



## **REQUEST FOR PROPOSAL**

### **COMPREHENSIVE CAREER SERVICES**

**PROGRAM YEAR 2019-2020**

**July 1, 2019 – June 30, 2020**

**Only proposals delivered directly to the addresses below  
will be considered.**

**GST Michigan Works  
711 North Saginaw Street, Suite 300  
Flint, Michigan 48503**

**Or**

**GST Michigan Works  
3270 Wilson Street  
Marlette, MI 48453**

Supported by the State of Michigan. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-285-9675 TTY: 711. A proud partner of the American Job Center Network.

## Section I - Timetable

<i>RFP posted on GST Michigan Works website</i>	<i>Monday, December 3, 2018</i>
<i>Bidders Conference (Flint Office)</i>	<i>December 17, 2018</i>
<i>Written questions submitted to <a href="mailto:mlorahhammond@gstmiworks.org">mlorahhammond@gstmiworks.org</a> by December 12, 2018 will be answered at bidders' conference. Answers will also be posted on GSTMW website along with a summary of the bidder's conference.</i>	<i>9:00 AM – 11:00 AM</i>
<i>All proposals due to GSTMW offices via FedEx, USPS, UPS or personal delivery (receipt required) by 4:00 PM to either the Marlette or Flint office of GST Michigan Works.</i>	<i>January 15, 2019</i>
<i>LEO &amp; WDB Meeting Board Action</i>	<i>March 8, 2019</i>
<i>Negotiations and contract preparation</i>	<i>April 1-30, 2019</i>
<i>Contract year begins</i>	<i>July 1, 2019 WIOA</i>
	<i>October 1, 2019 PATH – FAE&amp;T &amp; TAA</i>

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## Section II – Funding and Financial Administration

### 1. Funding Available

Funds projected for contracting for Comprehensive Career Services are listed below. Projected funds are subject to change.

County	Program	Amount
Genesee	Adult & Dislocated Career Services	\$1,000,000
Genesee	PATH	\$6,000,000
Genesee	FAE&T	\$171,824 – SS \$11,990
Genesee	Out-of-School Youth	\$225,000
Shiawassee	Adult & Dislocated Career Services	\$400,000
Shiawassee	PATH	\$500,000
Shiawassee	Out-of-School Youth	\$211,000

All programs and services to be provided under this grant will be funded by federal, state, and other funding sources. These funding sources may include Workforce Innovation and Opportunity Act (WIOA), Partnership. Accountability. Training. Hope (PATH), Food Assistance Employment and Training (FAE&T) and other funding that becomes available. Agencies and organizations will be expected to participate by contributing basic management and supervisory services to the maximum extent feasible. Once a program implementation contract is issued, full responsibility for administration of the program, activities and expenditures of funds becomes that of the service provider, according to the Federal Regulations and other policies or regulations established by the U.S. Department of Labor (USDOL), the State of Michigan and GST Michigan Works! (GSTMW). Each organization will be liable for any disallowed or illegal expenditures of funds or program operations conducted under its contract. Disallowed or illegal costs will be subject to repayment to GSTMW by the service provider with non-federal funds. Full payment for contracts will be dependent on achievement of performance requirements.

### 2. Allowable Costs

Only costs directly related to the operation of the program and properly supported with backup data and records will be allowable charges to the program. For shared time or facilities arrangements where staff wages, utilities, supplies, etc., are to be funded by more than one source, a cost allocation plan must be maintained. Cost allocations of personnel and other expenses must be justifiable as stated in 2 CFR 200.

### 3. Administration

The contract will be on a cost reimbursement basis with a hold-back provision based on performance. Payment for any contract awarded as a result of this Request for Proposals (RFP) will be made monthly subject to the receipt and verification of the subcontractor's request for payment. Reductions of the budget level and/or expenditures may be considered during the contract, if a service provider fails to meet expenditure and/or outcome goals. Should a subcontractor fail to meet performance objectives for GSTMW programs, up to fifteen percent (15%), excluding payment to participants, of the total contract may be withheld. A de-obligation/re-obligation procedure will be included in all contracts which result from this RFP. **All providers of services funded by GSTMW must meet or exceed all performance and customer service standards.**

#### **4. Accounting Records**

All awarded funds are from federal and state sources. Each contractor must thereby maintain acceptable, accommodating accounting records. An adequate system of managing funds and for keeping back-up data to support expenditures for late audit purposes, is the full responsibility of each contractor. No organization will be contracted to deliver funded services or activities unless the organization or agency can provide GSTMW with an acceptable accounting manual, or a statement from a Certified Public Accountant (CPA), that its accounting system meets generally accepted standards of accounting or has had its accounting system reviewed and approved by GSTMW.

#### **5. Audit Provisions**

Contractors receiving federal/state funds must, under certain circumstances, arrange to pay for audits of their organizations and programs. Therefore, it is important that each contractor: (1) determine whether it must audit its organization and programs, and (2) provide sufficient funds in its budget if it must conduct audits. The guidelines described below should enable each contractor to determine its audit responsibilities and provide for audit costs in its budget if necessary. Contractors who are non-profit corporations are required to have an audit completed in accordance with 2 CFR part 200.

Private-for-profit commercial organizations which receive federal assistance of \$25,000 or more annually shall be audited in accordance with Section 627.480 (a)(3) of the regulations. Talent Investment Agency/Workforce Development Agency (TIA/WDA) interprets this new section of the regulations to require that such organizations have an annual financial and compliance audit with an internal control review either: (1) performed on a program-specific basis in accordance with generally accepted government auditing standards, or (2) which includes federal funds within the scope of their organization wide audit. Private-for-profit commercial organizations shall review 2 CFR part 200 for guidance on how the audit may be structured.

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## Section III – Reference Material

### A. Michigan Works System

#### 1. Demand Driven Workforce System

A demand driven workforce development system identifies the employer as the primary customer, realizing the extent to which we meet employers' needs is the extent to which we provide the best help to job seekers. The purpose of a demand driven workforce development system is to contribute to the state's economic vitality through the provision of workforce services that foster talent development and connections between employers and employees. Employers create the "pull" based on the demand (needs) they have. That demand is then introduced into the system creating a "pull" on the supply of job seekers that could meet the employers' needs.

#### 2. Michigan's Industry Cluster Approach (MICA)

Focuses on aligning efforts – initiatives, programs, and funding - around priority clusters for a demand driven workforce system. Through extensive labor market research, the state TIA/WDA has initially identified five priority clusters including Agriculture, Energy, Healthcare, Information Technology and Advanced Manufacturing, and is driving workforce development efforts toward meeting the skills needs within these clusters. This approach is in partnership with employers, the Michigan Works! system, state and local economic development entities, education and training providers and statewide trade associations.

#### 3. Talent Pipeline and Sector Strategies

GST Michigan Works! Sector Strategy is an inclusive, systems approach to talent attraction, development and retention. Designed to draw on the strength of our local employer champions as leaders in the workforce system, this strategy will set a progressive pace for the agency, improving overall responsiveness in an evolving business landscape.

GST Michigan Works! Sector Strategy focuses on eight (8) primary industry clusters: Advanced Manufacturing, Healthcare, Construction, Agriculture, Transportation & Logistics, Information Technology, Energy, Business & Municipal sectors. The agency utilizes a combination of methodologies to provide a customized talent and business service experience. One such method includes Talent Pipeline Management (TPM), which uses supply chain principles to call on business and public policy leaders to transform education and workforce systems to be employer-led and demand driven. GST Michigan Works! has prioritized training staff to become certified TPM Practitioners, alongside state and local leaders, business associations, employers, and economic development agencies, to drive partnerships with their education and training providers based on need.

Primary goals of GST Michigan Works! Sector Strategy:

- Meet the talent needs of Michigan businesses, improving their ability to compete within the marketplace.
- Obtain clear signaling from industry leaders concerning existing, new and emerging occupations.
- Provide better support for career seekers in improving their range of employment-related skills, improving their ability to compete for high quality employment opportunities.
- Advance training opportunities through business lead signaling to providers, working tactically to support progressive implementation to achieve improved training outcomes.
- Develop an employer-driven culture focused on crafting workforce solutions tailored to specific industries within our region.

#### 4. Workforce Innovation and Opportunity Act (WIOA)

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them.

