shall be billed monthly. Invoices are due by the 30th of the month following the reporting month.
 - b. WIOA does not require the use of accrual accounting; however, accrual reporting is required and accruals must be included on all invoices for reimbursement.
 - c. The contractor shall use the invoice format provided by BEA.
 - d. The contractor shall maintain sufficient documentation on file in their offices to support invoices, and make such documentation available for review by authorized BEA staff and/or its auditors. Contractor will be required to attach detailed documentation to support invoice costs.
 - e. Reporting Administration Costs separate from Program Costs consistent with federal cash management policies and procedures.
 - f. Program income reports (if applicable) are to be submitted no later than July 31.
 - g. Year-end Match reports (if any) are to be submitted no later than July 31 of each year.
- 3) Property Management:
 - a. The contractor must maintain a fixed asset inventory system that clearly identifies all non-expendable property with a life expectancy of one year or more and a unit price of \$250 or more which is purchased or leased with grant funds.

- b. The contractor will be required to submit to BEA a complete property inventory report that identifies all property (defined as a unit cost of \$250 or more) and equipment (defined as a unit cost of \$5,000 or more) at the end of each program year.
- 4) BEA reserves the right to adjust reporting requirements, upon mutual agreement with the contractor, if such adjustments are deemed necessary to meet program objectives.
- 5). Regarding system management requirements and reporting, the contractor shall:
 - a. Develop and maintain effective financial systems for the planning and budgeting of funds in accordance with regulations and applicable OMB guidelines.
 - b. Maintain participant hard copy and electronic case management system files in compliance with rules and regulations, and BEA procedures and policies.
 - c. Utilize the JMS system at the time of registration/intake to avoid incomplete information and/or re-work, and ensure that all Youth customer information is entered into the JMS system within a specified period of time in accordance with BEA policy and procedures.
 - d. Notify BEA in writing of any JMS case management system problems, or any other system management issues that may interfere with the contractor's ability to monitor and/or report on local performance in a timely manner.
 - e. Comply with all established reporting requirements, ensuring accurate and timely submissions.

I. File Records, Retention and Ownership

Data accuracy is critical to the success of the program. The information provided is utilized to gain program funding and to support the need for services. Data validation is required annually and reported to the US Dept. of Labor. This is a process for matching the evidence of services to the entries into the participant data system. If there is a high error rate for reporting data, the state as a whole will lose the funds which provide substantial services to the residents of New Hampshire.

J. Participant Confidentiality

Regarding participant confidentiality, the contractor shall -

- A. Maintain participant confidentiality at all times. Confidentiality requirements include any information regarding project applications or participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.
- B. Take reasonable steps to ensure the physical security of all data gathered, and inform each of its employees, contractors, and sub-recipients having any involvement with personal data or other confidential information, of the laws and regulations relating to confidentiality.

K. Workforce Development System Committee Meetings

- A. The contractor shall designate a staff person to represent the service provider on the interagency teams assigned by BEA (e.g., NH Works Partner Meetings, Job Developer Meetings, etc.)
- B. The contractor shall ensure consistent attendance at assigned meetings. (Costs for attending meetings are included in the Contract for services, and may not be billed separate of the agreement).

L. Grievance Procedures/Customer Complaints

- A. The contractor shall provide all applicants for WIOA services a written grievance procedure notice, and ensure that a signed copy attesting to the receipt of this information is included in the JMS Case Management file.
- B. The contractor shall train all staff in the grievance procedure process, which shall take precedence over any other contractor-specific grievance procedures and policies when applied to WIOA-funded participants/employees, and ensure that copies of all grievance policy and procedures are available.
- C. The contractor shall inform BEA immediately of all complaints oral and written, formal or informal, which are received by or about any WIOA Youth funded staff.
- D. The contractor shall respond to all oral or informal e-mail “complaints” received directly, or forwarded by BEA within two days from receipt of the complaint.

M. Duplicate Funding

- A. The contractor shall submit to BEA copies of all requests for Federal, State, or local grants that may materially affect the quality of cost or the services provided under this contract, prior to submitting the request to the funding source. Contractor shall also inform the BEA of the receipt of any such grant, in which event the SWIB/BEA shall have the right to renegotiate the price or deliverable performance of this contract.
- B. Contractor costs or earnings claimed in one contract or grant may not also be claimed under any other contract or grant.

N. Dispute Resolution

The contractor agrees to use administrative processes and negotiation in attempting to resolve disputes arising from this contract. The contractor shall continue performance of the contract activities during such dispute and shall immediately submit written request for informal review and consultation to BEA. Should the dispute not be resolved at this level within thirty (30) calendar days of such request, the SWIB shall review the disputed matter and after consultation with the Board Chair, and the contractor, shall resolve same in accordance with standards as set forth in WIOA Section 184, and such decision shall be rendered in writing and become binding to all parties. Nothing in this paragraph shall imply that the contractor is prevented from appealing to NH BEA decisions pursuant to State and Federal regulations.

