



# LOUISIANA WORKFORCE DEVELOPMENT AREA 21

IN PARTNERSHIP WITH



## REQUEST FOR PROPOSALS

**2008-16 FOR OUT-OF-SCHOOL YOUTH PROVIDERS**

**FUNDING PERIOD**

**PY15-16**

**DEADLINE:**

**June 30, 2016**

**2:00 PM (CST)**

**MAIL PROPOSALS TO:**

**City of Baton Rouge/Parish of East Baton Rouge  
Purchasing Division  
City Hall  
222 Saint Louis, 8th Floor, Room 826  
Baton Rouge, LA 70802**

**NOTE TO PROPOSERS:**

- 1) Submit the separate set of Proposal Forms with all required information as your Proposal.
- 2) Retain the complete set of Specifications and Contract Documents for your file.

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## I. General Background and Purpose

The City of Baton Rouge, Parish of East Baton Rouge Local Workforce Development Board, hereafter referred to as LWDB, in partnership with the East Baton Rouge Parish Local Workforce Development Area 21, hereafter referred to as LWDA 21, is requesting proposals from qualified organizations that are interested in providing year-round services to eligible youth in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, which hereby supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973; the State of Louisiana Interpretations, the LWDB plans and policies, and in accordance with the LWDA 21 requirements. **The LWDB and LWDA 21 are seeking coordination between organizations and funding sources to provide a skilled, trained, workforce of eligible youth to meet the needs of local employers. Interested organizations must have at least three years of sustained documented success as a provider of occupational skills training and job readiness services to youth.**

Title I of the WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses.

WIOA reinforces the partnerships and strategies necessary for One Stops to provide job seekers and workers with the high-quality career services, education, training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce. The Act also provides the funding stream for services to youth, adults, and dislocated workers. Title I of the WIOA authorizes services for Out-of-School youth, ages 16-24, and low income, In-School youth, ages 14-21. The Act requires a comprehensive program of services for youth on a year-round basis, including summer employment activities. The Act specifies that program services for youth are procured on a competitive basis.

### **PURPOSE:**

This Request for Proposals (RFP) is being released to solicit proposals from organizations interested in establishing collaborations with LWDB and LWDA 21 to provide:

- Basic Education and instruction for High School Equivalency Test (HiSET) development via a one-on-one instruction and skill-based design; **OR**
- Occupational Skills and Job Readiness Training Services via hands on and/or classroom instruction and skill-based design.

The proposal must meet the needs of eligible Out of-School youth ages 16 through 24. Twenty-percent of all programmatic funds must be used for youth work experience activities which include any employer based activities such as OJT, Work Experience, Summer Jobs, Pre-Apprenticeship, Apprenticeship, etc. with a direct employer connection. This includes expenditures related to planning

activities, staffing costs, operational costs, etc. in addition to all direct cost for providing services to the youth. Refer to Program Elements on page 18 for a list of all allowable activities. LWDA 21's current budget requires that \$181,285 must go toward work experience activities. The maximum funding available through this WIOA Youth RFP will be **\$325,000** over a 2-year grant period based on the merits of the project. LWDB and LWDA 21 reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. **Proposed budgets should be reasonable, based on the provisions of services to address the WIOA Youth Elements.**

It is the intent of the LWDB and LWDA 21 to fund programs that help empower youth with the education and skills necessary to overcome obstacles and optimize opportunities. Furthermore, through the training and education, youth are enabled to find and maintain employment as they advance in the workforce. Programs funded under this RFP will contribute to an increase in the number of youth successfully engaged in a career pathway closely linked to local labor market needs; forge strong connections between community youth programs, academic and occupational learning; and provide for a holistic approach to the development of youth.

The purposes of the Title I Youth funds are to:

- Provide an assessment of academic levels, skills levels and occupational skills, prior work experience, employability, interests and aptitudes.
- Provide activities leading to the attainment of a secondary school diploma, or its recognized equivalent or a recognized post-secondary credential
- Provide preparation for post-secondary educational and training opportunities.
- Provide strong linkages between academic instruction and student academic achievement standards that lead to post-secondary credentials.
- Provide preparation for unsubsidized employment opportunities.
- Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities.
- Provide continued supportive services for eligible youth.
- Provide incentives for recognition and achievement to eligible youth.
- Provide opportunities for eligible youth in activities related to leadership, personal development, decision-making, citizenship, and community service.
- Develop service strategies for each participant that directly links to one or more of the established performance indicators.

Target Population

Eligible individuals to be served through WIOA youth funding: Out-of-School (OSY) youth as defined under the WIOA is an individual who is:

- Not attending any school (as defined under State law)
- Not younger than age 16 or older than age 24 at the time of enrollment.

And meets one or more of the following criteria:

- School dropout
- An individual, who is out-of-school at time of enrollment and subsequently placed in an alternative school or any school. A youth attending an alternative school (as defined by the State) at the time of enrollment is not a dropout.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent completed school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.
- An individual who is subject to the juvenile or adult justice system.
- Homeless, runaway, or an individual who is 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, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- A youth who is an individual with a disability.
- A low-income individual that requires additional assistance to enter or complete an educational program or to secure or hold employment:
  - NOTE: as defined by LWDB.

WIOA youth programs may consider a youth to be an out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under title II of WIOA, Youth Build, or Job Corps.

Youth program providers must ensure that eligible applicants who do not meet the enrollment requirements of the program or who cannot be served by the program are referred for additional assessment and placed in appropriate training and educational programs to meet their needs

## **Proposal Requirements**

### Performance Measures

WIOA requires a comprehensive performance accountability system to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities funded under Title I of the Act. The intent of continuous improvement is to optimize the return on investment of Federal funds in statewide and local workforce investment activities, as such LWDB and LWDA 21 requires a comprehensive accountability system for its sub-recipients based on the following primary indicators:

1. 75% of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skills gains towards such a credential or employment.
2. 75% of program participants who obtained a recognized post-secondary credential or secondary school diploma or its recognized equivalent within a program year.
3. 75% of program participants who are in education or training activities or in unsubsidized employment.

## **II. Governing Law**

All activities associated with this RFP process shall be interpreted under applicable Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S.38-2211-2296; section 1:701-710 of the City-Parish Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

### **WAIVER OF ADMINISTRATIVE INFORMALITIES**

The City-Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

### **PERIOD OF PERFORMANCE**

This contract will be for the period of twenty-four (24) months. The LWDB and LWDA 21 reserve the right to extend the contract. Demonstration of performance will be the primary criterion for the extension of the contract. Considerations in granting extensions will include proposer meeting performance goals, quality of services or products provided, timeliness of start-up/ delivery schedules, and cost projections. As a general rule, the extension will not be based solely upon cost.

**10% Pay for Performance will be based on the achievement of specified levels of performance on the primary indicators.**

Any agency applying under this RFP must be willing to submit revisions to its proposal to adapt the project to specific funding guidelines or changes in State or Federal regulations.

### **OWNERSHIP OF PROPOSAL**

All materials (paper content only) submitted timely in response to this request become the property of the City-Parish. Selection or rejection of a response does not affect this right. All proposals submitted timely will be retained by the City-Parish and not returned to proposers. Any copyrighted materials in the response are not transferred to the City-Parish.

### **COST OF PROPOSAL PREPARATION**

The City-Parish is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into the Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City-Parish.

### **PROPOSAL VALIDITY**

All proposals shall be considered valid for acceptance until such time an award is made. However, the City-Parish reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

## **GOAL BASED GOVERNANCE - TOTAL QUALITY MANAGEMENT**

The LWDB and LWDA 21 are committed to continuous quality improvement that supports transparency and accountability. To achieve this goal, a primary focus of the LWDB and LWDA 21 is an ongoing assessment of internal operations and services to customers (job seekers, employers and providers). Program service providers must be a part of this effort.

The LWDB and LWDA 21 require that all Proposers/Service Providers follow a plan for continuous quality improvement of internal operations and customer service that will improve employee, employer, and participant satisfaction. Quality improvement will be monitored by LWDA 21 through bench mark period performance evaluations.

## **WRITTEN OR ORAL DISCUSSIONS/PRESENTATIONS**

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. The City-Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the City-Parish understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

## **CLAIMS OR CONTROVERSIES**

Any proposer, who believes they were adversely affected by the City-Parish's procurement process or award, may file a protest. It must be submitted in writing to the Director of Purchasing and specifically state the particular facts which form the basis of the protest and the relief requested. The written protest must be received within seven (7) days from the date the basis of the protest was, or should have been known.

The City-Parish will take action on protests within fifteen (15) days of the receipt thereof. The City-Parish may suspend, postpone or defer the proposal process and/or award in whole or in part upon receipt of a protest.

A protest shall be limited to issues arising from the procurement provisions of the contact and state or local law. Protests with regard to basic project design will not be considered.

Protests will be reviewed by a committee appointed by the Parish Attorney. The decision of the committee regarding the protest will be given to the proposer in writing within ten (10) days after all pertinent information has been considered. The decision of the Review Committee shall be a condition precedent to any other proceedings in connection with a protest and shall be considered the administrative remedy available to the protesting bidder.

**PROPOSER'S CERTIFICATION OF OMB A-133 COMPLIANCE**

Certification of no suspension or debarment: By signing and submitting any proposal for \$100,000 or more, the proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

### III. Eligible Proposers

LWDB and LWDA 21 will consider applications from the following categories:

1. Education entities such as the East Baton Rouge Parish, Baker, Zachary or Central School Board; or Baton Rouge Community College; Louisiana State University or Southern University; etc.
2. Business/industry partners from **high wage, high demand, and high-growth industry cluster(s)** from the State Pathways list for Region II: **Manufacturing, Transportation, Construction, and Healthcare.** Labor market information is available at [www.laworks.net](http://www.laworks.net).
3. Community or faith-based organization, or other related programs; such as: Juvenile Justice, Office of Social Services, Sororities, Fraternities, and other Social Organizations with a youth element or component.

#### SCHEDULE OF EVENTS

<b>Item</b>	<b>Schedule</b>
1. RFP released - mailed to prospective proposers	June 3, 2016
2. Mandatory Proposer's Conference EmployBR - 4523 Plank Road Classroom #4 Please RSVP to <a href="mailto:vpitts-ponder@brgov.com">vpitts-ponder@brgov.com</a>	June 13, 2016
3. Deadline to receive written inquiries	June 14, 2016
4. Deadline to answer written inquiries	June 20, 2016
<b>5. Proposal Submission Deadline</b>	<b>June 30, 2016</b>
6. Purchasing Department Reviews Proposals	July 1- 6, 2016
7. Notice of Intent to Award sent	July 25, 2016
8. Proposal Presentation(s) to LWDB	August 2, 2016
9. Presentation of Recommended Proposal(s) to Metro Council	August 24, 2016
10. Contract Initiation	To Be Determined (TBD)

**NOTE: The City-Parish reserves the right to deviate from these dates.**

## IV. City Parish Requirements and Proposal Submission

### Changes, Addenda, Withdrawals

The City-Parish reserves the right to change the calendar of events or issue addenda to the RFP at any time. The City-Parish also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing prior to the proposal opening, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, and submitted in a sealed envelope. Such shall meet all requirements for the proposal.

### Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to Purchasing.

### Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the City-Parish pursuant to the RFP. ***We require that you clearly identify all partnerships and include documentation of such partnerships (See checklist on p. 39).***

### Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the City-Parish to award a contract. The City-Parish reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the City-Parish to do so.

Failure to submit all non-mandatory information requested may result in the City-Parish requiring prompt submission of missing information and/or giving a lower score in the evaluation of the proposal.

### Proposer Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference held at 4523 Plank Road, Classroom #4) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may generate from City-Parish's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is issued (or, posted to LaPAC\*). If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

Any person aggrieved in connection with the specifications contained therein shall submit questions or concerns in writing to Director of Purchasing during the bid period. Otherwise, this will be construed as acceptance by the proposers that the intent of the specifications is clear and that competitive proposals may be submitted as specified herein. Protests with regard to the specification documents will not be considered after proposals are opened.

\*Note: The City-Parish has elected to use LaPAC, the state's online electronic bid posting and notification system that is resident on State Purchasing's website [[www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)] and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any City-Parish employee or City-Parish consultant. The City-Parish shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the City-Parish. Answers to questions that change or substantially clarify the solicitations shall be issued by addendum and provided to all perspective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

City of Baton Rouge/Parish of East Baton Rouge  
Attention: Patti J. Wallace, CPPB  
Purchasing Division  
222 St. Louis Street, 8<sup>th</sup> Floor, Room 826  
Baton Rouge, LA 70821                   **OR**

P.O. Box 1471  
Baton Rouge, LA 70801

E-Mail: [purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com) Phone: (225) 389-3259 / Fax: (225) 389-4841

## Proposal Submittal

This RFP is available in PDF format or in printed form by submitting a written request to the RFP Contact. (See above).