#### 5. Michigan Works! System

The Workforce Innovation and Opportunity Act provides a framework for a comprehensive and integrated workforce delivery strategy for “one-stop” employment and training services. It is only one component of a multi-faceted, statewide workforce structure in Michigan known as the Michigan Works! System.

The TIA/WDA is the lead agency in the implementation of the statewide Michigan Works! System. GSTMW is the lead agency for the implementation of the Michigan Works! System for the six-county area, under the direction of the GSTMW Local Elected Officials (LEO) Board and the Workforce Development Board (WDB). All program providers will identify services and staff funded by GSTMW with the GSTMW brand.

The goal of the Michigan Works! System is to provide quality services for our customers at every entry point. Co-location, integrated services and customer focus are priorities of this system. The focus of GSTMW is to provide information and resources to enable job seekers and employer customers to achieve economic security. Services from the state’s major workforce development programs are accessible in a seamless manner with a core set of services that are available free of charge to all that seek them.

The Michigan Works! System is guided by the following principles

- Demand driven focus for services;
- Responsive business services for employers;
- Market awareness through private sector leadership;
- Integrated service delivery structure;
- Maximum use of resources through co-location and shared operating costs; and,
- Accountability measured by results.

#### 6. System Programs and Partners

Access to the services from the following programs is being included in the local Michigan Works! System either at the service center location or through a referral:

WIOA Adult, Dislocated Worker and Youth	Social Security
Partnership. Accountability. Training. Hope. (PATH)	Unemployment Insurance
Community Services Block Grant Employment and Training;	Career and Technical Education (Perkins Secondary & Post-Secondary)
Food Assistance Employment and Training	Veterans Employment Services
School-to-Work/Career Preparation System	WIOA Migrant Seasonal Farm Workers
Employment Services – Wagner Peyser	Older Americans
Trade Adjustment Assistance	WIOA Job Corps
Michigan Prisoner Re-entry Initiative – Second Chance Act	WIOA Veterans
Vocational Rehabilitation	WIOA Native American
Vocational Education	Adult Education & Literacy – Title II

Housing and Urban Development Employment and Training	Other programs as they become available
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### 7. Integrated Service Delivery

The goal for Adult and Dislocated Worker WIOA Services is to provide adults with services needed to obtain or retain employment that allows for self-sufficiency. GSTMW encourages creative and innovative projects. Projects should be individualized to fit the needs of the customer and should increase their future employability. Programs should be designed to assist customer in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment. In addition, WIOA assistance will be provided to employers seeking help in recruiting a workforce. Both job seekers and employers will be able to access a full range of services and resources that will lead to employment success. All providers of services funded by GSTMW are expected to partner and work collaboratively with the One-Stop at Michigan Works! Service Centers.

### 8. Service Area

The Michigan Works! Service Centers are the physical locations where system partners are co-located for easy access by employers and job seekers. The services for this RFP will originate from these locations. All service center locations for GSTMW provide WIOA services.

In Huron, Lapeer, Sanilac and Tuscola Counties, services are provided by GSTMW staff. In Genesee and Shiawassee Counties, services are provided by RFP bidders who respond and are contracted to provide services for the 2019-2020 program year and potential contract renewals. Space and equipment may be provided by GSTMW. In addition, other RFP services such as special services or staffing services may be provided at any GSTMW location.

Listed in the table below are the GSTMW service centers for the six-county area:

Genesee County – Flint 711 North Saginaw Street Flint, MI 48503 810-233-5974	Shiawassee County 1975 West Main Street, 2 <sup>nd</sup> Floor Owosso, MI 48867 989-729-9599
Genesee County – Fenton 4045 Owen Road Fenton, MI 48430 810-215-1246	
Huron County 614 N. Port Crescent Street Bad Axe, MI 48413 989-269-2311	Sanilac County 575 W. Sanilac Road, Box 147 Sandusky, MI 48471 810-648-5800
Lapeer County 550 Lake Drive, P.O. Box 600 Lapeer, MI 48446 810-664-1680	Tuscola County 1184 Cleaver Road Caro, MI 48723 989-673-8103

## **B. RFP Preparation**

### **1. Required Format**

Proposals must be complete, typewritten/computer generated, and technically accurate. Proposers must use the checklist to ensure that all requirements are included. Secure proposals with a binder clip. No notebooks please.

Proposals must be in Times New Roman size 12 font. Proposals must use affirmative language that is easily translated to contract documentation (the proposer will/shall, etc.). Proposals must be signed by an official authorized to bind the agency/organization. The responder must include one (1) original and five (5) identical and complete copies of the application and budget pages using the format provided. Responders with multiple proposals may submit one (1) copy of attachments and certifications. Separate budget material must be submitted for each program/RFP.

Proposers will be notified by email of the acceptance or rejection of their proposals for staffing and program implementation within ten (10) working days of the final funding recommendations and approval by the WDB. Copies of the proposals not accepted for funding will be destroyed. Originals will be retained in master files. Where vendors determine all, or parts of their proposals contain proprietary information, requests should be provided in writing at the time the proposal is submitted, identifying information which should not be made available as public information. Proposals for special services may be considered prior to or during the 2019-2020 program year or following two (2) program years.

Multiple Requests for Proposals (RFP) are being released at the same time (December 2018) for the Program Year 2019-2020 and potential contract extensions. Respondents must submit a separate proposal for each program/RFP.

### **Bidders Conference/Additional Information/Presentations**

A Bidders Conference will be held December 17, 2018 at 9 AM at GST Michigan Works! office in Flint. Questions may be submitted in advance to [mlorahhammond@gstmiworks.org](mailto:mlorahhammond@gstmiworks.org). A summary of questions and answers from the Bidder's Conference will be posted on the website within one week.

GSTMW may request additional or clarifying information regarding the proposal. These requests will be in writing, and all responses must be in writing. Responses must be received within (3) three days. Failure to comply with this stipulation may result in an adverse consideration of the proposal.

GSTMW may also request responder presentations to be held January 28-29, 2019. If a presentation is requested, the presentation shall not exceed ten minutes with an additional ten minutes allotted for questions by the Committee. Presentations will be oral and no written handout materials or other forms of presentation are permissible. Presentations including responses to questions will be scored by the Committee for a maximum of ten points.

### **2. Proposal Evaluation**

All proposals will be rated by a Review Committee. Recommendations from this Committee will be forwarded to the Workforce Development Board. Factors considered by the Committee may include:

- Analysis of the written application using the ratings listed on the application.
- Cost effectiveness of the budget/proposal.
- On-site visit and pre-award survey conducted by GSTMW staff.
- Responses to requests for additional information if made by GSTMW.

- Bidder presentations.
- Previous provider monitoring findings.
- Previous and or past performance if applicable.
- Comparison with other proposals.

GSTMW reserves the right to consider factors outside of the RFP that it deems relevant in making its final selection of contractors that will serve the best interest of GSTMW workforce programs, its customers and the communities it serves.

Information provided by a proposer which is willingly, knowingly and purposely false, inaccurate or misleading will be grounds for not considering a proposal for funding, for not awarding a contract or for canceling a contract if awarded.

### **3. Equal Opportunity**

Project bidders must assure they will comply with Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and assurances found at 29 CFR Part 38 of the WIOA Regulations which stipulate that “It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual’s citizenship status or participation in any WIOA Title I-financially assisted program or activity.”

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access to, any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that all communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities, and any additional relevant legislation or regulations.

Compliance with Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and other federal and/or state statutes prohibiting discrimination in programs, services and activities are mandated.

Auxiliary aids and services are available upon request to individuals with disabilities. Inquiries may be directed to the EO Manager at GSTMW at 989/635-3561 or the Michigan Relay Center at 711.

Alternative formats of this RFP (large type, audio tape, etc.) will be made available upon special request to GSTMW.

### **4. Small, Minority-Owned and Women’s Business Enterprises**

Efforts will be made by GSTMW to utilize small businesses, women’s business enterprises and minority-owned businesses. A Responder qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.103 through 121.108).

## **5. Union Concurrence/Consultations**

GSTMW requires agencies that propose to obtain concurrence from an appropriate labor organization if appropriate. If the agency has an in-house union which has a direct interest in proposed services that union will be regarded as the appropriate labor organization.

## **6. Facilities**

Proposers must use space at the Michigan Works! Service Centers (when space is available) for provision of services to further the integration of employment and training programs and the State's goal of integrated services. When service delivery or system need requires such co-location, proposers should include their plans for facility location/usage in their proposals.