O. De-obligation/Re-Obligation/Extensions

- A. Modifications reducing the budget levels of any contract may be considered and implemented during the course of the contract if and when a contractor fails to meet expenditure, client, outcome goals, or notification from the BEA or the U.S. Department of Labor of a funding reduction.
- B. Either party may terminate this contract without cause after giving the other party sixty (60) days advance written notice of their intent to terminate this agreement. However, no termination is allowable without cause within the 30 day period immediately prior to the beginning date of the contract.
- C. This agreement may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of this contract. Performance does not mean only actual delivery of the product or service specified in the contract. It is meant to include the delivery of the product or service in a manner, which would be appropriate for good quality. In this event, the aggrieved party shall deliver three (3) working days advance written notice to the other party specifying the performance failure and the intent to terminate. The Contractor will have ten (10) days from the receipt of such notice to correct the condition to BEA’s satisfaction. If the condition is not corrected within the ten (10) day period, the Contractor will be determined to be in breach of contract.

- D. BEA may unilaterally terminate or negotiate modification of this agreement at any time if its Federal or State grants are suspended, reduced, or terminated before or during the contract period, or if Federal or State Grant terms and regulations change significantly.
- E. In the event of early termination initiated by either party for whatever reason, the Contractor is entitled to payment earned through the date of contract termination. Only reimbursement for costs incurred under this contract from the contract beginning date through the date of contract termination will be eligible for payment under this contract.

P. Corrective Action

BEA reserves the right for BEA or its designee to conduct monitoring and evaluation of the performance provided under this agreement. BEA will notify the Contractor in writing of any deficiencies noted during such review, and may withhold or disallow payments as appropriate based upon such deficiencies. BEA will provide technical assistance to Contractor in correcting the deficiencies noted. BEA may conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them. If such deficiencies persist, BEA may terminate this contract.

Q. Legal Authority

Contractor assures and guarantees that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving Contractor legal authority to enter into this contract, receive the payments authorized under this contract, and to perform the work the Contractor has obligated itself to perform under this contract.

R. Independent Contractors

It is expressly understood and agreed by both parties that BEA is subcontracting with the Contractor as an independent Contractor and that the Contractor agrees to indemnify BEA against all disallowed costs or other claims which may be established by the Contractor or any third party occurring in connection with the services to be provided by the Contractor under this contract.

SECTION V: PROPOSAL REQUIREMENTS

The items contained in this section must be included in the contractor’s proposal to meet the minimum requirements for evaluation. The sections must be in the order described and written in a straightforward and concise manner.

Respondents must carefully examine all requirements stipulated in this RFP and respond to each requirement in their proposal.

Letters of support are not required.

Please note that BEA or its designee cannot enter into contract negotiations with an organization that is not legally permitted to conduct business within the State of New Hampshire or is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

A. Proposal Content Requirements

1. Proposal Cover Sheet	Appendix A	Required	Pass/Fail
2. Table of Contents	with Page Numbers	Required	Pass/Fail
			600 Point Total
3. Proposal Narrative		Required	
• Program Description	Max. Four (4) Pages	“	50 Points Total
• General Program Operations	Max. Eight (8) Pages	“	200 Points Total
• Elements	Max. Six (6) Pages	“	100 Points Total
• Academic Opportunities	Max. Two (2) Pages	“	50 Points Total
• Career Pathways/Development and Employment Opportunities	Max Three (3) Pages	“	100 Points Total
• Outcomes	Max Three (3) Pages	“	50 Points Total
4. Proposal Budget		Required	50 Point Total
A. Budget Narrative	Max. Four (4) Pages	“	
B. Budget Worksheet	Appendix B	Required	
5. Staff Job Descriptions	Appendix C	Required	Pass/Fail
6. State Assurances and Certification	Appendix D	Required	Pass/Fail
7. WIOA Assurances and Certification	Appendix E	Required	Pass/Fail
8. Miscellaneous	Max. Five (5) Pages	Optional	

B. Proposal Format Requirements

- Font: 12 point – Times New Roman Spacing:
Optional (single spaced or greater)
- Pages: Numbered (exclusive of title page, table of content and miscellaneous pages)
- Margins: 1 inch
- Paper: 8 ½ x 11
- Email: PDF format – drop box and/or similar tools not allowed.

SECTION VI: PROPOSAL NARRATIVE AND BUDGET

1. Program Description (50 points)

- Please provide a brief overview of proposed project.
 - Describe how the proposed program will fit into your organization’s mission and goals.
 - Describe how your organization’s mission and goals support both the SWIB vision and WIOA.
- Describe the target population and primary geographic area(s) to be served. What are the characteristics of your target population? Applicant must serve one or more of the US DOL targeted populations described as “neediest youth”.
- Describe the employment opportunities within the region and how employer needs will be met through the program.
- Describe your past experience and results delivering services in similar projects and/or to similar populations.