All proposals shall be received by Purchasing **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of envelope, box or package with the following information and format:**

- Proposal Name: **OUT-OF-SCHOOL YOUTH PROVIDERS**
- Solicitation No. **Solicitation No: 20008-16- OUT-OF-SCHOOL YOUTH PROVIDERS**
- Proposal Opening Date & Time : **June 30, 2016 at 2:00 PM Local Time**

**Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location.**

Proposals may be delivered by hand or courier service to our physical location at:

City of Baton Rouge/Parish of East Baton Rouge  
Purchasing Division  
City Hall  
222 Saint Louis, 8<sup>th</sup> Floor, Room 826  
Baton Rouge, LA 70802

Or mailed to:

City of Baton Rouge/Parish of East Baton Rouge  
Purchasing Division  
P.O. Box 1471,  
Baton Rouge, LA 70821

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

**PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.**

## Number of Response Copies

Each Proposer shall submit one (1) signed original response and (1) complete electronic version on CD or flash drive. Five (5) additional printed copies of the proposal should be provided, as well as one (1) printed redacted copy, if applicable.

## **Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

*"The data contained in pages \_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City-Parish shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City-Parish's right to use or disclose data obtained from any source, including the proposer, without restrictions."*

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer's confidential data, the state will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the City-Parish and hold the City-Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the City-Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the City-Parish harmless, the City-Parish may disclose the information.

The City-Parish reserves the right to make any proposal, including proprietary information contained therein, available to the Purchasing Division personnel, the Office of the Mayor-President, or other City-Parish agencies or organizations for the sole purpose of assisting the City-Parish in its evaluation of the proposal. The City-Parish shall require said individuals to

protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from Purchasing. When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed."

#### **Errors and Omissions in Proposal**

The City-Parish will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The City-Parish reserves the right to make corrections or clarifications due to patent errors identified in proposals by the City-Parish or the Proposer. The City-Parish, at its option, has the right to require clarification or additional information from the Proposer.

## V. PROGRAM DESIGN/ELEMENTS

Successful proposers are expected to demonstrate an understanding of the target population, core college readiness standards, and evidence based strategies for teaching young adults. Knowledge of effective pedagogy, content and relevant technologies will be essential. The strategies that program staff employs must include the development of academic and non-academic skills.

Each sub-recipient will be rated in the following categories:

Proposal Category	Maximum Points Awarded
Youth/Adult Educational Services <b>OR</b> Occupational Skills & Job Readiness Training (Program Description & Methodology)	25 Points
Program Elements	14 Points
Youth Performances and Assurances (Chart)	30 Points
Budget & Budget Narrative	16 Points
Organizational Capacity	15 Points
<b>Total Points</b>	<b>100 Points</b>

This technical evaluation will be worth a total of 100 points. Furthermore, evaluators will provide strengths and weaknesses for each category.

### **EDUCATIONAL SERVICES or OCCUPATIONAL SKILLS & JOB READINESS TRAINING (25 points)**

**The sub-recipient shall coordinate all training and schedules of trainings with LWDB/LWDA 21. LWDB and LWDA 21 will inspect the sub-recipient's site to ensure that the facility has the capacity to execute the stated proposed program(s).**

Proposer shall provide Out-of-School Youth with comprehensive educational services including Basic Education Skills and HiSET Preparation or Occupational Skills & Job Readiness Training Programs. The intent of WIOA is to provide long-term, comprehensive services by reaching out to youth who are not currently attached to an educational entity. The funds under this RFP are intended to build upon existing programs/models in our community and create new services to assist those youth who have dropped out of school, or who have not graduated, but are in need of additional assistance to establish a career path. The mission is to provide instruction in the basic skills of reading and mathematics to young adult learners in order to prepare them for transitioning into the labor market or higher academic or vocational training.

The program design for this population must implement a literacy training program which will consist of not less than 20 instructional hours per week that will expand the educational opportunities for these youth. The program will enable all participants to:

- Acquire basic skills necessary to function in society
- Secure training enabling participants to become more employable and self-sufficient

The goal of LWDB and LWDA 21 is to enable young adult learners to be literate, productive, and successful in the workplace, home and community.

## **Program Description and Methodology**

### **Basic Education Skills and HiSET Preparation**

Activities for youth should be designed as a year-round service. At a minimum, the program schedule must include 20 hours of planned educational-related activities per week. The program shall have built-in flexibility to accommodate individualized plans to address individual needs.

Broadly outlined, the goals of program include, but are not limited to:

- Providing youth with the knowledge, skills, and abilities necessary to function in society;
- Securing training enabling them to become more employable and self-sufficient; and
- Providing youth with literacy and numeracy skills needed to enter and advance in the workforce.

The program description provides an overview of the design of the proposed program. It gives program goals, innovative strategies, basic timelines, attainment of HiSET and other basic information about the program.

The goal of this program is to improve employability of youth participants in East Baton Rouge Parish by providing tutoring in an effort to assist them in receiving their HiSET diplomas. The Proposer should operate on a schedule that provides flexible hours sufficient to accommodate employed youth and ensures that youth are able to participate in assigned activities. The proposer will provide LWDA 21 with a schedule of operating days and hours for each location conducting services. The proposed HiSET curriculum must be standardized as set forth by the Louisiana Department of Education.

The program should incorporate the following: basic education including remedial math and reading skills, tutoring and study skills, pre- HiSET education and HiSET preparation and assessment. Program must include pre-testing to determine if the applicant is suitable for this program.

### **Occupational Skills & Job Readiness Training**

The program design for this targeted youth population should create a “work first” strategy that rapidly attaches the youth to employment opportunities. The design should tap into the youth’s motivation to find work; provide post-employment strategies to continue skills growth; and provide service interventions to keep youth attached to the workforce. The design should offer a menu of service interventions designed as solutions to problems as they move through an income progression and provide on-going education, support services, and training needed to grow their skills to advance in the labor market.

Occupational skills training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in Region 2 should be provided to youth through the proposed programs. Industries identified for this region as high-growth, high-demand include Construction, Manufacturing, Healthcare, and Transportation. Youth must be enrolled in accredited institution(s) with adequately credentialed instructors.

In order for young people to successfully prepare for, find, and retain employment, they must be able to demonstrate their ability to apply and use a variety of Job Readiness skills. The service provider must

identify a minimum number of 10 skills or learning objectives that designates the level of performance required. In order to have a documentable competency-based outcome system, benchmarking should be designed around elements, which include measurable goals, assessment of the customer's entry skill level, development of an individualized training plan, provision of appropriate training services, attention to documentation, and final assessment of skill level.

The Job Readiness system consists of 60 skills which have been categorized as follows:

- Transition – Skills needed for the transition into young adulthood and establishment of independence. Transition skills (10 skills identified) could be assessed through an interviewing strategy or actual demonstration of the skill area, and then documented on a checklist. An entry and final assessment must be completed.
- Job Getting – Skills needed for successful decision making with regard to career interests and job search. Job getting skills (11 skills identified) can be assessed using a variety of assessment strategies and documented using a checklist. An entry and final assessment must be completed.
- Job Keeping – Skills needed to successfully retain the job and learn how to work. Job keeping skills (39 skills identified) will be assessed through an interviewing strategy or a work-based learning activity with supervisor evaluations and feedback. An entry and final assessment must be completed.

### **Benchmarking System**

Job Readiness skills include: world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resume writing, interviewing skills, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

### **PROGRAM ELEMENTS (14 points)**

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs shall provide the 14 program elements as a requirement of WIOA of 2014, (P.L. 113-128) Section 129 (c) (2) <http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

This category will evaluate how well the proposer links youth to Program Elements: Alternative Secondary School, Tutoring & Study Skills Training, Education in Workforce preparation activities and training, Supportive Services, Paid/Unpaid Work Experience, Occupational Skills Training, Leadership Development Opportunities, Adult Mentoring, Follow-up Services, Comprehensive Guidance & Counseling Services, Financial Literacy Education, Entrepreneurial skill training, Labor Market Information, Post-Secondary education and training.

Proposer(s) may elect to choose any or all of the 14 youth elements they deem appropriate within their scope of services, as long as the requirements of the law are met. ***Please note the awarded funding shall be based on the level of services provided.***

**Collaborations must be demonstrated through signed memorandums of understanding or contracted services from partner agencies with responsibilities of each party clearly identified.** Provider will be responsible for assuring that basic education skills and diploma/equivalency and/or occupational skills and job readiness skills deficiencies are addressed. Services offered to each participant shall be based on their needs and goals. **Service providers will be required to document activities, attendance, and progress of participants enrolled in each youth program element.** **NOTE:** Service Providers must be willing to alter program designs in the event subsequent directions received from the U.S. Department of Labor, Louisiana Workforce Commission, or EmployBR dictate such a change.

Please see a more detailed description of the 14 Youth elements below:

1. Alternative Secondary School (See Program Design)

Participants may be referred for scheduled alternative secondary school services, or dropout recovery services, as appropriate for Alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school or graduation. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies. Service providers will be required to document activities conducted and the progress of students participating in this element.

2. Tutoring & Study Skills Training (See Program Design)

This element is designed to improve the basic academic and study skills of the eligible population. Tutoring and/or 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.

3. Comprehensive Guidance and Counseling

This element provides eligible youth with intensive guidance and counseling related to career exploration, goal setting, personal counseling; which may include drug and alcohol abuse counseling, as well as, referrals to counseling, as appropriate to the needs of the individual youth. Specialized counseling and services may be conducted through a referral to an appropriate organization or counselor experienced in counseling and guidance in the particular area of concern. This may be an ongoing activity throughout the duration of services and follow-up.; noting barriers as outlined in WIOA.

4. Paid/Unpaid Work Experience

Work experience is planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience is designed to enable youth to gain exposure to the world of work and its requirements. Work experience should be designed to help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide youth participants with the opportunities for career exploration and skill development. It is not to

benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. **Work experiences should be in high demand, high growth industry cluster(s) for Region II: Manufacturing, Transportation, Construction, and Healthcare.** Work experience may be subsidized or unsubsidized (consistent with Wage and Hour Laws) and may include the following elements:

- Summer employment opportunities and other employment opportunities available throughout the school year.
- Pre-apprenticeship programs
- On-the-Job Training opportunities
- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS) <https://wdr.doleta.gov/SCANS>
- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing (unpaid work experience)
- The integration of basic academic skills into work activities
- Supported work, work adjustment, and other transitional activities
- Entrepreneurial training
- Other elements designed to achieve goals or work experience

Work experience can occur in the public, private, for-profit, or non-profit sectors where the objective assessment and individual service strategy indicate that work experience is appropriate. Service providers will be responsible for the following: developing work experience sites, providing orientation to worksite supervisors and participants, completing a worksite agreement between worksite and service provider, payment of work experience wages at no less than the current federal minimum wage rate, completing necessary tax forms (I-9, W-4, etc.) with participants, supervising and documenting work experience activities and progress, issuing W-2 forms at the end of each calendar year, maintaining time sheets of participants, and regular reporting of activities under this element.

Internships may be made available for a limited duration as an unpaid introduction to a particular occupation or industry. This activity is designed to provide informational training and experience for youth to determine their interest in a specific occupation. It is not designed to provide work activities similar to those of hired employees within an organization. Service providers will be responsible for documenting internship activities throughout the duration of an internship.

**The LWDB and LWDA 21 will reimburse service providers for costs incurred for the development, oversight, and implementation of this element.**

Work sites that are not to be considered as work experience sites include: casinos or other gambling establishments, aquariums, zoos, golf courses or swimming pools. In addition youth must not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship.

##### 5. Occupational Skills & Job Readiness Training (See Program Design)

Occupational skills training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved. Youth may be eligible for assistance with the cost of occupational skills training

which may be available through the Title I Youth fund (WIOA Proposal). Occupational skills training include programs not exceeding 2 years in duration, to be completed in the contract award period, for a specific occupation shown to be in demand in Region 2. All occupational skills training programs must be completed within the contract term should the proposer receive an award.

#### 6. Leadership Development Opportunities

Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors for youth may include the following:

- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work training, including team leadership training
- Training in decision-making, including determining priorities
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
- Employability skills improvement
- Positive social behaviors, often referred to as soft skills, may include, but are not limited to, the following: positive attitudinal development; self-esteem building; cultural diversity training; and work simulation activities

#### 7. Adult Mentoring

This element shall be available to participants as a means of career exploration and personal development. Service providers will be responsible for identifying adult mentors who are interested in the advancement of youth in the community. Adult mentoring activities may include:

- Job shadowing and guidance provided by an adult to assist the participant in increasing their academic performance
- Goal-setting
- Support meetings to increase the motivation of the youth served
- Career Exploration assistance
- World of Work and social skills improvement

#### 8. Supportive Services

Supportive services will be made available based on the needs of the individual if other sources of funding or services can be documented as not available. It is the responsibility of the service provider to ensure that other sources of supportive service funding are coordinated and accessed before utilizing Title I WIOA funds. Supportive services will be available through referrals to the EmployBR Youth Services Center or other appropriate agencies.