## **7. Appeal Process**

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

- A. Submit a letter within three (3) business days from the date of the contract award to the Chief Executive Officer of GST Michigan Works! stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the four criteria below:
  - a. Clear and substantial error or misstated facts upon which the decision was made by the WDB. An appeal will not be accepted if it attempts to modify or include additional information to the original proposal.
  - b. Unfair competition or conflict of interest in decision making process.
  - c. Any illegal or improper act or violation of law. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.
  - d. Other legal basis on grounds that may substantially alter the WDB decision.
- B. The Chief Executive Officer will review the appeal and respond within ten (10) business days.
- C. In the event the Chief Executive Officer's response is not satisfactory to the proposer, an appeal to GSTMW's Executive Committee may be requested. The request must be addressed in writing within ten (10) business days from receipt of response from the CEO. The appeal will be heard by members of the Executive Committee at a time set by the Chair. The decision of the Executive Committee will be issued within five (5) business days. This decision is final. No additional appeal process is available.

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### C. Instructions for Certifications

By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certifications set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor (USDOL) may pursue available remedies including suspension and/or debarment.

2. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

4. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the USDOL.

5. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 7 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the USDOL may pursue available remedies, including suspension and/or debarment.

9. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 3 CFR 1989 Comp., p. 235.

- a. The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- b. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

10. Certification Regarding Lobbying Certifications for Contracts, Grants, Loans and Cooperative Agreements. The undersigned (cover sheet) certifies, to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid by, or on behalf of the undersigned, to any person for influencing, or attempting to influence, an officer or employee of an agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

## **D. Contractual Requirements**

### **1. Contract Period**

The contract period for WIOA and Wagner Peyser (ES) programs is July 1, 2019 through June 30, 2020 and PATH, FAE&T and Trade programs are October 1, 2019 through September 30, 2020. Contract periods for other programs are subject to funder timelines.

### **2. Limitations**

This RFP and information does not commit GST Michigan Works!, the GSTMW Local Elected Officials Board and/or the Workforce Development Board to award a contract, to pay any costs incurred in the preparation of responses or to procure or contract for any services or activities whatsoever. GSTMW reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with any sources GSTMW deems qualified, to fund qualified bidders through alternative funding sources if GSTMW deems such alternative funding to be available and appropriate, or to cancel, in part or in its entirety, the request if it is in the best interest of GSTMW to do so. GSTMW reserves the right to modify or add to this request for proposal and information if TIA/WDA recommends such modification and/or addition to the RFP documents. GSTMW may require the proposing agency to participate in implementation meetings and to submit any price, technical or other revisions of their proposals as may result from implementation meetings.

GSTMW reserves the right to purchase services, based on offers received, without further negotiation of proposal content or budget. Therefore, RFP responses submitted must be complete and correct at the time of submittal. However, GSTMW reserves the right to request additional data or oral discussion or presentation, in support of written proposals.

### **3. Contract**

The award of any contract based on proposals received in response to this RFP is contingent upon the action of the GSTMW Workforce Development Board, the grant recipient receiving adequate funds from the TIA/WDA for the period covered by this RFP and the ability to negotiate a contract within the financial and programmatic limitations imposed.

Contracts which are entered into as a result of this proposal will include and be bound by the General Contract Stipulations and Assurances document and GSTMW policies. Therefore, the General Contract Stipulations and Assurances and WDB Policies should be reviewed carefully before a proposal is submitted. Contracts will be contingent on provision of all additional requested information, including but not limited to:

- Insurance certification
- Revised budget

### **4. Equipment, Furniture and Materials**

All policies and guidelines as related to procurement and equipment inventory as specified by GSTMW must be followed. Any non-expendable items which are purchased outright with funds from GSTMW will remain the property of GSTMW and may not be altered, moved or disposed of without advance, written permission from GSTMW.

### **5. Meetings, Trainings and Workshops**

Periodically throughout the contract period, the MWA will host service provider meetings, training and workshops specifically designed to assist the service providers in maintaining compliance.

## **6. Supplemental Nepotism Clause**

The Proposer must assure that, during the time period of the proposed program, no individuals who are members of the immediate family of any TIA/WDA funded staff positions or governing board of the organization, will be enrolled as program participants in the offered program. This nepotism clause also holds for an individual related to persons in an administrative capacity for GSTMW or for the GSTMW governing boards.

## **7. Prevention of Fraud and Program Abuse**

To insure the integrity of WIOA and other workforce programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term that encompasses improper conduct which may not be fraudulent in nature. Possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants, nepotism, child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Proposals which are found to violate the abuse standards will not be funded. Proposers who receive contracts will be required to report immediately any violations in these areas or in problem areas, immediately or as requested by GSTMW.

## **8. Reporting**

Upon approval of any program or activity for funding under GSTMW grants, the agency or organization administering that program will be subject to an extensive set of reporting requirements as developed by GSTMW and required by the Management Information System (MIS) developed by the State of Michigan. These reports will be submitted as required by GSTMW to carry out the required schedule of reporting to the State of Michigan and to carry out monitoring and evaluation of programs as mandated by TIA/WDA program regulations. Training on completion of forms, as well as state and federal regulations will be facilitated by GSTMW.

## **9. Monitoring**

GSTMW will monitor, audit and evaluate funded programs and activities throughout the funding period. Subcontractors must allow federal, state and GSTMW staff and its representatives access to all files and records relating directly to program, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants. Should GSTMW be prohibited from monitoring, auditing and evaluating such activities, no reimbursement will be made for costs incurred during time periods when such monitoring was prohibited.

## **10. Cancellation of Contract**

This contract may be terminated early in whole or in part for any of the following reasons:

- A. Either party may terminate this contract for convenience by giving thirty (30) calendar days advance written notice to the other party in person or by certified mail. All notice periods shall commence when notice is personally delivered, or in the case of mailing, when deposited at the U.S. Post Office. Termination for convenience cannot be appealed. After notice of termination, Contractor shall continue services as directed by GSTMW through the effective dates of termination, and shall cooperate with GSTMW to assure a smooth transition;

- B. GSTMW may terminate this contract immediately for cause by giving written notice to the Contractor. Breach of any of this contract's terms or attachments shall constitute cause for termination. The notice of termination shall be effective immediately upon the receipt by the Contractor;
- C. Contract funds may be suspended or terminated at any time:
1. Due to lack of funds or changes in appropriation; and
  2. If the Contractor refuses to accept any additional or revised conditions mandated by the GSTMW in accordance with conditions set by the WDB, TIA/WDA, or the USDOL; and,

GSTMW may terminate this contract for cause if Contractor appears on the register maintained by the TIA/WDA pursuant to Section 2 of Michigan Public Act No. 278 of 1980 (MCL 423.322) of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of the National Labor Relations Act, 29 USC 158.

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## Section IV - Background

On July 16, 2015, the State of Michigan issued Policy 15-12 regarding Procurement. This policy establishes TIA/WDA requirements and highlights federal requirements for procurements. The information provided in this policy issuance is intended to aid grantees and subgrantees in administering TIA/WDA funded formula grants and, as applicable, other TIA/WDA grants. This policy governs procurement of programs and administrative services through GSTMW.

Competitive proposals are used when there is more than one prospective bidder, the lowest price is not necessarily the determining factor for the award, and either a fixed price or cost reimbursement agreement will be awarded. The competitive proposal is appropriate when evaluation factors focus on approach, program design and outcomes, innovation, coordination and experience, in addition to price. [State procurement policy page 6] [2 CFR Part 200.320(d)]

### A. Previous Program Models

Proposed WIOA regulations and state regulations allow for a variety of options in program delivery. Some MWA's have opted to provide all services "in-house." Other MWA's have chosen to procure service providers for all programs. Many options are available within this continuum of service delivery plans. GSTMW has chosen a "mixed model." A variety of other factors come into play in selecting program delivery models:

1. Separate programs or comprehensive program model: multiple programs may be combined into one RFP solicitation. For example, the RFP could include both WIOA programs and PATH in one solicitation or they could be bid separately.
2. Merit-Based Staff: Some Wagner Peysen services and Trade Adjustment Assistance services are required to be delivered by Merit-Based staff. Since GSTMW is governed by a PA7 agreement, it qualifies to operate these services. GSTMW has opted to issue an RFP for these services for 2019-2020 for the Shiawassee and Genesee County offices.
3. Financial Management: An RFP delineates the amount of responsibility a potential bidder has in financial management. This could range from management of only staff services to including management and payment of training expenses, supportive services, office supplies and OJT contracts.
4. Profit: Profit is an allowable cost payable only to commercial organizations. The profit must be separately negotiated from the contract award and cannot be based on a percentage of costs budgeted or expended in the agreement. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is only earned when performance outcomes are attained and can only be disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments. [2 CFR Part 200.323(b); 48 CFR Part 15.404-4]. Some of GSTMW's previous and current contracts include profit.
5. Supervision and Direction: Supervision of contractors can vary from "hands off" as long as performance measures are met and monitoring results are adequate, to direct supervision of staff.
6. Eligibility and Client Files: The MWA can review all potential client's eligibility and maintain the files, or this responsibility can stay with the provider.