2. General Program Operations (200 Points)

Enrollment:

- What are your proposed enrollment goals per program year? How many will new program enrollees and how many will be projected to be carryovers from prior program year (s)? What date will be your final enrollment date?
- Describe outreach and recruitment strategies for target population(s).
- Include a description of local partnerships with youth serving agencies, organizations, and schools to reach target populations as well as a timeline for meeting the enrollment goals.
- Describe the criteria you will use to select youth for enrollment into the program.
- Describe how you will address youth not selected for participation. Will these youth have an opportunity to enroll again in your program?

Describe how you will provide outreach and accommodate services to youth with disabilities or those whose primary language is not English.

Describe orientation/assessment activities. Include assessment tools, instruments, and methods your program will use to gather the necessary assessment information to develop Individual Service Strategies. **(Applicant must use the Test of Adult Basic Education (TABE) to assess academic levels.)**

Describe how your program will develop an Individual Service Strategy (ISS) and how participants' individual goals will be developed, evaluated, and coordinated.

Describe your staffing plan. Include positions, staff to youth ratios, and staff areas of responsibility as related to the outlined program. State how many new staff members will be hired? Make sure to indicate who will be responsible for job placement and retention.

Describe your project's case management strategy for providing consistent support; follow through for service plans and referrals, and tracking for individual participants.

Provide a detailed schedule of participant activities and the anticipated length of time necessary to complete the program. Describe the location of activities.

Describe the strategies you will use to motivate and/or reward positive participation in the program; and (where appropriate) describe participant payroll, incentive, or payment methods.

Describe what standards or expectations will be required of youth participating in the program.

Describe the methods you will use to involve youth in the design and leadership of the program.

Describe the employment opportunities within the region and how employer needs will be met through the program.

Describe the strategies you will use for developing employer relationships that lead to job placement and what job retention strategies will be incorporated.

3. Elements (100 Points)

Please describe how you will provide each of the required program components,

- Describe in detail how the 13 essential elements will be offered to all participants.
- Describe a detailed follow-up plan that provides a full range of follow-up services that can fill gaps in the family, educational, and social frameworks that may be missing in their lives or support them in long term success.

If your program will not be providing a service/strategy directly, describe how you will provide it through partnerships and /or subcontract relationships.

- Describe how you will be coordinating services to ensure continuity of contact with participants.
- Describe how you will coordinate these partnerships to ensure performance towards program goals.
- Identify and estimate the value of the leveraged resources your program will use to support and enhance the delivery of these elements.

Describe how your program will identify each participant's individual need for the described services.

4. Academic Opportunities (50 Points)

Describe how youth who are basic skills deficient will be assisted in increasing their skills. Basic skills deficient youth are those who do not achieve TABE test scores at least at a 9th grade level in numeracy or literacy.

Describe the specific curriculum tools & resources that will be used to deliver academic activities.

State the kinds of activity (ies) youth will be engaged.

5. Career Pathways/Development and Employment Opportunities (100 points)

Describe the type of career pathway(s) your organization will offer

What type of work-based learning and career development opportunities will be offered to youth?

Describe how these activities will be linked to learning objectives and how you will ensure that employer-defined skills and labor market information are used to guide career development activities.

Describe linkages you have made with employers. Include any resources leveraged in the form of funds, operations, etc.

Include **letters of commitment and/or memorandums of understanding (MOU)** from key partners essential to delivering the services and achieving the proposed outcomes. This may be an attachment outside of the page limits.

6. Outcomes (50 points)

Please describe your past performance outcomes for PY18 and PY19.

- Include total enrollments, performance levels of specified outcomes, methods and/or tools you have used. If you do not have prior WIOA Youth performance outcomes, please share outcomes from other employment and training programs (enrollments and outcome measures).

Describe any additional outcomes that will be part of your program.

Describe how you will evaluate the effectiveness of the program on an on-going basis throughout the program.

SECTION VII. FUNDING/BUDGET GUIDELINES

The following budget information must be submitted –

A) Line Item Budget – see Budget Forms

- Budget Information should include the total costs being requested under this RFP, including specific categories.
- Provide the cost per participant based upon requested funding amount in the proposed project should be indicated on the budget information form.
- Follow-up Costs-Please indicate the amount of your budget that will be used to provide follow-up services.

B) Budget Narrative – In the narrative section of each budget page:

- Give a brief and concise explanation of each budget item in the same order as the line item budget.
- Include method and/or formula for estimating each line-item figure.
- For personnel costs include personnel justification that lists job titles, rate of pay, and full-time-equivalent or anticipated time to be spent in project activities.
- List specific follow-up services offered and costs for each.
- Please provide a copy of your most recent audit report. If you do not have annual audits, attach a copy of your most recent financial statements.

C) Funding available under this proposal is limited. The grant writer should be mindful of the per participant cost. The review team will be attentive to per participant cost of programs. All costs associated with proposed programs and the cost per participant should be reasonable in light of available funding.