They include but are not limited to the following:

- Linkages to community services
- Assistance with transportation costs

- Assistance with child care and dependent care costs
  - Assistance with housing costs
  - Referral for medical services
  - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
9. Follow-up Services – Youth Contractor and WIOA Youth Service Navigator

Follow-up services for youth may include one or more of the following activities:

- Leadership development and supportive service activities listed above
- Regular (weekly) contact with a youth participant’s employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career development and further education
- Work-related peer support groups
- Adult mentoring
- Tracking the progress of youth in employment after training

10. Education in Workforce preparation activities and training

Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

11. Financial Literacy education

12. Entrepreneurial skills training

13. Labor Market Information

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.

14. Post-Secondary Education

Activities that help youth prepare for and transition to post-secondary education and training.

**YOUTH PERFORMANCES & ASSURANCES (30 points)**

This category will evaluate the Proposer’s project feasibility; in addition, Proposers will be rated on their understanding and ability to fulfill LWDB program performance as outlined in this RFP. In addition, they must understand that reimbursement will be based on a Pay for Performance. Proposers are required to create schedules and timelines of expected completion dates.

Providers must provide a timeline, chart with projected completion dates for the following: Enrollment, Literacy Numeracy Gains, attainment of Degree or Certification, and placement in Employment or Post-Secondary Education. The provider must provide a list of potential employers and/or job sites for youth placement.

Performance Measures/Indicators effective July 1, 2016:

1. Program participants who are in education or training activities or in unsubsidized employment, during the second quarter after exit from the program.
2. Program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
3. Median earnings of program participants in unsubsidized employment during second quarter after exit from the program.
4. Program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program.
5. Program participants who, during a program year are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment.
6. Effectiveness in serving employers.

**Youth Participant Cost will be evaluated monthly by LWDA 21 staff and fiscal department prior to payment reimbursement. Reimbursement shall be based on the number of active enrollments each month. Monthly Report Forms are to be submitted by the 15<sup>th</sup> of each month. (Monthly report forms can be found in Attachment I).**

**BUDGET (16 points)**

This category will evaluate the cost of the proposed program to determine if it is cost effective. A Budget Summary and a detailed operating costs line-item budget must be submitted with the proposal. Each staff person for whom funding is requested shall be delineated separately with a job description and a resume included as an attachment to this proposal. One staff person may perform more than one job responsibility, but shall not exceed 40 hours per week, with all combined funding sources. The budget narrative shall be completed in sufficient detail to clearly identify the costs for which Title I Youth funds are requested. All costs must be reasonable, justifiable and necessary. It may include a description of such factors as length and intensity of program design, staff-to-youth ratio, support services, competitiveness of staff salaries, leveraging of funding from other resources, and other fiscal factors. Describe any and all potential charges for proposed services associated with the grant program, implementation and administration that you wish the City-Parish to consider. Use the Budget Forms provided in Attachment A. **Purchase of equipment is not allowed in this grant.**

Twenty-five (25%) percent is required as in-kind to offset costs funded by LWDB & LWDA 21. All decisions to fund proposals are based upon LWDB & LWDA 21's evaluation of those proposals that are most advantageous to fulfill LWDB & LWDA 21's program objectives.

**Note: Reimbursement shall be based on the costs of activities associated with services provided to enrolled youth.**

Prices proposed by the proposers should be submitted on the Budget Form furnished in Attachment A. Prices submitted shall be firm for the term of the contract and inclusive of all charges proposer wishes City-Parish to consider for proposed services, items, etc. Prices shall include all delivery costs.

**Any taxes**, other than state and local sales and use taxes, from which the City-Parish is exempt, shall be assumed to be included within the Proposer's cost.

**ORGANIZATIONAL CAPACITY (15 points)**

This category will evaluate the professional qualifications of the organization or entity and prior experience providing services to targeted population. Interested organizations must have at least **three years of proven, sustained experience** providing Basic Education Skills and HiSET Preparation or Occupational Skills & Job Readiness Training to youth. The professional experience of individual leaders in the organization can be substituted if the organization does not have three years of proven, sustained experience.

The proposal will also be evaluated upon the following:

- Plans and/or schedule for implementation, orientation, or execution of program elements, etc.
- Plans for professional development of staff and various training for students.
- Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.
- Resumes for account manager, designated youth service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.
- References from at least three local, state, or other governmental agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.
- Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years, and accounting policies and procedures).
- Information demonstrating the Proposer's understanding of the nature and scope of this project, for example citing examples of previous experience with similar programs.

## VI. Responsibilities of Proposer and LWDA 21

All proposers are responsible for completing all questions within this proposal and submitting a detailed line-item budget with required attachments. Proposals that are not complete or do not include programs consistent with the intent of the Workforce Innovation and Opportunity Act or this solicitation will not be considered for funding. Proposals should only contain a description of activities and services that can be carried out by the proposer if awarded a contract. The Proposer will be expected to perform and to execute activities described in the proposal.

The program shall include the following process components:

- **Outreach/Recruitment** – Both LWDA 21 and sub-recipient shall recruit participants into program.
- **Application/Eligibility** – Both LWDA 21 and sub-recipient shall conduct pre-applicant screening; however LWDA 21 will be responsible for eligibility determination.
- **Comprehensive Assessment** – Once a participant is determined eligible for program, LWDA 21 shall conduct initial assessment(s), as well as assess participants' skill gains throughout program.
- **Individual Service Strategy (ISS)** – Shall be conducted by LWDA 21. Once participant is assessed, LWDA 21 will seek to determine the goals that will assist the participant in gaining skills and experiences needed to successfully transition to next academic proficiency level or employment.
- **Youth Enrollment** – Participant is successfully in a program and sub-recipient validates enrollment by providing LWDA 21 with appropriate documents i.e.; registration slip, progress report, report card, paystub, etc.
- **Successful Completion** – Participant is determined to be 'successfully completed' once he/she has met the goals as set forth in the ISS; i.e. graduation, skills gains, employment, etc. via LWDA 21 or vendor/partner.

Data Sharing Agreement

Between

EmployBR and \_\_\_\_\_

Purpose of agreement: The purpose of this Data Sharing Agreement (DSA) is ensure that \_\_\_\_\_ (vendor) understands what specific data must be collected and reported on and when data reports are due to EmployBR’s Youth Program Coordinator.

1. Data transmission: the file format will only be accepted in Excel and emailed to the designated EmployBR staff person. Because this is an unsecure method of transmission, no social security numbers are to be included. Delivering the data file to the EmployBR office on a jump drive is also allowable.

2. Data description: The data description is on the Data Request Form along with the reporting time periods which the data represents.

3. Data confidentiality requirements: Vendors and their staff routinely have access to private, personal information of participants in the normal course of the work day. The vendor nor the staff are to have unauthorized use and dissemination of such information, which includes participants’ contact information, financial information, assessment results, and any other information related to the program.

4. Conditions for release of data to third parties: At no time is the vendor to release data to a third party.

5. Source requirements: All vendors must get participants to sign a data share statement as part of the required documentation for the program.

6. Renewal schedule: This data share agreement is valid for the entire grant cycle and will have to be renewed if vendor is awarded a new grant.

7. Paper documents: Any paper records must be protected by storing the records in a secure area which is only accessible to authorized individuals. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.

8. Disposition of Data: All data files will be turned over at the end of the grant cycle to EmployBR.

SIGNATURES

The signatures below indicate agreement between the parties.

EmployBR:

Vendor:

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Printed Name

\_\_\_\_\_

\_\_\_\_\_

Title

Title

\_\_\_\_\_

\_\_\_\_\_

Date

Date

## **VII. POST AWARD PROCEDURES**

### **NOTICE OF INTENT TO AWARD**

Upon review and approval of the evaluation committee's recommendation for award by Purchasing and Metro Council, a Notice of Intent to Award letter to the apparent successful Proposer will be issued. A contract shall be completed and signed by all parties concerned on or before the date indicated in the Schedule of Events. If this date is not met, through no fault of the City-Parish, the City-Parish may elect to cancel the Notice of Intent to Award letter and make the award to the next most advantageous Proposer.

Purchasing shall notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report shall be made available to all interested parties after the Intent to Award.

### **INDEMNIFICATION**

Service Provider shall indemnify, defend, and hold harmless the City Parish from any and all losses, damages, expenses or other liabilities, including but not limited to punitive and/or exemplary damages connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City Parish, its officials, employees or agents, by any party which arises from or allegedly arising from the performing its obligations under this agreement.

Service Provider, its agents, employees and insurer (s) hereby release the City Parish its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Service Provider, its agents or insurers may sustain incidental to or in any way related to Service Provider's operation under this Agreement.

### **PAYMENT FOR SERVICES**

Each individual department shall pay Contractor in accordance with the Pricing Schedule set forth. The Contractor may invoice the department monthly using the Monthly Financial Invoice form in Attachment A, delivering it to the billing address designated by the department. Payments will be made by the City-Parish within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the department. **All travel approval forms, staff time sheets, and receipts are required to be submitted with the Monthly Financial Invoice.** Invoices shall include the contract or purchase order number, using the budget categories provided. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

### **TERMINATION**

A. TERMINATION OF THIS AGREEMENT FOR CAUSE- The City-Parish may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that the City-Parish shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such

failure and thereafter proceeded diligently to complete such correction, then the City-Parish may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City-Parish to comply with the terms and conditions of this contract; provided that the contractor shall give the City-Parish written notice specifying the City-Parish failure and a reasonable opportunity for the City-Parish to cure the defect.

B. TERMINATION OF THIS AGREEMENT FOR CONVENIENCE - The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

C. TERMINATION FOR LACK OF APPROPRIATED FUNDS – Should the RFP result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.

If the RFP contract services are funded by grant funds, the City-Parish shall have the right to terminate the contract or any issued Task Order for which funding is terminated.

#### **ASSIGNMENT**

Assignment of contract, or any payment under the contract, requires the advanced written approval of the City-Parish.

#### **NO GUARANTEE OF QUANTITIES**

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the City-Parish to increase or decrease the amount, at the unit price stated in the proposal.

Neither the City-Parish nor Department obligates itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

#### **CIVIL RIGHTS COMPLIANCE**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, the Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any

act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

#### **RECORD OWNERSHIP/RECORD RETENTION**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the City-Parish, and shall, upon request, be returned by Contractor to City-Parish, at Contractor's expense, at termination or expiration of this contract. The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years from close of file.

#### **CONTENT OF CONTRACT/ORDER OF PRECEDENCE**

In the event of an inconsistency between the contract, the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

#### **CONTRACT CHANGES**

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of Purchasing, Parish Attorney and Metro Council, where applicable.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

#### **SUBSTITUTION OF PERSONNEL**

The City-Parish intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the City-Parish for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

#### **DISCLAIMER**

Should a request for a change in program design or services occur, staff of LWDA 21 will assist proposing organizations or service providers in the redesign to ensure consistency with Board policy and regulatory requirements.

#### **ACCEPTANCE OF PROPOSAL CONTENT**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

## **Appeals**

If a proposal is denied, an appeal for non-award of funds may be made by submitting a written request for reconsideration and an explanation justifying the need for reconsideration within 10 days of notice of non-award to: Chairman, EBRP Workforce Development Board, 4523 Plank Road, Baton Rouge, LA 70805. Further requests for appeals shall follow the EBRP appeal procedures available at the LWDA 21 office. Proposing organizations may request a copy of the procedures at any time.

## **DEBRIEFINGS**

Debriefings may be scheduled by the participating Proposers after the Intent to Award letter has been issued by contacting Purchasing 72 hours in advance. Contact may be made by phone at (225) 389-3259 or E-mail to [purchasinginfo@brgov.com](mailto:purchasinginfo@brgov.com) to schedule the debriefing. Debriefings will be for the sole purpose of reviewing with the requesting vendor their own proposal scoring results. If the requesting vendor wishes to view other file documents, a Public Records request in accordance with R.S 44.1 et. seq. must be submitted.

## **CONTRACT NEGOTIATIONS**

If for any reason the Proposer whose proposal is most responsive to the City-Parish's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the City-Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed by the Purchasing Division and approved by the Parish Attorney prior to issuance of a purchase order, if applicable to complete the process.

## **CONTRACT AWARD & EXECUTION**

Note: The last statement may be altered or revised but should state the actual award intent. All other sections should not be altered or deleted.

The City-Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. The RFP, any addendums, and the proposal of the selected Proposer will become part of any contract initiated by the City-Parish.

In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP. The proposer needs to address the specific language in the sample contract (Attachment B) and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are non-negotiable. If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within seven calendar days of delivery of it, the City-Parish may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the City-Parish, price and other factors considered, i.e., documented performances. Proposer will become the Contractor once the award is made.