### B. Geographic & Volume Considerations

GSTMW covers six counties. Each county has at least one (1) One-Stop center where employment services, WIOA services and other program services are provided. The population covered by GSTMW varies from highly urban areas to extremely rural areas. Because of density and demographic differences, different modes of delivery of services may be employed. The population figures include:

	<u>*Population</u>	<u>%</u>
Genesee County.....	425,790	59%
Huron County.....	33,118	5%
Lapeer County.....	88,319	12%
Sanilac County.....	43,114	6%
Shiawassee County.....	70,648	10%
Tuscola County.....	<u>55,729</u>	<u>8%</u>
TOTAL	716,718	100%

**C. Vision for the One-Stop Centers Under WIOA**

All entities contracted by GSTMW will be an integral part of the One-Stop Centers and may be asked to co-locate and/or provide staffing in the centers. The publicly funded workforce system envisioned by the WIOA is quality-focused, employer-driven, customer-centered and tailored to meet the needs of regional economies. It is designed to increase access to, and opportunities for, the employment, education, training and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system. This is accomplished by providing all customers access to high-quality One-Stop Centers that connect them with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, obtain guidance on how to make career choices or are businesses and employers seeking skilled workers.

Under the WIOA, One-Stop Centers and their partners:

- Provide jobseekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- Provide access and opportunities to all jobseekers, including individuals with barriers to employment including those with disabilities, to prepare for, obtain, retain and advance in high-quality jobs and high-demand careers;
- Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training, for their current workforce;
- Participate in rigorous evaluations that support continuous improvement of One-Stop Centers by identifying which strategies work better for different populations; and
- Ensure that high-quality, integrated data adequately inform policy makers, employers and jobseekers.

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2019-2020 Application Cover Page

<p><b>GST MICHIGAN WORKS! FUNDING APPLICATION</b></p> <p><b>GSTMW Workforce Programs PY 2019-2020 Proposal</b></p>	<p><b>Date Submitted</b></p>	<p><b>Federal Tax/Employer ID Number:</b></p>
<p><b>Applicant Information</b></p>		
<p><b>Legal Name:</b></p>	<p><b>Organizational Unit:</b></p>	
<p><b>Address:</b></p>	<p><b>Name, email and telephone number of persons to be contacted on matters involving this application</b></p>	
<p><b>Phone Number:</b></p> <p><b>Fax Number:</b></p> <p><b>Website:</b></p>	<p><b>Type of applicant entity. (Check all that apply)</b></p>	
<p><i>We are applying to provide:</i></p> <p><input type="checkbox"/> <b>Comprehensive career services including WIOA Adults/DW, PATH, FAE&amp;T and Out-of-School Youth in Genesee County</b></p> <p><input type="checkbox"/> <b>Comprehensive career services including WIOA Adults/DW, PATH, and Out-of-School Youth in Shiawassee County</b></p>	<p><input type="checkbox"/> <b>Unit of government</b></p> <p><input type="checkbox"/> <b>School district</b></p> <p><input type="checkbox"/> <b>Private non-profit</b></p> <p><input type="checkbox"/> <b>Private for profit</b></p> <p><input type="checkbox"/> <b>Minority owned business</b></p> <p><input type="checkbox"/> <b>Female owned business</b></p> <p><input type="checkbox"/> <b>Person w/disability owned business</b></p> <p><input type="checkbox"/> <b>College</b></p> <p><input type="checkbox"/> <b>Other</b></p>	

**A. Certifications and Acceptance of the Conditions of the Proposal**

<p><b>Initial Each</b></p>	<p><b>I certify by signature below:</b></p>
	<p><b>That this agency hereby accepts all the terms and conditions set forth in this document including the appeal process and certifications.</b></p>
	<p><b>That the information in this application is correct to the best of my knowledge and belief and is responsive to the proposed specification.</b></p>
	<p><b>That the completion of this application has been fully authorized and signed by the subcontractor’s authorized representative and the named individual is authorized to negotiate and contractually bind the responder, and he/she will be available for questioning during the period of proposal evaluation.</b></p>
	<p><b>That the bidding organization understands that this proposal is an application for funding and does not ensure subsequent funding.</b></p>
	<p><b>That if selected for funding, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract and WIOA regulations.</b></p>
	<p><b>That the budget accurately reflects costs which will be incurred to provide the proposed services; and that budgeted costs shall be subject to full disclosure at the request of GST Michigan Works!.</b></p>
	<p><b>That by signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification set out in Attachment D of the RFP.</b></p>
	<p><b>That neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.</b></p>
	<p><b>Certification regarding lobbying certification for contracts, grants, loans and cooperative agreements.</b></p>
	<p><b>That any individuals directly affiliated with our firm who are members of the GSTMW WDB or LEO Board have been disclosed in the narrative of the proposal. The term “directly affiliated” means paid staff and administrators, members of your governing board and others with policy or oversight or managerial responsibility.</b></p>
	<p><b>SIGNATURE OF AUTHORIZED OFFICIAL</b> <span style="float: right;"><b>DATE</b></span></p>   <p><b>TYPED NAME AND TITLE</b></p>

**B. Agency Background/Administrative Capacity**

**Page Limits: The Agency Background/Administrative Capacity section is limited to five pages unless your answers to questions #8 and #10 require substantial additional information.**

1. Your agency’s qualifications to be a GSTMW provider including previous relevant experience. Provide a brief overview statement of your agency. Include its mission, purpose, experiences and/or capabilities that it may have had in operating employment and training programs.
2. What is your annual budget? Include TIA/WDA funding in figuring out total budget.
3. What percent of your budget will be funded from TIA/WDA?
4. Will the participants in the activity(s) be supported by any other funding sources (public or private, federal, state or local monies)?  
 YES  NO (If yes is checked, please indicate in the budget the estimated amount and source of additional funds being used.)
5. Are the activity’s costs the same as your agency charges other organizations or the general public?  
 YES  NO (If no is checked, please attach an explanation.)
6. Please complete the chart below.

Indicate the agency’s experience over the past four (4) years in reference to the following items:	Yes	No
Were charges of unfair labor practices filed against the organization?		
Were lawsuits or judgments filed?		
Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism or any criminal activities?		
Was there a default or breach of contract?		
Was there cancellation or non-renewal of contracts due to non-performance or poor performance?		
Was there bankruptcy or receivership by your organization or parent organization?		
Was there EEO complaints or grievances against your organization/agency?		

If your answered “yes” to any of the above, information must be provided which should include at a minimum: date occurrence initiated; party or parties involved with specific reference to TIA/WDA or other federal funds; brief description of the circumstances; final disposition and date; and a brief explanation if action is still pending.

The information above must be included as an addendum and may be submitted as a table. Providing false information, failing to include the above information, or omitting relevant information may be grounds for not considering a proposal, awarding a contract or cancelling a contract if awarded.

- 7. Describe the overall management and staffing of the project. Identify the fiscal agent (agency, division, etc.) for the project. Describe the fiscal agent’s capability to administer and be accountable for federal and state funds. Include agency organizational chart.
- 8. Rental of Facilities - If facilities will be rented, provide the following information:
  - a. Landlord's name(s)
  - b. Lease(s) start/end date
  - c. Square footage and price per square foot
  - d. Accessibility to participants and the disabled.
- 9. Non-Rental-Facilities - For facilities which will not be rented but used for this activity, please provide the following information:
  - a. Location(s)
  - b. Square footage
  - c. Accessibility to participants and the disabled.
  - d. For public organizations that are planning to charge a "use charge", please include an explanation for determining the basis for the charge.