Budget Line-item Definitions:

- **Personnel:** This includes staff salaries and benefits associated with program delivery such as staff providing direct services to youth or staff performing administrative functions (fiscal, managerial, fundraising, etc.) or staffing. Client tracking/reporting staff can either be directly included in this category or allocated in the indirect category.
- **Operating:** This includes all direct expenses for goods and services purchased for the program such as costs associated with space rental, equipment, utilities, staff travel and training, and general costs to run the program. It does not include participant expenses that are categorized separately below:

- **Participant:** Participant expenses are items that are spent directly on individual participants. Participant costs are items that can be tracked by individual enrollment. These may include participant support services (ex: bus tickets to arrive at the project site), participant payments (wages), participant supplies (items/equipment participants need to complete projects), and participant tuition and fees that may be incurred during enrollment.
- **Contractual:** All costs incurred by subcontractors (providers) who perform work under a subcontract that has specific goals and deliverables. Vendors (for example utility providers, landlords, office supplies providers, etc.) are not considered subcontractors.

Budget Section Requirements – 50 points

Part I: Budget Narrative

The Budget Narrative is where the bidder provides an itemized budget breakdown and narrative for each budget category listed on the Budget Worksheet. Describe any leveraged community and partner resources, if any and the source of funding.

In responding to this RFP, the bidder should plan for an annual (July 1 – June 30) budget cycle. For each of the three years to be included in the contract awarded in response to this RFP, BEA will negotiate an annual line-item budget.

The budget narrative must offer sufficient details to allow an assessment of cost reasonableness for costs identified in the Budget Worksheet described below.

Personnel

- Provide the title and duties of each position to be compensated under this project and the importance of each position to the success of the project.
- Provide the salary for each position under this project.
- Provide the amount of time (such as hours or percentage of time) to be spent by each position on this project.
- Provide the basis for cost estimates or computations.
- How many direct service staff are included in your budget? (FTEs)
- How many non-direct service staff or administrative are included in your budget? (FTEs)

Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.
- Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.

Travel (In-State)

- Explain the purpose of travel, explain how it aligns to the project goals and objectives, and identify who will travel.
- Provide specifics on how travel expenses are calculated
- Provide information on allowed mileage reimbursement costs.

- Mileage reimbursement may not exceed the Federal rate ,which can be found at GSA.gov
- Travel for consultants should be included under Contractual (line 6).
- Out-of-state travel is restricted and requires prior approval from by BEA (most training opportunities are now available on-line).

Equipment

- In general, equipment costs are not allowed for this program
- However, the State considers all purchases of \$250 or more to be treated as equipment that must be maintained on inventory and remain property of the program/state. Such purchases require prior approval from BEA.
- The provider shall return all equipment/furniture purchased with federal funds to BEA upon the termination of contract.

Supplies

- Supplies purchased with grant funds should directly benefit the project and be necessary for achieving project goals.
- Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Provide an estimate of supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain anticipated need for supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

Facility Costs (not included in indirect costs)

- For facility cost, include estimated total square feet available and cost per square foot.

Contractual

- Please note that this RFP does not include a provision for sub-contracts. However, if the bidder is proposing a service design that includes contractual agreements the following information must be provided.
 - Describe the products to be acquired, and/or the professional services to be provided.
 - Provide the purpose of the product(s) and/or services and their relation to project success.
 - Provide the projected cost per contractor and basis for cost estimates.
 - For professional services contracts, provide the amount of time to be devoted to the project, including the proposed costs to the grant award.

Construction

- Not applicable.

Other

- Provide the purpose for the expenditures and their relation to the proposed strategy during the project period.
- Costs associated with professional development, if applicable.

Total Direct Costs

- The sum total of all direct expenditures, per budget category.

Indirect Costs

- Describe your indirect cost rate – include the percentage and what is included in your base cost for determining your indirect cost rate. If the bidder does not have an approved indirect cost rate, they must use the 10% De Minimis rate.

Administration Costs

- Administration costs are limited to 10% of the contract award.
- Indirect costs are included in the administration costs.
- In general, most cost associated with this program will fall into the direct and indirect costs category.
- Please see WIOA guidance on the administrative cost definition for WIOA

Training Expenses (50% of funds, minus administration costs)

- Individual Training Accounts (ITA)-This is not applicable for In School Youth.
- On-the-Job Training Contracts – estimated cost for OJTs based on number of people enrolled in an OJT and the estimated cost per participant.
- For the OJT costs estimates assume a cap of \$6,500 per person.

Support Services

- Describe how funding will be used for support services and how costs were calculated.
- Explain in detail if funds exceed the assumed limit of 10-12% of program costs.

Total Costs

- Sum total of direct costs, indirect costs, and training costs.
- Please provide total costs for the year.

In addition, please provide a copy of your most recent audit report. If you do not have annual audits, attach a copy of your most recent financial statements.

Part II: Budget Worksheet

Bidder is required to submit a budget worksheet using Appendix B. All costs included must be reasonable, allowable, necessary and allocable among the cost categories using cost principles from 2 CFR 200 and 2 CFR 2900, as appropriate.