**The City-Parish intends to award one or more Proposers with a contract for Youth Services.**

**PRIME CONTRACTOR RESPONSIBILITIES**

The selected Contractor shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The City-Parish shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

**USE OF SUBCONTRACTORS**

LWDB/LWDA 21 reserves the right to cancel contract at any time if outcomes are not met and 1.) Require that sub-recipient use our space/location for workshops and initial intake/Eligibility 2.) Be provided with all deliverables in the time-frame established. The City-Parish is an equal opportunity employer and encourages the participation of Disadvantaged Business Enterprises (DBE) in all of its projects. Prospective Contractors are strongly encouraged to make positive efforts to utilize minority subcontractors for a portion of this project. Proposers are requested to include in their proposal a description of plans for minority participation under this Contract as suppliers or subcontractors.

Information required of the prime contractor under the terms of the RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime Contractor shall assume total responsibility for compliance.

**CORPORATION REQUIREMENTS**

Upon the reward of the contract, if the Contractor is a corporation and not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

**INSURANCE REQUIREMENTS**

The Contractor shall furnish the City-Parish with certificates of insurance affecting coverage(s) required by the RFP (See Attachment C). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City-Parish before work commences. The City-Parish reserves the right to require complete certified copies of all required policies, at any time.

Contractors must provide as part of the proposal package a current Certificate of Insurance with coverage as specified below:

1. Commercial General Liability on an occurrence basis as follows:  
General Aggregate \$2,000,000

- Each Occurrence \$1,000,000
2. Business Auto Policy (if autos are utilized for the service) any Auto; Owned, Non-Owned or Hired: Combined Single Limit \$1,000,000
  3. Standard Workers Compensation – Full statutory liability for State of Louisiana with Employer’s Liability Coverage.
  4. The City of Baton Rouge, Parish of East Baton Rouge, must be named as additional insured on all general liability policies described above.
  5. Certificates must provide for thirty (30) days written notice of cancellation to Certificate Holder. Certificate Holder should be shown as:

ATTN: Purchasing Division,  
City of Baton Rouge, Parish of East Baton Rouge,  
Post Office Box 1471,  
Baton Rouge, Louisiana 70821.

**SUBCONTRACTOR INSURANCE**

The Contractor shall include all subcontractors as insured under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

**A copy of the certificates should also be sent to the LWDB.**

## **VIII. LEGAL CLAUSES**

### **CIVIL RIGHTS**

Both parties shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to color, race, religion, sex, handicap or national origin. Furthermore, both parties shall take Affirmative Action pursuant to Executive Order #11246 and the National Vocational Rehabilitation Act of 1973 to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap or national origin, and shall take Affirmative Action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall also abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973 to ensure that all services are delivered without discrimination due to race, color, national origin or handicap.

### **ANTI-KICKBACK CLAUSE**

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or sub grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

### **CLEAN AIR ACT**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

### **ENERGY POLICY AND CONSERVATION ACT**

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

### **CLEAN WATER ACT**

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

### **ANTI-LOBBYING AND DEBARMENT ACT**

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

## **IX. MANDATORY PROPOSAL ELEMENTS**

### **PROPOSAL NARRATIVE**

#### **ATTACHMENT A: PROPOSAL APPLICATION FORMS**

- CHECKLIST OF REQUIRED DOCUMENTS
- PROPOSAL APPLICATION COVER SHEET
- EXECUTIVE SUMMARY
- BUDGET SUMMARY FORMS
- DETAILED BUDGET NARRATIVE
- PARTNERING AGENCIES
- RECRUITING PLAN
- EVALUATION PLAN
- PROGRAM YEAR SCHEDULE
- STAFFING PATTERN
- JOB DESCRIPTIONS

#### **ATTACHMENT B: REQUIRED CITY-PARISH PROPOSAL FORMS**

#### **ATTACHMENT C: INSURANCE REQUIREMENTS**

#### **ATTACHMENT D: SAMPLE CONTRACT FOR HiSET & BASIC EDUCATION SERVICES and OCCUPATIONAL SKILLS and JOB READINESS TRAINING**

#### **ATTACHMENT E: IDENTIFICATION OF BENCHMARKING SYSTEM SKILLS**

- TRANSITION SKILLS LEARNING OBJECTIVES
- JOB GETTING SKILLS LEARNING OBJECTIVES
- JOB KEEPING SKILLS LEARNING OBJECTIVES

#### **ATTACHMENT F: DEFINITIONS**

- YOUTH SERVICES RFP DEFINITIONS
- PERFORMANCE MEASURES/INDICATORS

#### **ATTACHMENT G: PROPOSAL CERTIFICATION**

It is the Proposer's responsibility to read all certifications and have them signed by the appropriate authority, contractors, and /or vendors. **The Certifications includes review of the BATON ROUGE LOCAL WORKFORCE DEVELOPMENT AREA 21 WORKFORCE INVESTMENT PLAN PY 15 - PY16 PROCUREMENT POLICIES AND PROCEDURES, VENDORS GUIDELINES AND VENDOR RULES AND REGULATIONS.**

**This document can be accessed at**

<http://www.brgov.com/dept/purchase/vendorrules.htm>

## **ATTACHMENT H: AGENCY CAPABILITIES, RESOURCE QUESTIONNAIRE, & PROPOSED OUTCOMES**

### **ATTACHMENT I: MONTHLY REPORT FORMS**

- **Monthly Financial Reimbursement Form**
- **Project Outcomes Update Report**

### **ATTACHMENT J: SITE VISIT & EQUAL OPPORTUNITY REQUIREMENTS**

These forms are provided so that the proposers can familiarize themselves with the facilities assessment and EO requirements. Site Visit schedule is referred to in Attachment H and in the Schedule of Events chart.

#### **Proposal Narrative**

Insert the Proposal Narrative after the Proposal Cover and Executive Summary. The narrative portion of your proposal should be 27 pages or less, single-spaced using 1" margins, on 8 ½" × 11" paper, with a 12 point Times New Roman or Calibri font. The Proposal Narrative should include all information being requested by this RFP.

Proposals submitted for the youth programs must include the following in the narrative:

- 1) Describe the need for the proposed program and identify strategies to be utilized in addressing barriers of the target population.
- 2) Describe the target population to be served, including age groups, ethnicity, poverty level, and number to be served.
- 3) Describe the placement services for youth interested in employment opportunities.
- 4) Adult Basic Education program must include literacy and numeracy gains, attainment of HiSET or diploma, placement into post-secondary education. Describe how your program will meet the intended outcomes.

#### **PROGRAM DESIGN**

- 5) Describe how your program will be built around the following:
  - a. Partnership Collaborative (identify partnering entities; how the collaborative was/will be formed; the support or services each partner will provide; and how the collaborative will coordinate activities and share information) See included partnering agency form in Attachment A section.
  - b. Comprehensive Program Design for the each of the (14) elements: (1) describe how the program element will be provided through this proposal or through referral to an appropriate program or provider of services (If a referral for specific services will be made, name the organization(s) to provide specific elements); (2) describe in detail the services to be made available for youth in each element, through this proposal or programs funded by other sources. Describe the youth activities for which participants will be paid (i.e. – work experience, summer employment) and the method by which payment will be made; (3) describe the expected outcome (quantitatively and qualitatively) for each element and how outcomes will be measured, documented, and reported to the LWDB. Include a quantitative definition for successful achievement of each program element; and (4) describe the time frames or duration of each program element:

- Paid and Unpaid Work Experience
- Occupational Skills Training
- Leadership Development Opportunities
- Summer Employment Opportunities
- Adult Mentoring
- Alternative secondary school
- Tutoring and study skills training
- Comprehensive guidance and counseling
- Follow-up Services
- Supportive Services
- Financial Literacy
- Entrepreneurial Skills Training
- Services providing information on in-demand industries and occupations added
- Post-Secondary education and training activities added

c. Leverage Funds and Link with Existing Programs outlines how proposed program builds on existing services provided by the proposing agency or partnering agencies, which services are funded with WDA dollars. State how you will leverage other funding sources and how you may generate additional funds to support your program outcomes.

d. Year-Round Programming outlines how your program incorporates year-round programming strategies, the method in which your program will address summer employment opportunities that link education and learning, how your program will ensure age/stage appropriate services, and how work-based learning opportunities will be shared with all partners assisting in your programming activities. Include a 2016 – 2017 calendar year schedule. See included sample program year schedule in the Attachment A section.

e. Coordination with the Local EmployBR Youth Services Center outlines the manner in which EmployBR Youth Services Center services and resources will be utilized in your program and how youth will be introduced to the Center for continued support after completion of youth programs.

6) Provide a description of how the following six purposes, as identified in the Workforce Innovation and Opportunity Act, are supported through your program design, and the types of programming activities proposed to meet each purpose:

a. To provide assistance in achieving academic and employment success, and effective and comprehensive activities to eligible youth. This shall include a variety of options improving educational and skill competencies and provide effective connections to employers.

b. To ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities.

c. To provide training opportunities (basic academic, employability, occupational) for eligible youth.

d. To provide continued supportive services for eligible youth.

- e. To provide incentives for recognition and achievement to eligible youth.
- f. To provide opportunities for eligible youth in activities related to leadership, personal development, decision-making, citizenship, and community service.
- 7) **As an attachment**, provide a description of the proposed staffing pattern of any staff charged in whole or in part to this proposed project. Job descriptions, staff resumes, and an organization chart must be included in Attachment A; (these items will not be included in the 27-page maximum requirement.) Use included 2016-2017 staffing pattern form in the Attachment A section (p. 55).
- 8) Describe your plan to monitor your program periodically to ensure that you obtain your goals before the completion of the program.
- 9) Describe the duration of the program by activities.
- 10) Describe your continuous quality improvement strategies, including how business/industry will have input on programs and training activities, how young people will be involved in designing and evaluating services and how your collaborative will research and incorporate promising practices in youth programming on a continual basis.
- 11) Describe your plans to participate in WIB/State provided training including incorporation of LWDB approved tools such as youth performance benchmarking system, Individual Service Strategy (ISS), youth management information system, and any other LWDB/State guidelines/instructions.
- 12) Describe the availability of staff to share knowledge gained through this project including workshops, reports, etc.
- 13) Identify and describe the methods that will be used to record time, attendance, and progress of participants.
- 14) Describe where program activities will take place providing accessibility for all participants to be served.
- 15) List the program elements where payment to participants will take place.
- 16) Describe how the organization will ensure a duplication of services does not occur.

**(A copy of the curriculum or program outline for training elements must be included. Remember to show how you will provide documentation of activities, attendance and progress of participants.)**

#### ADMINISTRATIVE ELEMENTS AND BUDGET

- 1) Provide the official name of the organization that LWDA 21 would be contracting, if awarded funding.
- 2) Identify who is responsible for maintenance and management of records (fiscal and programmatic).
- 3) Identify the Executive Officer/ Coordinator of the organization.
- 4) List in-kind services (25% minimum) to be provided for the proposed program.

- 5) For audit purposes, specify the total amount of federal funding received by the proposing organization in your last operating year.
- 6) List most recent agency audit findings and corrective measures taken to improve operations.
- 7) Describe the need for Workforce Innovation and Opportunity Act Title I funding and how the organization has documented that other sources of funding are not available to support this program.
- 8) Identify how payroll is calculated (hourly and salary) and how often staff and participants of the program will be paid.

**All proposers must complete all forms included in this RFP.**

**GENERAL GUIDELINES FOR BUDGET NARRATIVE**

All proposing agencies must submit a complete line-item budget for youth program funding. Explanatory and backup sheets may be added to support the required forms. If funding from other sources will support the proposed program, a method of allocating costs based upon projected hours worked or other approved cost allocation methodology among the various funding sources must be indicated.

A detailed budget narrative must be included as part of the Budget Narrative. Unclear or ambiguous budget line items may be the basis for disqualification of any proposal. For each line-item budgeted in the Cost Budget Narrative provide an explanation and description of the costs including matching funds in sufficient detail to thoroughly describe what is being charged to the budget, (for example, work experience activity expenditures may include planning activities, staffing costs, operational costs, etc.), what is being charged to matching funds, at what rates and for what activities. **Equipment is not an allowable expense for this grant.**

**Public agencies and private non-profit organizations are specifically prohibited from deriving profits from funded activities.**

Insert the Budget Narrative immediately following the Proposal Narrative and the required Budget Forms (Attachment A). The Budget Narrative should be of sufficient length to explain your budget, double spaced using 1" margins, on 8 ½" × 11" paper, with a 12 point font with no page limit.

**LWDB Presentations**

Selected Proposer(s) that receive(s) a Notice of Intent to Award should be prepared to give a 20 minute oral or written presentation to the Louisiana Workforce and Development Board (LWDB). The presentation should provide a **brief** synopsis of their program and how the services will be implemented.