10. Proof for Financial Liability

If funded by GSTMW, the bidder agrees to assume financial liability for any and all disallowed costs that occur as a result of any financial agreement. The bidder must place a check mark next to the manner in which financial liability will be assumed and provide a written description. It is agreed that GSTMW may require further documentation from the successful bidder prior to final execution of any agreement.

- \_\_\_\_\_ Taxing Authority (Describe).
- \_\_\_\_\_ Errors and omissions insurance which has been deemed acceptable to GSTMW. (Describe and attach a copy of the policy behind this page).
- \_\_\_\_\_ Pledged assets in an amount sufficient to cover all disallowed costs. (Describe).
- \_\_\_\_\_ Deposit of non-federal funds sufficient to cover all disallowed costs. (Describe).

---

Signature of Authorized Staff

Date

---

Print/Type Name and Title

**C. EEO Agency Policy**

(To Be Put on Organization Letterhead)

The statement below is a summary of our agency's EEO Policy:

---

Signature of Authorized Staff

Date

---

Printed Name/Title

## D. CONFLICT OF INTEREST FORM

---

**Agency/Organization Name**

### GSTMW BOARD MEMBERS AND STAFF

The GSTMW Staff, Board Members and Board Members are listed below. In the space provided, indicate and describe any business, employment or family relationships your organization or your any staff members of your organization may have with any GSTMW Board Members or Staff. In addition, indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola Counties. Attach additional pages if necessary. If none, indicate by "N/A."

<b>Workforce Development Board</b>	<b>Local Elected Officials Board</b>	<b>GSTMW Staff</b>
Scott Awendt	Matthew Bierlein	Deb Aleck
Pete Batistoni	John Bodis	John Anderson
Brian Burnett	Cheryl Clark	Jessica Billiau
Dennis Collison	Bob Conley	Sharon Bowen
Jeff Deason	Mark Coscarelli	Helen Brown
Glenda Dunlap	Ellen Ellenburg	Jessica Burns
Harold Harrington	Daniel McMaster	Kelly Cook
Wen Hemingway	Paul Muxlow	Sherry Goble
Brenda Hinds	Bryant Nolden	Louann Hurley
Howard Hipes	Gary Roy	Jody Kerbyson
Gerald Kariem	Todd Talaski	Ty Krauss
Chuck Kunisch	Tom Young	JulAnn Kuenzli
Tracie Lewis-Jennings		Erich Latham II
Kyle McCree		Jerome Lewis
Sandi Mose		Angela Libkie
Leanne Panduren		Mary Lorah-Hammond
Mark Ransford		Carol Palmer
Lisa Rogers		Wendy Paxton
Annette Schlaud		Tonya Rak
Kendra Stone		Greg Rancour
Scott Turner		Rochelle Rich
		David Rose
		Brenda Thomas
		Cindy Thornthwaite

### **Relationships:**

## **Section V: Instructions for Comprehensive Career Services RFP Response**

### **Comprehensive Career Services Program Proposal Scopes of Work**

Scopes of work for Comprehensive Career Services program include:

- Career Services - WIOA
- PATH
- FAE&T (Genesee County only)
- Out-of-School Youth – WIOA

This section contains details of scopes of work which are expected to be implemented by the chosen contractors. This source material comes primarily from State of Michigan and WIOA requirements. They also contain elements of GST Michigan Works! plans as submitted to the State of Michigan. Proposal responders are encouraged to focus their responses on the elements that would make them the best provider to implement these programs.

#### **A. Career Services**

The Career Services Unit (CSU) provides career services to:

- WIOA Adults (A), Dislocated Workers (DW) and Out-of-School Youth (OSY);
- Employment Services (all job seekers & employers);
- PATH (public assistance recipients);
- FAE&T (food stamp recipients – Genesee County only); and
- Any other clients as designated by GSTMW.

This unit is responsible for directly providing client services to WIOA (A, DW, OSY), PATH, FAE&T and/ or coordinating with units providing services for individual clients including Employment Services. This unit will also assist in daily coverage of Employment Services. The Career Services Unit also is responsible for coordination of services for clients accessing other state or federal funded programs including PATH, rehabilitation services, WIOA youth programs and others as appropriate. This unit is also responsible for all aspects of data entry into OSMIS.

In WIOA, the service categories of core and intensive services are now integrated into “Career Services” and there is no required sequence of service. The provider of Career Services must include all WIOA services. Details regarding services are available in the youth section. Services include but are not limited to:

- Outreach and recruitment
- Orientation
- WIOA registration
- Assessment
- Individual Service Strategy (ISS) for Youth
- Individual Employment Plan (IEP) for Adult/DW
- Case management
- Pre-employment skills training
- Training referral
- Client self-service job placement
- Client job placement with assistance of Business Services Representatives

- Support services
- Performance (meeting all established performance measures and levels as negotiated annually)
- Job retention/follow-up
- Customer service
- Quality control and continuous improvement
- File maintenance and documentation
- Reporting

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## **B. PATH**

PATH is designed to establish and maintain a connection to the labor market for individuals referred from the Michigan Department of Health and Human Services (MDHHS) while offering educational and training opportunities and job search and job readiness (JS/JR) activities to increase the participant's income, therefore reducing or eliminating a family's need for public assistance.

Agencies contracted to provide PATH services must adjust to any changes in State of Michigan policies for the PATH program and related programs, as directed in policies from GSTMW during the time of the contract. Providers may also be asked to provide services to PATH clients from other funding sources during the contract period.

Participants are referred by Michigan Department of Health and Human Services (MDHHS) are Temporary Assistance for Needy Families (TANF) recipients. PATH encompasses a broad and intensive range of services including job placement assistance, job readiness services, remedial education, training, high school completion, post-secondary education and ongoing post-employment supports and services.

The core of the PATH program is the engagement of the PATH client with the case management unit. Case management is a method of providing services whereby a professional case manager assesses the needs of the client and the client's family, when appropriate, and arranges, coordinates, monitors, evaluates and advocates for a package of multiple services to meet the specific client's complex needs. In the PATH program, the emphasis is on engaging the client and facilitating their participation and compliance with PATH requirements, enabling them to access benefits supporting them as they move toward self-sufficiency.

Before accessing multiple services, most PATH participants participate in an orientation and assessment period of 21 days called the Application Eligibility Period (AEP). Case management units are responsible for providing or subcontracting with other entities to provide any needed services during this period. GSTMW procurement policies must be followed. Requirements for the 21-day AEP are contained in State and GSTMW policy statements and are subject to change during the period of the contract.

During the AEP, a variety of workshop opportunities must be made available to participants as designated in policy documents. These workshops and resources must also be available as needed during PATH participation. The career coach will designate which workshops are used in collaboration with the client. The CSU is responsible for providing or subcontracting with other entities to provide the designated workshops or other services. GSTMW procurement policies must be followed.

The CSU will decide which "CORE" activity participants will enter. The CSU may deliver the CORE service or refer the customer to a Core Activity Provider (CAP). The CAP will receive a referral from the CSU. If accepted the CSU will, at the time of referral, enter participant information into the One-Stop Michigan Information System (OSMIS) and throughout the participants' participation. Once accepted, the CAP will provide case notes on the OSMIS and continue to communicate with the CSU regarding participants' progress. Services for PATH clients may include referral to community resources in addition to the multiple core and non-core activities included in the PATH program as described in the chart on the following pages.