The budget narrative provided must offer sufficient details to allow an assessment of cost reasonableness.

In addition, please use Appendix C for job descriptions of WIOA funded staff included in the personnel costs on the budget worksheet.

SECTION VIII. EVALUATION CRITERIA

The BEA Proposal Review Team will rate the proposals and assign each a numerical value and make recommendations for selection to the Governor and Council.

The SWIB Proposal Review Team will review and score proposals according to the criteria and specified assigned points in the Evaluation Criteria. BEA and or the SWIB retains the right to request additional information from any applicant.

As part of the evaluation process, the SWIB will review a respondent's performance on any previous and/or existing agreements as well as check other references. Achievement of grant agreement outcomes (i.e., number of enrollments, credential(s) attainment, measurable goal attainment, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, it may also: 1) require meeting with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and/or 3) identify other documentation the entity must provide as a condition of funding.

The SWIB/BEA reserves the right to withhold awards should there be no proposals that adequately address the services and outcomes requested.

The proposal review and evaluation process utilizes a fair and objective process that adheres to the State's Procurement Policy and all other applicable state and federal regulations.

All proposals passed by the review committee will be evaluated by impartial evaluators and scored using a uniform scoring guide.

A. Technical Review

BEA program administrators will serve as the Technical Review Team. The team will conduct a review of each proposal received for compliance with technical requirements as follows:

1. evaluate each proposal for acceptability, based on completeness and responsiveness to requisite program criteria,
2. confirm the proposal was submitted in accordance with the specified timeline,
3. confirm all of the requested information and documentation is included in the application package, and
4. verify that the proposal is complete and signed by an individual legally authorized to act on behalf of the bidder.

Proposals assessed as failing to meet the required minimal standards will be returned to the bidder.

Proposals passing the technical review will be forwarded to the Selection Committee for content evaluation and scoring.

B. Selection Process

- No less than three (3) SWIB and/or BEA staff members shall serve as the Selection Committee for this RFP.
- Proposals that meet the minimum criteria will be reviewed and ranked by the Selection Committee.
- Each reviewer will complete a score sheet for each proposal received from the Technical Review team.

- Proposals will be ranked based on the merits of the proposal using the Evaluation Scoring process outlined in the section below.
- Rankings will be used as a guide for discussion and final selection of a provider.

C. Evaluation Scoring

<u>Section Headings</u>	<u>Available Points</u>
Program Description	50
General Program Operation	200
Elements	100
Academic Opportunities	50
Career Pathways and Employment Opportunities	100
Outcomes	50
Budget	50
Total	600

- The Selection Committee retains the right to request additional information from any applicant or request an oral presentation.
- Bids submitted that exceed the maximum amount of WIOA In-School Youth funds specified for this RFP will be rejected.
- If all responses fail to address the elements of RFP as presented, the Selection committee may declare a failed competition and request a re-release of the RFP. Conversely, in the event that a single response is submitted, and that response is deemed adequate, the committee may move that proposal forward for final selection.

D. Award Process

Scores submitted from the Selection Committee will result in the initial selection of a provider that most closely meets the requirements established by the SWIB as well as BEA.

- Each Bidder submitting a proposal will be notified in writing regarding the decision concerning their proposal.
- Formal notification to the selected bidder are subject to Review and Approval by the SWIB and BEA.
- If the results of the review indicate, in the opinion of BEA, that the bidder may not be able to fulfill service delivery expectations, BEA reserves the right to decide to not enter into a contract with the organization, regardless of the ranking and/or approval of the applicant’s proposal.
- BEA may require the selected service provider to participate in negotiations and modify their proposals based on the outcome of those negotiations. BEA may decide not to fund part or the entire proposal, even though it is found to be competitive. Such decisions will be made based on

the opinion of BEA that the services proposed are not needed, the goals of the proposal do not align with goals of the SWIB, or the costs are higher than BEA finds reasonable in relation to the overall funds available.

- BEA 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. In such instances, BEA will not be held liable for provisions of the RFP package that become invalid.
- Additional funds received by BEA may be used to expand services with existing sub-recipients or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of BEA.
- BEA or its designee will initiate and negotiate a contract award pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and/or the successful completion of contract negotiations.
- The NH Governor and Council must approve the final contract between BEA and/or its designee and the selected bidder prior to enactment.

E. Debriefing of Unsuccessful Bidders

Unsuccessful bidders may request a debriefing conference. **A written request for a debriefing conference must be emailed to Lisa Gerrard at Lisa.D.Gerrard@livefree.nh.gov within three (3) business days after the Notification of Unsuccessful Proposal letter is e-mailed to the Bidder.** BEA will acknowledge receipt of debriefing request within three (3) business days.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted on the telephone and will be scheduled for a maximum of one hour.