# **Attachment A**

## **Proposal Application Forms**

**CHECK LIST OF REQUIRED DOCUMENTS**

Include this sheet as first page of packet

- Proposal Cover Sheet (Must use enclosed form) \_\_\_\_\_
  - Executive Summary (Must include required information) \_\_\_\_\_
  - Proposal Narrative \_\_\_\_\_
  - Budget (Include all Budget Forms) \_\_\_\_\_
  - Budget Narrative \_\_\_\_\_
  - Facility Lease(s) (if applicable) \_\_\_\_\_
  - Program Year Schedule \_\_\_\_\_
  - Partnering Agencies \_\_\_\_\_
  - Staffing Pattern \_\_\_\_\_
  - Job Descriptions \_\_\_\_\_
  - Staff Resumes/Industry Certifications \_\_\_\_\_
  - Recruiting Plan \_\_\_\_\_
  - Evaluation Plan \_\_\_\_\_
  - Required City-Parish Proposal Forms \_\_\_\_\_
  - Proposal Certification \_\_\_\_\_
  - Certificate of Compliance with Specifications \_\_\_\_\_
  - Fiscal Responsibility Certification \_\_\_\_\_
  - Lobbying Certification Form \_\_\_\_\_
  - Debarment Certification Form \_\_\_\_\_
  - Conflict of Interest Statement \_\_\_\_\_
  - Procurement Policies & Procedures Statement \_\_\_\_\_
  - State Required General Assurances \_\_\_\_\_
  - Performance Capabilities Chart \_\_\_\_\_
  - Past Performance Capabilities Chart/Proposed Outcome Chart \_\_\_\_\_
  - Agency Resource Questionnaire \_\_\_\_\_
  - Organization's Charter or Articles of Incorporation \_\_\_\_\_
  - Organization Chart \_\_\_\_\_
  - Certificates of Insurance \_\_\_\_\_
  - Unemployment Insurance \_\_\_\_\_
  - Latest Audit \_\_\_\_\_
  - Personnel Policies \_\_\_\_\_
  - Board Resolution \_\_\_\_\_
  - Memorandums of Understanding for all service providers  
(Contracts will be executed once grant is awarded) \_\_\_\_\_
  - Letters of Support (if applicable) \_\_\_\_\_
  - Documentation of Partnerships \_\_\_\_\_
- (Please include clearly defined roles of partners within  
Memorandums of Understanding, Letters of Agreement,  
Sub-contracts, etc.)*





## **Executive Summary**

### **Instructions**

All applicants must submit an one-page Executive Summary explaining the particulars of the proposed project that will be shared publicly, including: 1) the Proposer's and project director's names, 2) the project title, 3) a description of the area to be served, 4) Project/Performance Site Location(s), 5) a short description of the project including: the number of proposed participants and the proposed outcomes, 6) the funding level requested including the cost per participant, and 6) public contact information where the grantee wants public inquiries to be addressed (may be an email, website, or phone number). The Executive Summary must be double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins.

Please note that proposers will be held to outcomes provided and failure to meet those outcomes may have a significant impact on potential future grants.

# BUDGET PROPOSAL SUMMARY

PROJECT: \_\_\_\_\_

## Cost Summary

### Grant Award Cost Proposed:

Start-Up Costs (1 <sup>st</sup> Month of award Cycle)	\$ _____
*Programmatic Costs	\$ _____
***Administrative Cost ( $\leq$ 10%)	\$ _____
Youth Contract Total Funding	\$ _____
In-Kind Contribution (25%)	\$ _____
<b>TOTAL PROJECT COST</b>	<b>\$ _____</b>

Cost per Participant\*\*                      \$ \_\_\_\_\_

*\*Subtract administrative cost from total programmatic cost.*

*\*\*Divide the number of anticipated participants into the total amount of funds budgeted.*

**\*\*\*Administrative Costs must not exceed 10% of the Youth Contract Total Funding. Administrative Costs: Services that are provided that assist with the day-to-day administrative functions of the program but are not directly related to the program activities, i.e., director's salary. The 25% match will consist of administrative costs and will not be included in the calculated total grant request.**

# PROPOSAL APPLICATION | DETAILED BUDGET

Check your budget to ensure that all calculations are correct; provide amounts in the nearest whole dollar amount.

**One Month is the length of time allowed for the Start-Up Phase**

**Administrative Cost: (≤ 10%)**

Position	Salary/Hourly Rate	Months/ Weeks	WIOA Contribution (≤ 10%)	Match Contribution	Total
Program Director	\$		\$	\$	\$

**STAFF COSTS:** (Refer to "Allowable Costs Charged to Program Training" Section)

**Salaries:**

Program Element	Position	Salary/Hourly Rate	Months/ Weeks	WIOA Contribution	Match Contribution	Total
		\$		\$	\$	\$
		\$		\$	\$	\$
		\$		\$	\$	\$
		\$		\$	\$	\$
				<b>Salaries Subtotal</b>	\$	\$

**Salary/Hourly Rate x Length of Employment (Months/Weeks) x (% WIOA) = Total Allocated for Position**

Provide descriptions of all positions and attach an approved salary schedule as applicable.

**Fringe Benefits**

**FICA @ 7.65% (.0765) X \$ \_\_\_\_\_ (Total Wages) = \$ \_\_\_\_\_**

Retirement	_____	\$ _____
Health Insurance	_____	\$ _____
Life Insurance	_____	\$ _____
Worker's Compensation	_____	\$ _____
Medicare	_____	\$ _____

Unemployment \_\_\_\_\_ \$ \_\_\_\_\_

**Fringe Benefits Subtotal** \$ \_\_\_\_\_

<b>STAFF COST TOTAL</b>	<b>\$ _____</b>
-------------------------	-----------------

**TRAVEL EXPENDITURES:**

**Travel Costs | 55.5¢ per mile (limit for staff)**

Travel by event with participants or by staff person	Program Element	Number of miles	WIOA Contribution	Match Contribution	Total Calculated Cost
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Sub-Total Cost			\$	\$	\$

**Note: The most economical means of transportation are buses and vans.**

\_\_\_\_\_ (Total Miles) X \_\_\_\_\_ (Rate per Mile) = \$ \_\_\_\_\_

**Travel Costs Total \$ \_\_\_\_\_**

**Other Travel Costs:**

Conference travel by no. of staff person	Program Element	Per trip cost	WIOA Contribution	Match Contribution	Total trip Cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Sub-Total Cost			\$	\$	\$

**ALL TRAVEL TOTAL \$ \_\_\_\_\_**

**Materials/Supplies**

<i>Item</i>	<i>Program Element(s)</i>	WIOA Contribution	Match Contribution	Total Cost
Food		\$	\$	\$
Office Supplies		\$	\$	\$
Program Supplies		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

*Include itemized list of all materials and supplies that will be purchased in the budget narrative.*

**MATERIALS/SUPPLIES COST TOTAL \$ \_\_\_\_\_**

**Fees and Books**

Book/Fees	Program Element (Specify)	No. of Participants Served	Per Item Cost	WIOA Contribution	Match Contribution	Total Cost
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
No rental on books or purchasing of books currently owned by another organization is allowed.			<b>Total Cost</b>	\$		\$

**FEE AND BOOKS TOTAL \$ \_\_\_\_\_**

**Paid Work Experience**

Position/Number of Participants	Rate of Compensation	Hours per Participant	WIOA Contribution	Match Contribution	Total Wages
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
Total Cost			\$	\$	\$

**WORK EXPERIENCE TOTAL \$ \_\_\_\_\_**

**Work Experience Fringe Benefits**

FICA @ .0765 X \$ \_\_\_\_\_ (Total Wages) = \$ \_\_\_\_\_

Worker's Compensation \_\_\_\_\_ (Rate x Total Wages) = \$ \_\_\_\_\_

**PARTICIPANT FRINGE BENEFIT TOTAL \$ \_\_\_\_\_**

**PARTICIPANT WORK EXPERIENCE TOTAL \$ \_\_\_\_\_**

**Professional Services**

Program Element (Specify)	Contractor	Rate of Compensation	Hours per Contractor	Number of Participants served	WIOA Contribution	Match Contribution	Total Cost of Contract
		\$		\$	\$	\$	\$
		\$		\$	\$	\$	\$
		\$		\$	\$	\$	\$
		\$		\$	\$	\$	\$
		\$		\$	\$	\$	\$
<i>Total Cost</i>					\$	\$	\$

**PROFESSIONAL SERVICES TOTAL \$ \_\_\_\_\_**

**Operating Services**

Program Element (Specify)	Service Type	Participant Impact	WIOA Contribution	Match Contribution	Total Cost
	Printing		\$	\$	\$
	Technology Support		\$	\$	\$
	Software Licenses		\$	\$	\$
<i>Total Cost</i>					\$

**OPERATING SERVICES TOTAL \$ \_\_\_\_\_**

**SUPPORTIVE SERVICES:**

Program Element	Supportive Service Type	Projected Participant Impact	WIOA Contribution	Match Contribution	Total Cost
	Assistance with Child Care/ Dependent Care		\$	\$	\$
	Assistance with Work Attire		\$	\$	\$
	Assistance with Housing and Related Costs		\$	\$	\$
	Other expenses (Specify)		\$	\$	\$
			\$	\$	\$
<i>Total Cost</i>					\$

**SUPPORTIVE SERVICES TOTAL \$ \_\_\_\_\_**

**WIOA TITLE I FUNDING REQUEST TOTAL \$ \_\_\_\_\_**

**MATCH FUNDING TOTAL \$ \_\_\_\_\_**

**PROJECT BUDGET (WIOA & OTHER SOURCES) TOTAL \$ \_\_\_\_\_**

***Restrictions on Amounts Requested:***

*All funding is contingent upon the availability of federal funding, authorization of program activities, and federal and state legislative actions.*

*Budget narrative Guidelines: Give a full, detailed explanation of budget items. The Budget Narrative is a required part of Attachment A.*

### Proposal Budget Summary

	WIOA Funds	Matching Funds	Total	Notes
<b>EXPENDITURES:</b>				
<b>Total Salaries</b>				
<b>Total Fringe Benefits</b>				
<b>Total Travel</b>				
<b>Total Materials/Supplies</b>				
<b>Total Fees &amp; Books</b>				
<b>Total Professional Services</b>				
<b>Total Operating Services</b>				
<b>Total Supportive Services</b>				
<b>Total Programmatic Cost</b>				
<b>Total Administrative Costs</b>				
<b>Grand Total</b>				

**PROPOSAL APPLICATION | PARTNERSHIPS (DUPLICATE FORM AS NEEDED)**

**Partner :** \_\_\_\_\_

**Youth Element:** \_\_\_\_\_

- Memorandum of Understanding
- Partnership Agreement
- Letter of Commitment
- Subcontract

**Scope of Services:**

**Frequency of Activities:**  Weekly  Bi-Weekly  Monthly  Bi-Monthly  Semi-annually  Annually

**Partner :** \_\_\_\_\_

**Youth Element:** \_\_\_\_\_

- Memorandum of Understanding
- Partnership Agreement
- Letter of Commitment
- Subcontract

**Scope of Services:**

**Frequency of Activities:**  Weekly  Bi-Weekly  Monthly  Bi-Monthly  Semi-annually  Annually

## Recruitment Plan

The Recruitment Plan will be part of the “start-up” phase of this program. Include all recruiting cost in the start-up cost on the first page of the budget form. Answering the following questions will result in a basic recruiting plan that will ensure a diverse and full enrollment.

Task	Response	Person Responsible	Time Line
How will you advertise your program?			
Where will you advertise your program?			
What are the steps in the recruitment process?			
How will prospects be assessed?			
Other Task:			
Other Task:			
Other Task:			

1. How many potential participants do you anticipate recruiting using this advertising plan?
2. What will you use to sign potential participants up? Include the application form for your program as part of the Recruitment Plan.
3. Describe the assessment schedule and who will be conducting which assessment(s).
4. Give all determining factors that will be considered for acceptance into your program. If you will conduct an interview of the prospect.
5. Include this time line on the Program Year Schedule.

## Evaluation Plan

The Evaluation Plan will be an integral part of this program. Outcomes must mirror the outcomes of LWDB and LWDA 21. What will be assessed, when will assessments occur, and who will be assessed must be thought through before the program begins? Include all assessments in this chart. Filling in the chart will result in a basic evaluation plan that will ensure that the basic required data is collected.