**Below are the CORE activities including, participation hours and allowable activities under each CORE activity:  
 PATH Allowable Activities in Meeting the Required Hours of Participation  
 (Applies to all Participants, Updated January 31, 2013)**

<p>1. <b>Unsubsidized Employment (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Full or part-time employment in the public or private sector, not supported by Temporary Assistance for Needy Families (TANF) funds, state General Fund/General Purpose (GF/GP) funds, or any other public program.</li> <li>• Hours in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as unsubsidized employment if the activities are an integrated part of the unsubsidized employment and if the participant is paid for all hours of participation in such activities.</li> <li>• Self-employment may count as unsubsidized employment.</li> <li>• The following formula must be used to determine actual hours of participation for the self-employed: Monthly net business sales (gross revenues minus expenses) divided by the federal minimum wage equals monthly actual hours. Guidelines for determining allowable self-employment activities and allowable self-employment expenses can be found in Department of Human Services Bridges Eligibility Manual 502, at <a href="http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf">http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf</a></li> </ul>	X
<p>2. <b>Subsidized Public or Private Sector Employment (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Job creation through public or private sector employment wage subsidies.</li> <li>• Work-study programs sponsored by educational institutions may be included in this activity.</li> <li>• Hours of participation in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as subsidized employment if the activities are an integrated part of the subsidized employment and if the participant is paid for all hours of participation in such activities.</li> <li>• If the participant's FIP case closes, and the placement of the participant into this activity was the result of efforts made by the MWA, the participant may remain in the activity for the remaining balance of their subsidized employment agreement.</li> </ul>	X
<p>3. <b>On-the-Job Training (OJT) (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Training is conducted while participants are employed. Employer may be reimbursed for the training costs, which may cover up to 50 percent of a participant's salary.</li> <li>• An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.</li> <li>• Payment may continue to be paid to the employer until the OJT contract expires or is terminated by any party even if the FIP case closes.</li> </ul>	X
<p>4. <b>Job Search and Job Readiness (JS/JR) Assistance (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• The act of seeking or obtaining employment, or preparation to seek or obtain employment.</li> <li>• Job Readiness activities may include substance abuse treatment, mental health treatment, or rehabilitation activities if determined to be necessary by a qualified medical or mental health professional.</li> <li>• Personal activities such as seeking childcare, seeking housing, or seeking transportation are <b>not</b> countable work activities under JS/JR or any other allowable activity.</li> <li>• A maximum of 240 hours of JS/JR in the preceding 12-month period (a rolling 12 month period) may be counted toward the participation requirements of single custodial parents with a child under age six, and a maximum of 360 hours of JS/JR may be counted toward the participation requirements of all other individuals.</li> <li>• A maximum of 360 JS/JR hours in the preceding 12-month period may be counted for <b>each</b> work eligible individual in a two-parent family.</li> <li>• Participation in JS/JR is limited to four consecutive weeks and then a one-week break is required. A week is the seven-day period from Sunday through Saturday and, <i>any</i> amount of time spent participating in JS/JR during a week would exhaust one full week of the 4-consecutive week JS/JR time limit.</li> <li>• Hours of participation in JS/JR in the fifth consecutive weeks will not count towards participation requirements, nor be applied towards the individual's 240/360 hour 12 month limit.</li> <li>• Participation time spent in JS/JR prior to an individual becoming a FIP recipient will not count towards the JS/JR time limit.</li> </ul>	X
<p>5. <b>Work Experience Program (WEP) (Core Activity)</b></p>	X

<ul style="list-style-type: none"> <li>• An unpaid work assignment performed in return for welfare. May include work associated with the refurbishing of publicly assisted housing.</li> <li>• No specific time limit, but intent is for short-term participation that improves skills and general employability of participants.</li> <li>• A participant’s combined monthly hours of participation in WEPs and Community Service Programs (CSPs) may not exceed the number of hours indicated in either the “FIP CS/WE Hrs.” field or the “FIP/FAP CS/WE Hrs.” field in OSMIS, in accordance with the Fair Labor Standards Act (FLSA).</li> <li>• The combined monthly participation of both parents in a two-parent family may not exceed the hours displayed in either parents “FIP CS/WE Hrs.” field in OSMIS.</li> </ul>	
<p>6. <b>Community Service Program (CSP) (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• CSPs must be structured programs in which individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. CSPs must be designed to improve the employability of participants otherwise unable to obtain full-time employment.</li> <li>• Time counted in CSPs may include training that is an integral, embedded part of the CSP and of limited duration.</li> <li>• A participant’s combined monthly hours of participation in CSPs and WEPs may not exceed the number of hours indicated in either the “FIP CS/WE Hrs.” field or the “FIP/FAP CS/WE Hrs.” field in OSMIS in accordance with the FLSA.</li> <li>• The combined monthly participation of both parents in a two-parent family may not exceed the hours displayed in either parents “FIP CS/WE Hrs.” field in OSMIS</li> </ul>	X
<p>7. <b>Providing Childcare Services to Individuals Participating in Community Service Programs (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Providing childcare to individuals participating in a community service program.</li> <li>• This is an unpaid activity and must be designed to improve the employability of individuals who participate in it.</li> <li>• Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant’s attainment of employment in the childcare field.</li> <li>• In a two-parent family, one parent cannot count as participating by providing child care for his or her own child while the other parent participates in a community service program.</li> </ul>	X
<p>8. <b>Vocational Educational Training (VET) (Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Organized educational programs that prepare individuals for employment in current, emerging, or in demand occupations.</li> <li>• Participation in the educational activity may be performed at the educational institution or through distance learning. Hours counted for participation through distance learning may not exceed the hours required or advised by the educational institution</li> <li>• Participation time in a baccalaureate or advanced degree program may be included in this activity.</li> <li>• Basic and remedial education and English-as-a-Second Language (ESL) may only count as part of a VET activity if they are a minor component of the program and deemed to be necessary by the educational institution, which must provide supporting documentation for its need.</li> <li>• Any participation time in this activity exceeding 12 months per individual shall not be counted towards federal participation requirements or shall be recorded as Job Skills Directly Related to Employment.</li> <li>• Study time may be counted toward participation requirements for educational activities as long as the MWA obtains documentation from the educational institution stating the homework/study expectations of the program. Study time can include both supervised and unsupervised time. <b>Unsupervised</b> study time is limited to one hour for each hour of class time. In addition, participants may complete <b>supervised</b> study time up to the maximum recommended expectation provided by the school. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program.</li> </ul> <p>A. Vocational Occupational Training (VOT) is an occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.</p> <p>B. Condensed Vocational Training (CVT) is a short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom time per week.</p> <p>C. Internships, Practicums, &amp; Clinicals are activities required by an academic or training institution for licensure, professional certification, or degree completion, etc.</p>	X

<p>9. <b>Job Skills Training Directly Related to Employment (Non-Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Job skills training focuses on educational or technical training that specifically helps individuals obtain employment or advance in the workplace.</li> <li>• Remedial education/basic math/ESL is allowable if it relates directly to employment or job training.</li> <li>• Baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must be applicable to an occupation that the MWA has determined to be in-demand.</li> <li>• Study time may be counted toward participation requirements for educational activities as long as the MWA obtains documentation from the educational institution stating the homework/study expectations of the program. Study time can include both supervised and unsupervised time. <b>Unsupervised</b> study time is limited to one hour for each hour of class time. In addition, participants may complete <b>supervised</b> study time up to the maximum recommended expectation provided by the school. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program.</li> <li>• Participation in the educational activity may be performed at the educational institution or through distance learning. Hours counted for participation through distance learning may not exceed the hours required or advised by the educational institution</li> </ul>	O
<p>10. <b>Education Directly Related to Employment (Non-Core Activity)</b></p> <ul style="list-style-type: none"> <li>• Education related to a specific occupation, job, or job offer.</li> <li>• For work-eligible individuals who have <i>not</i> received a high school diploma or certificate of high school equivalency.</li> <li>• Remedial education/basic math/ESL and GED preparation is allowable if it is related to a specific occupation, job, or job offer.</li> <li>• Study time may be counted toward participation requirements for educational activities as long as the MWA obtains documentation from the educational institution stating the homework/study expectations of the program. Study time can include both supervised and unsupervised time. <b>Unsupervised</b> study time is limited to one hour for each hour of class time. In addition, participants may complete <b>supervised</b> study time up to the maximum recommended expectation provided by the school. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program.</li> <li>• Participation in the educational activity may be performed at the educational institution or through distance learning. Hours counted for participation through distance learning may not exceed the hours required or advised by the educational institution</li> </ul>	O
<p>11. <b>Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence (Non-Core)</b></p> <ul style="list-style-type: none"> <li>• Activity may not include other related educational activities, such as adult basic education or language instruction unless it is linked to attending a secondary school or leading to a GED.</li> <li>• Study time may be counted toward participation requirements for educational activities as long as the MWA obtains documentation from the educational institution stating the homework/study expectations of the program. Study time can include both supervised and unsupervised time. <b>Unsupervised</b> study time is limited to one hour for each hour of class time. In addition, participants may complete <b>supervised</b> study time up to the maximum recommended expectation provided by the school. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program.</li> <li>• Participation in the educational activity may be performed at the educational institution or through distance learning. Hours counted for participation through distance learning may not exceed the hours required or advised by the educational institution</li> </ul>	O

**X** – Any single or combination of those activities identified with an “X” can be used to meet the weekly minimum 20 required average hours of participation in Core Activities. **O** – Those activities marked with an “O” are considered “Non-Core Activities” and they assist participants with weekly required average hours greater than 20 to meet participation, in conjunction with Core Activities, and help promote self-sufficiency for all participants.