F. Protest Procedure

This procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest of the acquisition with the SWIB Selection Committee. Protests shall be submitted by email to Lisa Gerrard at Lisa.D.Gerrard@livefree.nh.gov.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

- All protests must be in writing and signed by the protesting party or an authorized agent.
- The protest must state the grounds for the protest with facts and complete statements of the action(s) being protested.
- A description of the relief or corrective action requested should also be included.
- Only protests identifying an issue of fact concerning the following subjects shall be considered:
 - A matter of bias, discrimination or conflict of interest on the part of the Selection Committee.
 - Non-compliance with procedures described in the RFP document.

- Protests not based on the above will not be considered.
- Protests will be rejected as without merit if they address issues such as:
 - An evaluator’s professional judgment on the quality of a proposal, or
 - BEA assessment of its own and/or other agencies’ needs or requirements.

Upon receipt of a protest, a protest review will be held by the Chair of the SWIB or his designee that will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Bidder, such Bidder will be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

1. Find the protest lacking in merit and uphold the agency’s action.
2. Find only technical or harmless errors in the agency’s acquisition process and determine the agency to be in substantial compliance and reject the protest.
3. Find merit in the protest and provide the agency options which may include:
 - a. Correct the errors and re-evaluate all proposals.
 - b. Reissue the solicitation document and begin a new process.
 - c. Make other findings and determine other courses of action as appropriate.

If the agency determines that the protest is without merit, the agency will enter into a sub-recipient contract with the successful bidder. If the protest is determined to have merit, BEA will proceed with respect to the SWIBs decision to take one or more of the alternative actions noted in the preceding paragraph.

G. Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services pursuant to this RFP, the Agency will post the name, rank or score of each proposer.

The content of each Proposer’s Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). However, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL”. A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Agency will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing)

as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency's notice without any liability to the Proposers.

SECTION IX: DISCLAIMERS AND GENERAL PROVISIONS

The following are disclaimers and general provisions under BEA and/or the SWIB. The Bidder shall review each statement below to ensure capacity for compliance before submitting a proposal for consideration. Items listed below may be repetitive of provisions cited earlier in this RFP.

- The RFP is effective for maximum for three (3) years. Prior to the end of PY 2023, BEA or its designee will release an RFP for Title I WIOA In-School Youth services for subsequent program years.
- This RFP does not commit BEA to award a sub-recipient contract.
- Funding provided through this RFP process does not allow for any expenses related to preparing a proposal under Workforce Innovation and Opportunity Act.
- BEA reserves the right to waiver informalities and minor irregularities in offers received.
- The SWIB reserves the right to re-release this RFP in the absence of qualified proposals, and/or due to funding restrictions, reallocations, or any other funding/program-related issues at the state or federal level.
- The selected Bidder shall not subcontract in whole or any part any responsibilities or duties assigned in the contractual agreement between the Bidder and BEA without the written prior approval from BEA.
- All data, material, and documentation originated and prepared by the Bidder pursuant to the RFP shall belong exclusively to the BEA and be subjected to disclosure under the Freedom of Information Act.
- Formal notification to award a sub-recipient contract and the actual execution of a contract are subject to the results of negotiations between the selected Bidder and BEA and continued availability of Workforce Innovation and Opportunity Act funds.
- Any changes to the Workforce Innovation and Opportunity Act regulations and guidance, funding level or SWIB direction may result in a change in the sub-recipient contract. In such instances, BEA is not liable for what is in the Bidder's proposal or this RFP package.
- Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal Workforce Innovation and Opportunity Act legislation, all applicable federal regulations, State of New Hampshire policies and laws, and BEA policies and procedures.
- The Bidder selected for funding must also ensure compliance with the following as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93,37.2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 or 46 CFR part 31, whichever is applicable.

- Post RFP, additional funds received by the BEA may be included in a contract with the selected Bidder to expand existing programs; or by consideration of proposals not initially funded under this RFP, if such proposals rated in the competitive range. These decisions shall be at the discretion of the BEA.
- BEA may decide not to fund part or all of a proposal even though it is in the competitive range. If, in the opinion of the BEA, the services proposed are unnecessary, or the costs are higher than BEA finds reasonable in relation to the overall funds available, or if past management concerns lead the BEA to believe that the Bidder has undertaken services and cannot successfully carry out, changes are allowed.
- The Selection Committee is not required to award bids to the lowest Bidder or to the highest scoring proposal. The Committee may use discretion in considering all factors to select the best overall proposal. These factors include, but are not limited to, price, technical qualifications, and demonstrated experience.
- Any proposal approved for funding may be contingent on the results of a pre-award site visit conducted by BEA. This site visit will establish, to BEA's satisfaction, whether the Bidder is capable of conducting and carrying out the provisions of the RFP. If the results of the site visit indicate, in the opinion of BEA, that the Bidder may not be able to fulfill service delivery expectations, BEA reserves the right not to enter into contract with the organization, regardless of the Selection Committee's approval of the Bidders proposal.
- BEA is required to abide by all Workforce Innovation and Opportunity Act legislation and regulations. Therefore, the BEA 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.
- The Bidder shall adhere to BEA procedures to collect and verify data and submit required monthly reports as well as invoices to BEA.
- All Bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, gender, national origin, age, disability, sexual preference, English proficiency, or political affiliation or belief.
- All Bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- Bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with BEA. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
- The funding awarded in a contract resulting from this solicitation are subject to a reduction at any time during the contracting period should a Bidder fail to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
- The bidder awarded a contract as a result of this RFP, will allow state and federal representatives access to all related records and financial statements, Workforce Innovation and Opportunity Act records, program materials, staff, and customers.
- The bidder awarded a contract (in response to this RFP), is required to maintain all Workforce Innovation and Opportunity Act records for three (3) years, beginning on the last day of the program year. (2 CFR 200.333-337).
- The RFP period will not be final until BEA and the successful Bidder have executed a mutually satisfactory contractual agreement. BEA reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final BEA approval of the award and execution of a contractual agreement between the successful Bidder and BEA.