Outcomes	Measurements	Person Responsible	Time Line
Enrollment Target: _____ Participants			
Retention rate of participants - ____%			
Total completion rate - ____%			
Number of participants attaining IBCs _____ = ____% of total			
Literacy & Numeracy Gains— <b>100%</b>			
Placement in Employment or Education— <b>100%</b>			
Total Number receiving the HiSET _____ %			
Attainment of Degree or Certificate— <b>100%</b>			

1. Fill in the percentages /numbers that are missing in the Outcomes. Some will be your calculated outcomes and others are the required outcomes for the LWDB/LWDA 21.
2. When describing “Measurements” include what the assessment tool will be, how will it be administered, and who will it be administered to (include qualifications for taking this particular assessment).
3. Name the person who will coordinate and proctor the assessment.
4. In the “Timeline”, include when the assessments will occur, at which critical periods or benchmark period will each assessment be given?

PROPOSAL APPLICATION | PROGRAM YEAR SCHEDULE

20\_\_-20\_\_ PROGRAM YEAR SCHEDULE

<b>MONTH</b>	<b>ACTIVITIES</b>
September 20__	
October 20__	
November 20__	
December 20__	
January 20__	
February 20__	
March 20__	
April 20__	
May 20__	
June 20__	
July 20__	
August 20__	



**PROPOSAL APPLICATION | JOB DESCRIPTIONS**

**(Insert Agency's forms)**

**Attachment B**

**Required City-Parish Proposal**

**Forms**



**ATTACHMENT B**

**PROPOSAL FORM**

*CITY OF BATON ROUGE*

*PARISH OF EAST BATON ROUGE*

Sealed proposals will be received until 2:00 PM, Local Time **June 30, 2016** by the Purchasing Division, Room 826, City Hall, 222 Saint Louis St., Baton Rouge, Louisiana. Immediately after 2:00 P.M. of the same day and date, proposals will be publicly opened in Room 806 of City Hall.

PROPOSAL OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

The Purchasing Director  
City of Baton Rouge  
Parish of East Baton Rouge  
Baton Rouge, Louisiana

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance and labor to perform all services required for the following project:

***FOR OUT-OF-SCHOOL YOUTH PROVIDERS***

as set forth in the following Contract Documents:

1. Notice to Proposers
2. The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, Attachments and Appendix.)
3. Proposal Forms with Attachments
4. Agreement
5. The following enumerated addenda: \_\_\_\_\_ receipt of which is hereby acknowledged.

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association or corporation; that the undersigned has carefully examined the site of the proposed work, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the

requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments.

The undersigned agrees that the proposal is firm until time of award.

The undersigned agrees to execute the Agreement and Affidavit and furnish to the City-Parish all insurance certificates and performance bond (if applicable) required for the project within fifteen (15) calendar days after receiving notice of award from the City-Parish.

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be on or about **September 5, 2016** and shall be diligently prosecuted at such rate and in such manner as, in the opinion of the City-Parish's Representative is necessary for the prosecution of the work within the times specified in the Agreement, it being understood that time is of the essence.

*(NOTE: may or may not be required for all proposals)* Accompanying this proposal is a certified check, cashiers' check or a proposal bond representing \$\_\_\_\_\_ payable to the City of Baton Rouge. If this proposal shall be accepted and the undersigned shall fail to execute the Agreement and furnish performance surety bond (if applicable), then the proposal security will be forfeited.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations.

**NOTE: This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with the City-Parish. If quoted as a lump sum, individual rates and itemized costs included in lump sum are to be included with proposal submittal.**

All supplemental information requested is enclosed or presented in a separate sealed box or envelope.

---

( SIGNATURE)

---

(Typed Name and Title)

**THE ATTACHED BIDDER'S ORGANIZATION SHEET MUST BE COMPLETED TO INDICATE WHETHER BIDDER IS AN INDIVIDUAL, PARTNERSHIP, ETC.**

**BIDDER'S ORGANIZATION**

BIDDER IS:

AN INDIVIDUAL

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No \_\_\_\_\_

A PARTNERSHIP

Proposer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

A LIMITED LIABILITY COMPANY

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

**A CORPORATION**

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.**

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.**

**CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_  
a corporation organized under the laws of the State of \_\_\_\_\_  
and domiciled in \_\_\_\_\_ was held this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ and was attended by a quorum of the members of the Board of Directors.

**The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:**

**BE IT RESOLVED**, that \_\_\_\_\_

is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_

a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_ ;

that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SECRETARY**

**Attachment C**

**Insurance Requirements for  
Occupational Skills and Job  
Readiness Training**



**Attachment D**

**Sample Contract for HiSET &  
Basic Education Services and  
Occupational Skills and Job  
Readiness Training**



**Attachment D**

**Sample Contract for HiSET & BASIC EDUCATION SERVICES and OCCUPATIONAL SKILLS & JOB READINESS TRAINING**

This Contract, made and entered into at Baton Rouge, Louisiana, effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the City of Baton Rouge and Parish of East Baton Rouge, herein referred to as Parish and \_\_\_\_\_ herein referred to as “Consultant ( *Service Provider/Contractor, whichever is applicable, may be substituted*)”.

Service Provider/Contractor shall provide consulting services as described herein for ...

Service Provider/Contractor agrees to proceed, upon written notice of the Director of \_\_\_\_\_ (*designate department contact if not department head or director*), with all professional services necessary for the performance, in proper sequence and in the time specified, of the items of work as hereinafter set forth. Services will be subject to review and administration by the office requesting the service unless designated otherwise by the City-Parish. All the services required hereunder will be performed by Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

**SCOPE OF SERVICES:** The services to be rendered by the Service Provider/Contractor for this project shall be as follows: (*generally a brief scope could be written here or reference to an attachment with greater detail would be given.*)

**CONTRACT MODIFICATIONS:** No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

**GENERAL REQUIREMENTS:** With the exception of the services specifically listed to be furnished by the Parish, Service Provider/Contractor shall, for the agreed fees, obtain all data and furnish all services and materials required to provide the contracted services. All items required to accomplish these results, whether or not specifically mentioned in this contract, including attendance by the Consultant or their representatives at conferences and public hearings, are to be furnished at the expense of Consultant.

**SERVICES TO BE PERFORMED BY THE CITY-PARISH:** The City- Parish will furnish the Service Provider/Contractor without charge all information which it has in its files which may be useful to the Consultant in carrying out this work, as well as assistance in securing data from others to the extent available. The City-Parish shall provide \_\_\_\_\_(define City-Parish responsibilities here) when/where necessary, to perform the work.

**COMPENSATION AND PAYMENT:** The City-Parish shall pay and Service Provider/Consultant agrees to accept compensation for the Consulting services to be performed under this contract, at the rates indicated on the Cost Proposal Form attached and made a part of the contract.

**Monthly invoices for work completed to date may be submitted by Service Provider/Contractor, and subject to the approval of the Department Head or his/her designee, will be paid within 30 days after approval.**

**CONTRACT TIME:** The services to be performed under this contract shall be commenced promptly by the Service Provider/Contractor and shall be completed as defined in the notice to proceed issued for each event.

**COMMENCEMENT OF WORK:** No work shall be performed by Service Provider/Contractor and the City-Parish shall not be bound until such time as a Contract is fully executed between the City-Parish and the Contractor and all required approvals are obtained at which time Task/Work Orders will be used to order specific quantities and types of services.

**OWNERSHIP OF DOCUMENTS:** All data collected by Service Provider/Contractor and all documents, notes, drawings, tracings and files collected or prepared in connection with this work, except Consultant's personal and administrative files, shall become the property of the City-Parish, and the City-Parish shall not be restricted in any way whatsoever in its use of such materials.

**DELAYS AND EXTENSIONS:** Service Provider/Contractor will be given an extension of time for delays beyond their control such as weather or those caused by tardy approvals of work in progress, but no additional compensation shall be allowed for such delays.

**TERMINATION OR SUSPENSION:** The City-Parish may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that the City-Parish shall give the contractor written notice specifying the Service Provider/Contractor's failure. If within \_\_\_ days after receipt of such notice, the Service Provider/Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in \_\_\_ days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the City-Parish may, at its option, place the Service Provider/Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City-Parish to comply with the terms and conditions of this contract; provided that the contractor shall give the City-Parish written notice specifying the City-Parish failure and a reasonable opportunity for the City-Parish to cure the defect.

**The City-Parish may terminate this Agreement at any time by giving \_\_\_\_ days written notice to the Service Provider/Contractor of such termination or negotiating with the Service Provider/Contractor an effective date.**

**The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.**

**Should the City-Parish find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by \_\_\_\_ days notice given by the City-Parish in writing to that effect. The work may be reinstated and resumed in full force and effect upon receipt from the City-Parish of \_\_\_\_ day's notice in writing to that effect.**

This agreement shall ipso-facto terminate three years after the date of the suspension of the work as provided above if the work has not been reinstated and resumed by notice from the City-Parish during the three year period, and neither party shall have any further obligation to the other party.

**DISPUTES:** Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred to the Director of Purchasing or her duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

**INDEPENDENT CONTRACTOR OBLIGATION:** Service Provider/Contractor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Consultant shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional Consultants under similar circumstances at the time the services are performed, with the City-Parish interested only in the results of the work.

**COMPLIANCE WITH APPLICABLE LAWS:** Service Provider/Contractor shall procure all permits and licenses applicable to the services to be performed and shall comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Consultant shall pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

**INDEMNITY:** Service Provider agrees to indemnify, defend, and hold harmless the City-Parish from any and all losses, damages, expenses or other liabilities, including but not limited to connected with any claim for personal injury, death, property damage or other liability that may be asserted against the City-Parish by any party which arises or allegedly agents in performing its obligations under this Agreement.

Service Provider, its agents, employees and insurer (s) hereby release the City-Parish its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Service Provider, its agents or insurers may sustain incidental to or in any way related to Service Provider's operations under this Agreement.

**PERSONAL INTEREST:** Service Provider/Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above described Study or any other interest which would

conflict in any manner or degree with the performance of his services hereunder. The Consultant further covenants that in the performance of his contract no person having any such interest shall be employed.

**AFFIDAVIT AND CORPORATE RESOLUTION:** Service Provider/Contractor shall attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Service Provider/Contractor is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

**CIVIL RIGHTS COMPLIANCE:** The Contractor agrees to abide the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era of 1975, the Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Service Provider/Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Service Provider/Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

**ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS:** If the project is funded in whole or in part by Federal Grants, Consultant shall comply with the Federal Requirements. Service Provider/Contractor shall also include these Federal Requirements in any sub-contracts.

**TAXES:** Any taxes, other than state and local sales and use taxes, from which the City-Parish is exempt, shall be assumed to be included within the Service Provider/Contractor's cost.

**RIGHT TO AUDIT:** The City-Parish or others so designated by the City-Parish, or other lawful entity shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records shall be made available during normal working hours for this purpose.

**ASSIGNMENT:** Assignment of contract, or any payment under the contract, requires the advanced written approval of the City-Parish.

**CONFIDENTIALITY:** The following provision will apply unless the City-Parish agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to City-Parish's operations which are designated confidential by the State and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the City. The identification of all such confidential data and information as well as the City's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the City in writing to the Service Provider/Contractor. If the methods and procedures employed by the Service Provider/Contractor for the protection of the Service Provider/Contractor's data and information are deemed by the City to be adequate for the protection of the City's confidential

information, such methods and procedures may be used, with the written consent of the City, to carry out the intent of this paragraph. The Service Provider/Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Consultant's possession, is independently developed by the Consultant outside the scope of the contract, or is rightfully obtained from third parties.

**RECORD RETENTION:** The Service Provider/Contractor shall maintain all records in relation to this contract for a period of at least five (5) years from close of file.

**ORDER OF PRECEDENCE**

The Request for Proposals (RFP), dated \_\_\_\_\_, and the Service Provider/Contractor's Proposal dated \_\_\_\_\_, are attached hereto and, incorporated into this Contract as though fully set forth herein. In the event of an inconsistency between this Contract, the RFP and/or the Service Provider/Contractor's Proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Contract, then to the RFP and subsequent addenda (if any) and finally, the Service Provider/Contractor's Proposal.

**GOVERNING LAW:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

**COMPLETE CONTRACT**

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final approval by both parties.

**IN WITNESS WHEREOF**, the City-Parish and Consultant have executed this contract effective as of the date first written above.

WITNESSES:

*CITY OF BATON ROUGE AND*

**PARISH OF EAST BATON ROUGE**

Parish

\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Typed Name and Title

**Attachment E**

**Identification of Benchmarking  
System Skills**

## IDENTIFICATION OF BENCHMARKING

The identified skills learning objectives are as follows:

### **Transition Skills Learning Objectives**

1. Understanding learning styles, building on the strengths of personal learning style, and adapting learning style to a variety of work and personal situations.
2. Understand how to continue to build personal skills and access education to advance on the job or transition to a new career.
3. Organize daily activities and create a schedule to meet personal and work-related obligations.
4. Get to work and personal appointments by utilizing a variety of transportation methods, identifying the best possible route, and selecting the appropriate strategy to arrive on time.
5. Anticipate and manage crisis situations and identify alternative solutions when established plan of actions fails.
6. Obtain and maintain personal documents including work papers, social security card, driver's license, birth certificate and pay stubs.
7. Understand how to analyze the requirements and responsibilities of, and enter into, contractual agreements.
8. Open a checking/savings account to manage income and pay bills.
9. Access community resources to assist in overcoming potential barriers and avoid potential setbacks in progress toward success.
10. Establish independent living situations including arranging housing, turning on public utilities and setting up your living quarters.