**C. FAE&T Program Scope of Work Summary**

GST Michigan Works! will operate the Food Assistance Employment & Training (FAE&T) program using the most recent program guidelines and policies throughout the program year. GSTMW is offering FAE&T in Genesee County only.

The FAE&T program services are designed to meet the employment related needs of eligible individuals aged 18 through 49. Eligible individuals include adults who are receiving Food Assistance Program (FAP) benefits, who do not have dependents (minor children) on their FAP case. The FAE&T program will help those clients to participate in employment and training activities that will improve their ability to obtain and retain regular employment and increase self-sufficiency. Participation in the program is one way a FAP recipient, who is subject to time-limited food assistance, can meet the work requirements to maintain FAP benefits. The Michigan Department of Health and Human Services determines eligibility and refers individuals to GSTMW.

The client will begin with orientation, testing and assessment. After this first phase is completed, the client and the case manager will develop the clients' Individual Service Strategy (ISS). The ISS is an ongoing strategy jointly developed by the participant and the career coach that identifies the participant's employment/educational goals, the appropriate achievement objectives and the appropriate combination of services for the participant to achieve the employment and/or educational goals.

A summary of activities is included below. Additional information may be found in FAE&T policy issuances.

<p><u>Job Search</u>: Job search is the act of seeking or obtaining employment and requires job seekers to make a pre-determined number of inquiries to prospective employers over a specified period of time. This activity may be assigned so that the job seeker conducts his/her job search independently or within a group setting.</p>
<p><u>Job Search Training</u>: Job search training assists individuals to become familiar with general workplace expectations and learn behaviors and attitudes necessary to compete successfully in the labor market.</p>
<p><u>Unpaid Work Activities</u>: Unpaid work activities are work assignments where participants receive compensation in the form of their monthly FAP allotment in lieu of wages. GSTMW will negotiate the terms for placement of participants into unpaid work activities and must approve assignment locations.</p>
<p><u>Educational and Training Programs</u>: Educational and training opportunities can provide the skills needed to secure unsubsidized employment and ultimately self-sufficiency. Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job-readiness must be established for the component to be approved by GSTMW.</p>
<p><u>Vocational Training</u>: Vocational training is intended to improve the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment. All vocational training activities will be organized educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in-demand occupations, based on local labor market information data.</p>
<p><u>Job Retention Services</u>: Job retention services may be provided to individuals who secure full or part-time unsubsidized employment <b>after</b> receiving other employment or training services under the FAE&amp;T programs</p>

GSTMW will ensure that case management services are provided with the goal of participants obtaining and retaining employment. GSTMW's service provider will update the participant's ISS periodically. The service provider will also be responsible for updating the OSMIS with the appropriate case note entries, hours of work and wage information. During participation in the FAE&T program, the participants may be referred for other services as appropriate for health, housing, food, legal services, childcare or other basic needs.

Eligible FAE&T participants may be enrolled in other WIOA programs that support their employment, during the program year. These additional services through the other programs will assist in securing employment and assist them with meeting their goal of self-sufficiency. Dual-enrollment, if used, will not exceed twelve (12) months.

Service providers will provide supportive services in accordance with the State policies and the GSTMW Supportive Services policy. Supportive services may be used for expenses incurred to assist participants to overcome barriers that prevent them from engaging in FAE&T activities. Supportive services are an integral and required element of the FAE&T program. They must be reasonable and necessary and directly related to participation in activities, not for supporting participant's involvement in unsubsidized employment which was acquired prior to enrollment in FAE&T.

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## **D. Youth – Scope of Work Summary**

The goal of the WIOA Youth Program is to prepare eligible youth for success in the workplace by offering a variety of effective and comprehensive education and employment preparation services. Youth programs should include activities that:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant.
- Develop service strategies that are directly linked to performance indicators and identify career pathways.
- Expose eligible youth to the workforce and inspire youth through work-based learning experiences.
- Provide activities leading to attainment of secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
- Provide preparation for post-secondary educational and training opportunities.
- Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials.
- Provide preparation for unsubsidized employment opportunities.
- Build effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets.
- Provide experiences that help youth gain marketable skills.
- Collaborate with community service organizations and local agencies possessing expertise and resources relevant to the needs of the target population.

### **Target Population**

WIOA funded services may be provided to Out-of-School youth who meet the eligibility requirements outlined below. Not less than 75% of the total funds available for the local area shall be used to provide WIOA Youth activities for out-of-school youth.

### Out-of-School Youth

1. Not attending any school (as defined by State Law);
2. Between the ages of 16-24;
3. Are a U.S. citizen or eligible non-citizen;
4. Comply with the military Selective Service Act (if applicable); and,
5. Has one or more of the following barriers:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
    - i. Basic skill deficient, or
    - ii. An English language learner.
  - d. An individual who is subject to the juvenile or adult justice system.
  - e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
  - f. An individual who is pregnant or parenting.
  - g. A youth who is an individual with a disability.
  - h. A low-income individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment.

For the purpose of determining youth eligibility under WIOA, “low-income” also includes youth living in a high-poverty area.

### **Program Outcomes**

Performance measures are negotiated with the State of Michigan and are subject to change annually. Successful bidders will be responsible for meeting the State-negotiated performance measures in their programs.

### **WIOA Orientation**

The WIOA orientation must be an overview presentation acquainting potential In-School and Out-of-School Youth to various program components, opportunities, program rules and requirements, and explain various activities. WIOA orientation services must include, but are not limited to:

- WIOA registration procedures/requirements.
- Overview presentation of the programs and services.
- Description of local community and non-profit agencies/resources.
- Review of the grievance procedure, Freedom of Information Act and Equal Employment Opportunity Act.
- Referral process to possible other community resources.
- Child Labor Law/Work Permit.
- Question and answer session.

### **WIOA Intake**

After completing orientations, all individuals must have their suitability and eligibility for WIOA services assessed prior to receiving WIOA services. The intake/eligibility determination will be treated as the initial step in WIOA registration. Service providers are responsible for determining, verifying, and certifying WIOA eligibility for each youth applicant by obtaining acceptable records/documents to verify each required eligibility item. These verification documents must be maintained in the participant’s file. Files will be reviewed periodically by GSTMW staff and during GSTMW monitoring. The intake process must include:

- Review of all documentation to verify applicant’s WIOA eligibility.
- Ensuring that participants understand program requirements, expectations, commitments, and their responsibilities for participating in the program.
- Provide an objective assessment of the academic levels, skill levels and service needs of each applicant.
- Development of ISS/education plan.
- Verification that the individual can successfully meet the performance/program goals (suitability).
- Identify barriers and possible solutions (supportive services).

### **WIOA Case Management**

The essential functions and/or services to be provided by the case management staff are as follows:

- Complete enrollment and maintain documentation for regulatory and compliance purposes.
- Display knowledge of and comply with the WIOA minimum requirements as they pertain to eligibility, allowable activities, service levels, education/training activities, and supportive services.
- Provide a comprehensive assessment individually to each participant which includes:
  - ✓ Basic skills.,
  - ✓ Work readiness skills.
  - ✓ Occupational skills.
  - ✓ Prior work experience.
  - ✓ Barriers to employment.
  - ✓ Family situation.