- BEA 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.
- BEA reserves the right to determine both the number of participants to enroll and the funding level for the final contract. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.
- The Review Team will reject any bid submitted that is over the maximum amount of WIOA Title I In-School Youth funds specified for this RFP.
- Registration with the New Hampshire Secretary of State as a Vendor is required. Bidders must provide a current copy of such certification or a copy of the submitted application for certification. The bidder may contact the NH Secretary of State at 603-271-3262 or 3266 for information on vendor registration.

APPENDICES

APPENDIX A - Proposal Cover Sheet

BEA/RFP #WIOA -YOUTH ISY-12-11-2020 IN-SCHOOL YOUTH PROGRAM

Organizations Name:	
Street Address:	
Mailing Address:	
Contact Person(s):	
Title of Contact Person(s):	
Telephone Number(s):	
Email Address(s):	

Check the box that most appropriately describes your organization:

<input type="checkbox"/> Unit of Local Government	<input type="checkbox"/> Private Non-Profit Organization
<input type="checkbox"/> For Profit Organization	<input type="checkbox"/> Business Association
<input type="checkbox"/> Other:	

CERTIFICATION: I certify that the information contained in this proposal, fairly represents the entity named above and its capacity to conduct the proposed delivery of WIOA In-School Youth services as described herein. I acknowledge that I have read and understand the requirements of the RFP and that this entity is prepared to implement the proposed activities if selected for contract. I further certify, by my signature below, my authority to sign this proposal and any contractual agreement emanating there from on behalf of the entity submitting the proposal.

_____ / _____
 (SIGNATURE of Authorized Official) Date

_____ / _____
 (Printed NAME and JOB TITLE of Authorized Official) Date

APPENDIX B – Budget Worksheet

Name of Organization:

Prepared by:

	Administration	Program	Total Costs
PERSONNEL EXPENSES	\$		
Salaries & Wages	\$		
Fringe Benefits	\$		
PROGRAM OPERATING EXPENSES	\$		
Supplies	\$		
Staff Travel	\$		
Facilities (direct charges for Rent & Utilities, Maintenance & Janitorial)	\$		
Communications (phones, etc.)			
Equipment Rental & Maintenance	\$		
Equipment Purchase (add approval requirement information)	\$		
Staff Training	\$		
Contractual	\$		
Other	\$		
INDIRECT COSTS (% =)	\$		
PARTICIPANT EXPENSES	\$		
Individual Training Accounts (ITA) N/A for ISY	\$		
On the Job Training (OJT)	\$		
Support Services	\$		
TOTAL	\$		

APPENDIX C – Staff Job Descriptions

Using this format, complete a separate Job Description for **each Position/Job Classification** that will provide WIOA services under the terms of this agreement, whether funded in full or in part, with WIOA In-School Youth funds.

Please identify the following:

1. Job Title

2. Describe actual job duties or tasks performed in relation to the WIOA In-School Youth program and job title (or attach job description and then *continue to answer questions below*).

3. Minimum education, experience, and qualifications of the person to perform the above job duties.

4. What is the anticipated amount of time this staff person will provide WIOA-funded services:
 - a. _____ hours per day
 - b. _____ hours per week
 - c. _____ office location(s)

5. What is the anticipated amount of time this staff person will provide WIOA-funded services:
WIOA In-School Youth _____ Other _____

6. Name of Immediate Supervisor: (If position needs to be filled, indicate this.)

7. Share information on any staff assigned to this position that is going to work in other sections/departments of the agency. Please describe.