### **Job Getting Skills Learning Objectives**

1. Explore career options that support personal values, skills, abilities, and interests.
2. Use labor market information to decide upon career opportunities, which align with personal values, skills, abilities, interests, and income needs.
3. Use a variety of job search techniques to identify potential job openings.
4. Use computer technologies to conduct job search activities and apply for job openings.
5. Develop appropriate telephone skills for contacting employers to arrange interviews, conduct interviews, and follow up on job leads.
6. Complete applications to highlight skills, experience, and personal information pertaining to the job opening.
7. Prepare a resume that summarizes skills and experience related to the targeted job or career.
8. Write a cover letter that highlights the most important qualifications for the job opening, shows interest in obtaining the job, and calls for action.
9. Develop interviewing skills that promote personal skills, previous experiences, and transferable skills relevant to the job opening.
10. Follow up after the interview to express appreciation, recap ability to do the job, and express interest in the job.

11. Understand labor laws and rights governing employment situations.

## **Job Keeping Skills Learning Objectives**

### **Resources**

1. Understand organization's expectations for attendance and adhere to work schedules (at work when scheduled, notifies when absent, arranges time off in advance and submit appropriate leave requests).
2. Understand organization's expectations for punctuality and adhere to them (arrives on time for work, takes and returns from breaks as scheduled, and calls prior to being late to notify appropriate person).
3. Understand organization's expectations of timeliness for task completion or product delivery and manage time accordingly.
4. Manage multiple tasks or responsibilities, prioritize work activities and schedule work accordingly.

### **Interpersonal**

1. Demonstrate understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings.
2. Assert self and present ideas in familiar and unfamiliar work settings.
3. Demonstrate speaking, listening, writing, and social skills to participate as an effective team member.
4. Communicate thoughts, feelings, and ideas to justify decisions or support position on workplace issues.
5. Ask for feedback on performance or input for task completion.
6. Interact appropriately with persons of authority and respond appropriately to workplace requests.
7. Interact with co-workers in a professional manner.
8. Respond appropriately to customer requests.
9. Resolve conflicts with person of authority, co-workers, and customers in the appropriate manner.
10. Understand the impact of one's work on others work and the final outcome.

### **Information**

1. Select the appropriate information sources, analyze the information for meaning and communicate the results accordingly in order to accomplish work tasks.
2. Choose appropriate language/manners of expression and engage in appropriate conversations in the workplace.
3. Research issues and situations at the workplace to form an opinion, action plan, and make recommendations for completing work tasks.
4. Ask appropriate questions to clarify intent, understand outcomes, or solve problems.
5. Respond appropriately to written and oral instructions in the workplace.
6. Complete necessary forms, reports, and documents accurately.

## **Systems**

1. Follow workplace procedures for use of machinery and equipment.
2. Follow workplace safety procedures and develop safe working behaviors.
3. Know where and to whom to go within the workplace when a problem or specific situation arises.

## **Technology**

1. Select appropriate tools, equipment, and parts to accomplish task most efficiently.
2. Maintain equipment and technology in proper working order.
3. Use workplace equipment, tools, and technology in the manner intended.

## **Thinking**

1. Recognize problems that exist (discrepancy between what is and what should or could be), identify possible causes of the problem and create plans to solve the problems.
2. Recognize and apply new knowledge and skills in both familiar and unfamiliar situations.
3. Specify goals to achieve, generate alternatives to accomplish the goals, consider risks, evaluate possible solutions, and choose the best plan of action.

## **Personal Qualities**

1. Exerts a high level of effort and perseverance toward goal completion, works hard to learn new tasks.
2. Seeks out information to improve skills and performance.
3. Believes in own self-worth and maintains positive view of self in order to contribute to the workplace.
4. Is a self-starter/initiates work activities and completes tasks without being told.
5. Demonstrates self-control by responding unemotionally and non-defensively to workplace requests and situations (even when they may be unpleasant).
6. Demonstrates trustworthiness by adhering to workplace policies, expectations, and values.
7. Understands the impact of violating organizational values and chooses an ethical course of action.
8. Demonstrates honesty when faced with critical decisions at the workplace.
9. Selects appropriate and clean clothing or uniform and maintains personal hygiene (washed and styled hair, clean hands, absence of offensive body odors and fragrances) in accordance with industry/company standards.
10. Sticks to the task and completes projects fully even when undesirable or unpleasant.

# **Attachment F**

## **Definitions**

# YOUTH SERVICES RFP DEFINITIONS

**Adult and Youth Dual Enrollment:** Individuals who meet the respective program eligibility requirements for WIOA youth title I and title II may participate in title I youth and title II concurrently. Such individuals must be eligible under the WIOA criteria applicable to the services received. Operators may determine, for these individuals, the appropriate level and balance of service under the youth and adult programs.

Local program operators must track the funding streams which pay the cost of services provided to individuals in youth and adult programs concurrently, and insure no duplication of services. Youth may participate in title I and title II concurrently.

**Alternative School:** Parish and city school boards, with the approval of the State Board of Elementary and Secondary Education, may establish and maintain one or more alternative schools for children whose behavior is disruptive. NY ALTERNATIVE SCHOOL SHALL BE MAINTAINED ND FUNDED AT THE SAME LEVEL OF SUPPORT AS OTHER SCHOOLS FOR CHILDRN IN THE SCHOOL DISTRICT.

**Allowable Costs:** Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of services to customers.

**Basic Skills Deficient:** A youth is basic skills deficient if they have English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; are unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. (Assessment process must include reasonable accommodations for people with disabilities.)

**Youth Navigator:** EmployBR Youth Service Center staff who provide case management services.

**Compulsory School Attendance:** In providing youth assistance the priority shall be or the individual to attend school regularly. Youth participants shall comply with State compulsory school attendance laws.

**Cost Reimbursement Contracts:** This is an agreement format that provides for the reimbursement of all allowable costs which have been identified and approved in the contract budget. Contractors must maintain the documentation necessary to support the costs.

**Customer:** The "participant." A person applying for or utilizing program services.

**Disability:** An individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990(42 U.S.C. 12102); A) A physical or mental impairment that substantially limits one or more of the major life activities of such individual; B) A record of such an impairment; C) Being regarded as having such an impairment.

**Disability Student with a disability (vocational rehabilitation):** An individual with a disability in school who is:

Sixteen (16) years old, or younger, if determined appropriate under the Individuals with Disabilities Education Act (IDEA), unless the State elects to provide pre-employment transition services at a younger age, and no older than 21, unless the State provides transition services under IDEA at an older age, and

Receiving transition services pursuant to IDEA, or is a student who is an individual with a disability for the purposes of section 04 of the Act (29 U.S.C. 794)

**Disability (*vocational rehabilitation*):** Youth with a disability is anyone who has a disability as defined in section 7(20) of the Act and is aged 14 to 24, regardless of whether they are in school.

**Dropout:** The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

An individual who is out-of-school at the time of enrollment and is subsequently placed in an alternative school (as defined in the State,) or any school, is an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth. A youth attending an alternative school (as defined by the State) at the time of enrollment is not a dropout.

**English Language Learner:** An English language learner means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language and; whose native language is a language other than English.

Who lives in a family or community environment where a language other than English is the dominant language.

**Enrollment:** To participate in youth programs, participants must enroll in the WIOA youth program which requires both:

The collection of information to support an eligibility determination.

Participation in any of the fourteen WIOA youth program elements.

**High Poverty Area:** A high-poverty area is a Parish area that has a poverty rate of at least 30 percent as set every 5 years using American Community Survey 5-Year data.

**Homeless:** A homeless youth as defined by the Stewart B. McKinney Homeless Act, is an individual who lacks a fixed, regular, and adequate night time residence. It also includes persons whose primary night time residence is either:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill,) or:

An institution that provides a temporary residence for individuals intended to be institutionalized, or;

A public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

**Income:** “Median Income is the amount that divides the [income distribution] into two equal groups, half having income above and half having income below, that amount.

**Income Eligibility for Disabled Youth:** For an individual with a disability, income level for eligibility purposes is based on his or her own individual income rather than his or her family income, even when the individual is a member of a family whose family income exceeds the income requirement.

**Individual Training Accounts:** (ITA)-An Individual Training Account is a payment agreement established on behalf of a participant with a training provider.

**In School Youth (ISY):** ISY must be attending school, including secondary or post-secondary school, must be between the ages of 14 and 21 at the time of enrollment, be low-income, and meet one or more of a list of seven criteria. As long as the individual meets the age eligibility at the time of enrollment they can continue to receive WIOA youth services beyond the age of 21.

**Low Income Individual:** Is an individual who:

Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP), the program of block grants to State for temporary assistance for needy families (TANF), or the supplemental security income (SSI) program, or State or local income-based public assistance.

Is in a family with a total family income that does not exceed the higher of the poverty line, or 70 percent of the lower living standard income level.

Is a homeless individual or a homeless child or youth.

Receives or is eligible to receive a free or reduced price lunch under the Richard B Russell National School Lunch Act.

Is a foster child, or whose behalf, State or local government payments are made.

Lives in a high poverty area (poverty rate of at least 30 percent.)

Is an individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this requirement.

**Eligible or Eligibility:** Refers to an individual's status in relation to their ability to participate in a TANF, Food Stamp Training, or other needs-based program, i.e. for TANF it is based on income, custody of a child or children, for Food Stamps it is based upon income and work history.

**In-Kind Contribution:** The value of services that are provided by the Grantee at no cost to the Grantor.

**Job Readiness:** Activities that help prepare customers for work by assuring that they are familiar with general workplace expectations and exhibit work behaviors and attitudes necessary to compete successfully in the labor market. This may include life skills training.

**Job Search Assistance:** Job search skills training including job club, which provides the customer with the instruction and skills necessary to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

**Job Skills Training:** Training in technical job skills and equivalent knowledge and abilities in a specific occupational area offered by post-secondary institutions, secondary schools, public and private agencies, and other organizations.

**Monitoring:** The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or customers, telephone conversations, and formal evaluation of compliance elements.

**Offender:** The term “offender” means an adult or juvenile:

Who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or

Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**Out-of-School Youth (OSY):** OSY must not be attending any school, between the ages of 16 and 24 at the time of enrollment, and meet one or more of a list of eight criteria listed in the Eligibility Section. Age is based on time of enrollment and if age eligibility is met at time of enrollment the individual can continue to receive WIOA youth services beyond the age of 24.

**Pay-For-Performance:** Pay for performance contract strategy means a procurement strategy that uses pay-for-performance contracts in the provision of training services described in WIOA Sec. 134(C)(2) and includes:

Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicator of performance as described in section WIOA 116(b)(2)(A) for target populations, as identified by the local board, within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training.

A strategy for independently validating the achievement of the performance described in subparagraph (A); and

A description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance described in subparagraph (A) did not occur, for further activities related to such a procurement strategy, subject to section 189 (g)(4).

**Pre-Employment Transition Services (*vocational rehabilitation*):** A coordinated set of activities for a student with a disability designed within an outcome-oriented process that promotes movement from school to post school activities leading to employment.

**Parenting Skills Training:** Training programs to assist customers in effective parenting including subjects such as life skills, nutrition, safety, budgeting, health, crisis management, communication,

physical caring, problem resolution, and legal resources and family law. Some TANF recipients are required to attend as part of the personal responsibility agreement.

**Participant:** An individual who has been determined to be eligible to participate in, and who is receiving services under, a grant program. The term sometimes is used interchangeably with the term "customer".

**Performance-Based Contracting:** A method of contracting in which successful completion of certain benchmarks by the enrolled population obligates the awarding agency to make certain predetermined payments.

**Placement:** Placement into an unsubsidized full time (at least 30 hours a week) job.

**Run Away:** A "Run-Away" as defined by the Runaway and Homeless Youth Act, is an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.

**Self-Sufficiency:** A family's level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

**Supportive Services:** Services which are necessary to enable an eligible individual who cannot afford to pay for such services to participate in a Workforce Development program. Such services may include counseling, transportation, childcare, work clothing, etc.

**Targeted Populations/Groups:** Groups of people designated in the LWIOA 21 Strategic and Operational Plan that will be targeted for services, including TANF recipients, food stamp recipients, individuals who are basic skills deficient (9<sup>th</sup> grade education level or less), school dropouts, at-risk youth, ex-offenders, individuals over age 55, individuals with disabilities, veterans, and dislocated workers.

Workforce Innovation and Opportunity Act of 2014 – (WIOA)

**Wagner Peyser:** Wagner Peyser provides the funds for the national labor exchange. These programs have been traditionally delivered by state agencies. The local labor exchange provides a job registry for employers and job seekers, some assessment services to match workers with available jobs, labor market information and related services.

# **Attachment G**

## **Proposal Certification**

**Proposal Certification**

**Baton Rouge City/ Parish Procurement Policies & Procedures**

I certify that I have read and understand the Baton Rouge City/ Parish Procurement Policies & Procedures which I accessed at

<http://www.brgov.com/dept/purchase/vendorrules.htm>

I acknowledge that I understand the requirements and provisions and will comply with the general terms and conditions, applicable vendor rules and regulations appropriate to this grant program.

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Signature

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Print Name and Title

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Agency/ Institution

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Date

**Attachment H**  
**Agency Capabilities,**  
**Resource Questionnaire, &**  
**Proposed Outcomes**

<b>Past Performance Capabilities (Last 3 Years)</b>			
<b>Year/Contract Title/Funding Agency</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Enrollment</b>			
<b>High School Graduation Rate (#/%)</b>			
<b>Remained in School Rate (#/%)</b>			
<b>Returned to School Rate (#/%)</b>			
<b>Job Placement Rate (#/%)</b>			
<b>List Other Outcomes: (#/%)</b>			
<b>Reasonableness of Cost by Funded Past Contracts</b>			
<b>Training Cost per Participant</b>			
<b>List Career Advancement Opportunities</b>	1)	1)	1)
	2)	2)	2)
	3)	3)	3)

<b>Proposed Outcomes</b>		
<b>Outcome Categories</b>	<b>Total Projected Participants</b>	<b>Total Project Completion (#/%)</b>
<b>Enrollment</b>		
<b>Measurable Skills Gains (Literacy/Numeracy Gains)</b>		
<b>High School Equivalency</b>		
<b>Certifications</b>		
<b>Diplomas</b>		
<b>Employment</b>		
<b>Post-Secondary</b>		

**Agency Resources Questionnaire**

1. Name and title of the person(s) with legal authority to sign contracts:

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2. List the name(s) and title(s) of all officers and members of the board of directors of the corporation or business:

<u>NAME</u>	<u>TITLE</u>	<u>TERM OF OFFICE</u>

3. A copy of the organization’s charter or articles of incorporation must be attached.

4. Number of years the agency has been in business \_\_\_\_\_

5. How many total clients/participants did the agency serve last year? \_\_\_\_\_

6. a. Is each training site on the bus line? Yes No  
Indicate how many blocks from the nearest bus stop to the agency.  
\_\_\_\_\_

b. Is training site accessible to the individuals with disabilities?  
Yes No  
Describe accessibility. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Has the agency ever gone into receivership, bankruptcy reorganization, or been declared financially insolvent? Yes No

If yes, describe the circumstances and final resolution.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 8. a. Attach an organizational chart for the proposed project listing all program staff.  
 b. Provide job descriptions for program staff including relevant job qualifications.  
 c. Attach resumes and certifications of professional staff to be associated with this project.
  
- 9. a. If staff or other costs charged to this budget will be shared with one or more funding sources, detail the overall cost allocation plan for sharing costs with the project including the methods of allocating shared cost.

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b. Identify another funding source. Note whether the non- WIA funding sources are listed on the NON- WIOA cash contribution/ match worksheet.

- 10. Does the agency do its own accounting? Yes No  
 If no, indicate the name and address of the accounting firm. \_\_\_\_\_

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11. What journals are maintained by the agency?

- |                            |     |    |
|----------------------------|-----|----|
| a. General Journal         | Yes | No |
| b. Cash Receipts           | Yes | No |
| c. Cash Disbursements      | Yes | No |
| d. Payroll Register        | Yes | No |
| e. Accounts Payable        | Yes | No |
| f. Employee Earning Record | Yes | No |
| g. Other (specify)         | Yes | No |

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12. Does the agency have a general ledger? Yes No

How often is a trial balance prepared? \_\_\_\_\_

13. Accounting system disbursements

- a. Are all disbursements made by check? Yes No

- b. Are checks pre-numbered? Yes No
- c. What person(s) sign checks? \_\_\_\_\_  
\_\_\_\_\_

14. Is bank reconciliation prepared? Yes No

15. Describe the agency(s) payroll system including internal checks for accuracy and validity.

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16. Method of documenting employee time:

- a. Employees sign in/out each day? Yes No
- b. Punch time clock? Yes No
- c. Are time sheets or cards signed by a Supervisor? Yes No

17. Bonding: A minimum bonding of \$100,000 is required of employees receiving of depositing funds into program accounts or issuing financial documents, checks, or other instruments of payments.

- a. Indicate the amount of agency bonding coverage: \$ \_\_\_\_\_
- b. List the names and titles of the individuals who will be bonded:

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18. Name and address of auditing firm: \_\_\_\_\_

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19. Attach a copy of the most current CPA certified audit. Indicate what action has been taken in regard to the following:

- a. Auditor(s) opinions or recommendations regarding internal controls.
- b. Cost disallowances.
- c. Other qualitative changes the agency has undertaken in response to audits.

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20. Has the organization ever been declared seriously deficient in the operation of a grant?

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21. Describe the audit trail for:

- a. Salaries \_\_\_\_\_
- b. Vacation? \_\_\_\_\_
- c. Travel reimbursement? \_\_\_\_\_
- d. Affirmative action (EEO)? \_\_\_\_\_
- e. Other personnel matters? (identify) \_\_\_\_\_

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# **Attachment I**

## **Monthly Report Forms**

**LWDA 21**

**Monthly Narrative Report**

Submission Date: \_\_\_\_\_

Reporting Month: \_\_\_\_\_

Reporting Participants: (Name and Title)

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Program Activities Completed:

Program Element/ Title	Purpose	No. of Attendees	Outcome
1.			
2.			
3.			

Special Projects/Events Hosted:

Program Element/ Title	Purpose	No. of Attendees	Outcome
1.			
2.			

Community Involvement/Partnerships:

Program Element/ Partner	Activity/Involvement	Outcome
1)		
2)		
3)		

Success Stories: (Attach Pictures and Participant Essays)

Participant/Staff	Brief Explanation
1)	
2)	
3)	

Program/Budget Changes: ( Made or Proposed)

Program Changes Made		
Change/Action Taken	Cause	Outcome
1)		
2)		

Program Changes Proposed		
Proposed Change/Action	Reason	Proposed outcome
1)		
2)		
3)		

Are there any areas of concern:

Program Element	Concern
1)	
2)	
3)	

\_\_\_\_\_

Director's Signature

\_\_\_\_\_

Title

Contractor's Name			Invoice #:		
Address		Contract #			
Invoice Period					
		<b>WIOA MONTHLY INVOICE</b>			
Budget Categories		Allocation	Current Month Expenditures	Year-To-Date Expenditures	Contract Balance
Staff Costs					
	Salaries				
	Benefits				
Travel					
	Mileage reimbursement				
	Other Travel				
Materials & Supplies					
	Supplies				
	Materials				
Fees & Books (Include specifics)					
	Fees				
	Books				
Professional Services (Include Specifics)					
Operating Services					
	Printing				
	Technology Support				
Supportive Services					
	Work experience Costs				
	FICA				
	Worker's Comp				
Specify all details regarding services on a separate sheet	Supportive services assistance				
Totals		\$	\$	\$	\$

<b>Outcomes</b>		
<b>Report Date:</b>		
<b>Outcome Categories</b>	<b>Total Participants To Date</b>	<b>Total for the Report Month</b>
<b>Enrollment</b>		
<b>Notes:</b>		
<b>Measurable Skills Gains (Literacy/Numeracy Gains)</b>		
<b>Notes:</b>		
<b>High School Equivalency</b>		
<b>Notes:</b>		
<b>Certifications</b>		
<b>Notes:</b>		
<b>Diplomas</b>		
<b>Notes:</b>		
<b>Employment</b>		
<b>Notes:</b>		
<b>Post-Secondary</b>		
<b>Notes:</b>		

**\*Notes:** Explain any unusual numbers that does not show positive movement towards proposed outcomes. Cite specific instances during the month that you have determined may have caused the unanticipated outcome. If numbers are on target, put N/A.

## Travel Expense Reimbursement Report

Staff Name \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Odometer reading before: \_\_\_\_\_ . After: \_\_\_\_\_

Total miles claimed for reimbursement: \_\_\_\_\_

Total due: ( .51 per mile) \$ \_\_\_\_\_

Note: Attach a google map showing distance for each trip reimbursement

### **Requestor**

Staff Signature \_\_\_\_\_

Title \_\_\_\_\_

### **Approver**

Director's Signature : \_\_\_\_\_

**Attachment J**  
**Site Visit &**  
**Equal Opportunity**  
**Requirements**

## LWDA 21

### EmployBR Youth Services

#### Pre-Assessment Facility and Program Checklist

Site Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

This compliance review checklist will provide LWIA 21 with a uniform process for measuring compliance of prospective WIA sites and the implementation of regulations pertaining to EmployBR Youth Services. This checklist is a pre-assessment of the contractor's site. It is intended to serve as a basic resource document for facility and program readiness.

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Overall Policies and Procedures:</b>	<b>C</b>	<b>NC</b>	<b>N/A</b>	<b>Comments</b>
The contract recipient has a written policy that describes clear goals and objectives.				
The policy addresses the following aspects of the contract recipient's program:				
Recruitment plan, outreach efforts, Application process				
Enrollment and orientation;				
Fourteen (14) youth elements (if applicable);				
Services delivery, and youth performance measure				
Are written polices for conducting various aspects of the youth program in place? a. Intake -is there a plan in place for Intake? b. Assessment -are there coordinated assessment efforts (tools, locations, record keeping) in place for individuals that will participate in the program? c. Training -has a curriculum been developed or is there an existing one in place for this training program?				

<p>d. Placement- what is your plan for job placement for youth?</p> <p>e. Follow up- what is your plan for follow up with your program participants/ after participants in the program have exited, follow up services begin. Participants are in follow up for four (4) quarters after exit. Documentation and case notes must be entered.</p>				
<p>Are participants in the program provided with adequate orientation and written policies?</p> <p>a. Have the participants been given the policy on attendance, performance, and disciplinary action?</p> <p>b. Are there written procedures for grievances, and how are the policies explained to the participants?</p> <p>c. Is there an appropriate drug (legal and non-legal) alcohol and weapons policy?</p>				

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Facility Review:</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Comments</b>
<b>The contract recipient's facility has the following:</b>				
Adequate space for program operation?				
Youth participant's space identified?				
Are the classrooms well equipped for training/ instruction (desks, chairs, tables)?				
<p>Is there evidence of accommodations made for Program files?</p> <p>a. Have accommodations been made for file Inspection?</p> <p>b. Are training participant files available for Inspection and are they in order?</p> <p>c. Are instructor files available for inspection, and are they in order?</p> <p>d. Are other program files (recruitment, placement, retention, WIOA performance measures?) available for review?</p>				

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Equipment Review:</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Comments</b>

Is there adequate equipment for the training segment of the program (audio-visual?) a. Is the equipment well maintained? b. Does the equipment meet basic safety requirements (exposed wires, sharp edges, etc.?)				
Adequate number of computers for participants?				

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Material Review:</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Comments</b>
<b>The contract recipient’s curriculum requires the following resources to provide the program services:</b>				
Training materials (i.e. software workbooks)				
Resource books and material (dictionaries, workbooks, practice tapes, etc.)				
Classroom supplies (i.e. paper, pencils, pens, scientific calculators, etc.)				

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Schedule Review:</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Comments</b>
The contract recipient has developed appropriate and available timelines for various phases of the Program and they are available for review by the Participants, Staff and WIA Monitors. Recruitment activities timeline				
Application/Enrollment of youth-timelines				
Testing/Assessments- Pre-test, post- test				
Youth Orientation plans and date				
Youth activities plan (daily, weekly, monthly)				

Daily classroom schedules				
Tutoring and Mentoring schedules				
Work readiness training workshops: Job-Getting, Job-Keeping, and Transition Skills				

**C – Compliance**

**NC – Noncompliance**

**N/A - Not Applicable**

<b>Evaluation:</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>Comments</b>
Is there currently a system in place for evaluating your program? (Self- assessment plan)				

**Equal Opportunity Requirements**

**City of Baton Rouge Parish of East Baton Rouge  
Non-Discrimination Equal Employment Opportunity Policy**

I certify that I have read and understand the City of Baton Rouge Parish of East Baton Rouge Non-Discrimination Equal Employment Opportunity Policy of City Parish Human Resource Department which I accessed at

<http://metronet/dept/hr/RELATIONS/pdf/eeo.pdf>

I acknowledge that I understand the Equal Employment Opportunity Policy and will comply with the general terms and conditions, applicable rules and regulations appropriate to this grant program.

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Signature

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Print Name and Title

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Agency/ Institution