APPENDIX D – Assurances & Certifications

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related Sub-recipient(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for restricting competition. However, I/we may freely join with other persons or organizations for presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and BEA may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of BEA whose duties relate (or did relate) to this proposal or prospective sub- award, and who was assisting in other than his or her official, public capacity.
6. I/we understand that BEA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of BEA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Bidder or to any competitor.
8. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
9. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for restricting competition.
10. I/we grant BEA the right to contact references and others, who may have pertinent information regarding the Bidder's prior experience and ability to perform the services contemplated in this procurement.
11. I/we accept and will abide by State of New Hampshire's Code of Conduct and Conflict of Interest Policy

Signature of Bidder

Title

Date

APPENDIX E – WIOA Assurances & Certifications

As an organization requesting WIOA funding, we assure and certify that our organization will comply with the following provisions:

- 1) Exclusive use of the statewide/regional brand name for the NH Works development system in lieu of traditional workforce development language and organizational names in the marketing and delivery of services and programs; furthermore, Ensure will credit the SWIB and BEA for funding on all marketing and other collateral.
- 2) Consistently identify individual programs and activities in user-friendly terms.
- 3) Designate appropriate job titles for staff who work with WIOA customers and detailed job descriptions will be available for each job title. These job titles will consistently be used with external customers.
- 4) Maintain customer files according to NH Works policies and guidance and adhere to data validation expectations.
- 5) Fully comply with the requirements of the WIOA; all Federal regulations issued pursuant to the Act; the NH WIOA State Plan; NH Works Directives; and policies issued by the SWIB.
- 6) Administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations.
- 7) Ensure that the program does not discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor.
- 8) House all WIOA service provider staff at the NH Works Job Center to the greatest extent possible and will accept all associated workforce roles and responsibilities.
- 9) Operate the program in full compliance with health and safety standards established under State and Federal law and that condition of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the customers.
- 10) Refer ineligible applicants to other appropriate services, including career services available at the NH Works Job Centers.
- 11) Exhaust other resources for support and/training prior to using WIOA funds.
- 12) Ensure that all WIOA customers participating in on-the-job training activities or individuals employed in other activities under WIOA be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Moreover, that such rate shall be accordance with applicable law. In no event shall the wage be less than the applicable state or local minimum wage law.
- 13) Ensure that no customer is employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA customers.

- 14) Ensure no WIOA funds will be used for contributions on behalf of any customers to retirement systems or plans; to impair existing Sub-recipients for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker.
- 15) Ensure reports to the BEA or its staff will be provided in a timely fashion, as requested.
- 16) Ensure all customer information will be keyed into the client management information system, JMS/GSI WIOA, in accordance with state and local policy, both in terms of content and timeframe expectations.
- 17) Ensure eligibility verification will be completed and documented in accordance with Federal, State, and local policy.
- 18) Ensure WIOA funds are not used for customer loans.
- 19) Ensure the total project costs will not exceed the amount awarded in the sub-recipient contract for services.
- 20) Ensure coordination of training site visits by BEA staff and federal staff on request and will fully cooperate with monitoring reviews and other site visits by any representative of the WIOA.
- 21) Ensure will, in carrying out the Sub-recipient, refrain from activities involving either actual or the appearance of conflict of interest according to Code of Conduct and Conflict of Interest.
- 22) Ensure will adhere to the BEA records retention policy and all WIOA financial and programmatic records (including customer files) stored by each service provider for a minimum of three years from the date the program year audit is completed.
- 23) Ensure an annual single audit performed in accordance with current Federal regulations and that upon receipt of completed audit, sub-recipient will submit a copy to the BEA within thirty days (30) unless approved for a longer period.
- 24) Ensure will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352).
- 25) Ensure will comply with the nepotism provisions as they relate to federally funded programs.
- 26) Ensure will comply with the Immigration Reform and Control Act of 1986 by completing and maintaining on file an I-9 form for each customer receiving WIOA wages.
- 27) Ensure will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs.
- 28) Confirm that the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project.
- 29) Ensure does not use federal funds for lobbying purposes. If lobbying has occurred utilizing funds other than federal funds, the sub-recipient agrees to file a disclosure report, if applicable.
- 30) That no WIOA funding will be used for sectarian activities and that employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties.
- 31) That no WIOA funds will be used to encourage or induce the relocation of a business.
- 32) That no WIOA funds will be used for customized or skill training and related activities after the relocation of a business until after 120 days.
- 33) That no WIOA funds will be used for foreign travel.
- 34) That no WIOA funds will be used to duplicate services available in the area.

- 35) Ensure that customers will not be charged fees for placements or referrals.
- 36) Ensure WIOA financial assistance is not provided to any program that involves political activities and the sub-recipient agrees to 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.
- 37) That all WIOA customers and WIOA funded staff are aware of grievance procedures and the sub-recipient assures and certifies that the sub-recipient has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from customers/enrollees, sub-recipients and other interested parties.
- 38) The sub-recipient will comply with New Hampshire statutes, which prohibits public officials and employees from having a personal interest in any Sub-recipient to which s/he is also a party in an official capacity.
- 39) The sub-recipient assures and certifies that it 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 Davis-Bacon Act, and Child Labor Laws.

For more information on WIOA assurances visit <http://www.doleta.gov/WIOA>.

I/we certify I/we read, understand and addressed in our proposal submitted on behalf of our organization all specifications contained in the RFP. That the required format has been followed and that all of the information contained in this proposal is true and correct. I further certify that our organization will comply with all of the above assurances, and that the governing body of our organization has duly authorized this proposal.

Signature of Authorized Representative

Date