- ✓ Occupational interests and aptitudes.
- ✓ Financial resources and needs.
- ✓ Supportive service needs, and
- ✓ Developmental needs.
- Complete required assessments.
- Develop and complete Individual Service Strategies (ISS)/Employment Portfolio.
  - ✓ Develop service strategies for each participant that shall identify an employment goal.
  - ✓ Provide preparation for post-secondary educational opportunities, in appropriate cases.
  - ✓ Establish strong linkages between academic and occupational learning.
  - ✓ Prepare enrollees for unsubsidized employment opportunities, in appropriate cases.
  - ✓ Develop effective connections to intermediaries with strong links to the job market and local/regional employers.
  - ✓ Assessment of participant's financial, social and/or supportive needs.
- Assign activities.
- Assist with resume and job readiness development.
- Communicate/follow-up with training and placement staff; make appropriate referrals.
- Follow-up for retention goals.
- Maintain master files on enrolled participants.
- Engage jobseekers with individual support and assessments.
- Provide ongoing support and service coordination to all participants.
- Ensure that the employability assessments, goals, and objectives developed in the ISS will lead to customer improvement and success.
- Coordinate with other activities/partners to utilize the dual enrollment process when appropriate.
- Meet performance indicators and outcomes of each participant to assure GSTMW meets/exceeds required goals and objectives according to individual funding sources.
- Communicate relevant information about jobseekers and business customers to other organizations and partners when appropriate.
- Provide all case management and counseling of all participants.
- Process emergency supportive services within 48 hours of request.
- Conduct intensive follow-up and OSMIS documentation with the participant for a minimum of one (1) year following employment.
- Review required OSMIS reports to track/monitor successful achievement of contracted requirements.
  - ✓ Maintain data entry and case notes on the OSMIS within 48 hours of obtaining the information from the activity units.
  - ✓ Verify, document and confirm data prior to entering on the OSMIS.
  - ✓ Indicate changes/updates to a participant's activities and/or concerns both in the case file and OSMIS system.
- Submit enrollment/activity information to GSTMW on a monthly basis throughout the fiscal year, or whenever requested.
- Attend monthly WIOA service provider meetings facilitated by GSTMW staff.

### **Required Program Elements**

Proposals must contain all the required fourteen (14) program elements as outlined in WIOA. Definitions of these program elements are available in the WIOA manual. If a required program element is not provided by the proposer, the proposal should state who the proposer will partner with to provide the element, and how the participant will access the required element. Required program elements are:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies which lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
2. Alternative secondary school services or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have as a component, academic and occupational education, which may include:
  - a. Summer employment opportunities and other employment opportunities throughout the school year,
  - b. Pre-apprenticeship programs,
  - c. Internships and job shadowing, and
  - d. On-the-Job training opportunities.
4. Occupational skill training, which shall include 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.
5. Education offered concurrently with, and in the same context, as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
7. Supportive services.
8. Adult mentoring for the period of participation and subsequent follow-up period, for a total of not less than twelve (12) months.
9. Follow-up services for not less than twelve (12) months after exit.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. 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. Activities that help youth prepare for a transition to postsecondary education and training.

### **Occupational Skills Training**

All occupational skills training must be for occupations for which there are employment opportunities in the region or another area to which the participant is willing to relocate.

Occupational skills training for youth program participants may be provided by a training provider (such as a community college or vocational school). In addition, the training provider and training must be listed on the Michigan Talent Connect (MITC). Training not on the MITC must be procured.

### **Work Experience**

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills;

- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Supported work, work adjustment and other transition activities;
- Entrepreneurship; and
- Other elements designed to achieve the goals of work experience.

*A minimum of 20% of local WIOA Youth funds must be spent on work experience activities for In-School and Out-of-School Youth.*

### **Leadership Development Opportunities**

- Exposure to postsecondary 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;
- Positive social behaviors;
- Positive attitudinal development;
- Self-esteem building;
- Cultural diversity training; and
- Work simulation activities.

### **WIOA Supportive Services**

Supportive services assist eligible participants who face specific barriers to securing employment when no other resources are available to address their needs. Supportive services are identified during the intake/assessment process and are entered onto the ISS. The ISS must be updated, through case management activities, and/or during employment/training services activities, to add additional supportive services needs as they become identified. Supportive services are services such as transportation, child care, uniforms and other work attire, work-related tool costs and clothing that is necessary to enable an individual to participate in WIOA activities.

### **WIOA Placement**

The placement component is designed to place job-ready participants into employment. Placement staff will also be responsible for identifying vacant employment opportunities and describing their strategy for evaluating participants, job-matching and placement procedures. Placement staff will be responsible for, but not limited to:

- Providing direct job placement services;
- Working collaboratively with employers requesting job placements and employment opportunities;
- Functioning as a liaison with the Business Services division of GSTMW;
- Preparing monthly reports for GSTMW regarding the employment or training placement;
- Participating in and providing employers for GSTMW's hosted job fairs utilizing local employers;
- Assuring that the Veterans Preference Governmental process is followed;
- Attending Business Solutions Professional training offered, sponsored and encouraged by the TIA/WDA, as appropriate; and
- Meeting or exceeding the performance measures for GSTMW's service area.

### **Follow-up Services**

Follow-up services are required for all youth completers for a minimum of twelve (12) months following program completion and may include:

- The leadership development and supportive service activities listed above;
- Regular 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; and
- Completion of second and fourth quarter outcomes on MIS.

### **Talent Tours**

Talent tours introduce youth, parents, and teachers to available career paths in their region by offering a behind-the-scene look into in-demand businesses and industries. All youth providers will be responsible for hosting a talent tour. The planning of the talent tour may be the sole responsibility of one service provider, or multiple service providers working in collaboration. A regional approach to talent tours is encouraged where appropriate. Youth service providers will be required to report talent tours quarterly to GSTMW. Criteria for talent tours include:

- Targeting local in-demand industries;
- Be conducted on-site at the employer's business, or at a simulated workplace where the employer provides hands-on experience;
- Provide an overview of the industry and key positions in demand;
- Provide the educational requirements for key positions in demand (credential, apprenticeship, two or four-year degree, etc.);
- Highlight "an average day on the job;" and
- Provide potential for job shadowing, internships, and/or other work experiences with participating employers.

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**Comprehensive Career Services Narrative**

Consolidated career services including WIOA Adults/DW, WIOA Youth (Out-of-School emphasis), FAE&T and PATH. Includes financial management, client eligibility and file maintenance as determined by MWA. Page limit: ten (10) pages.

1. Executive Summary: Give a concise summary of your proposal to integrate career services including how you would operate the program and why you should be selected as a service provider.
2. Summarize your staff and agency’s experience in working with WIOA Adult/Dislocated Workers. Describe your plan to reach potential eligible clients who will successfully engage and complete WIOA funded programs in employer demand areas meeting established program metrics. Performance measures under WIOA require ALL participants who enter training complete a recognized credential. What will your plan be to ensure that this performance measure is met?
3. Summarize your staff and agency’s experience in working with PATH clients. Describe how you will meet the unique requirements of the PATH program including the AEP period, workshops, career development, community service and other PATH components.
4. Summarize your staff and agency’s experience in working with FAE&T clients. (Genesee County only). Describe how you will meet the unique requirements of the FAE&T program in a cost- effective way.
5. Summarize your staff and agency’s experience in working with Youth clients. Focus will be on Out-of-School Youth, but a limited number of In-School Youth may be served. How will you include paid and unpaid work experiences as part of your program? What percentage of Youth participants are projected to include work experience as part of their program experience?
6. Required Youth Elements: Listed below are the fourteen (14) required Youth elements under WIOA. Please explain how you plan to provide or make available all these elements.

Tutoring, study skills training and evidence-based dropout prevention and recovery strategies.	
Alternative secondary school services.	
Paid and unpaid work experiences that have as a component, academic and occupational education (includes: summer work experiences, employment opportunities throughout the school year, pre-apprenticeships, internships, job shadowing and OJT opportunities).	

Occupational skill training.	
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	
Leadership Development Opportunities.	
Supportive Services.	
Adult mentoring for at least 12 months.	
Follow-up services for at least 12 months after exit.	
Comprehensive guidance and counseling.	
Financial literacy education.	
Entrepreneurial skills training.	
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.	
Activities that help prepare Youth for transition to postsecondary training and education.	

7. Career Development Services and Workshops: Describe key services and/or workshops provided to clients during the past eighteen months including content, number of participants and customer response. What changes would you plan to make during the next twelve (12) months? How will you coordinate workshops to be available to all program participants including Wagner Peyser?

8. Qualifications of Staff: Complete chart below:

Title/Position	Staff Name	Years in Position	Degree(s) Earned	Licenses and/or Certifications

9. Budget/Fiscal Stability/Capacity/Cost Price Analysis: Complete all budget pages as requested. Additional information may be included in a budget narrative. Detail the cost effectiveness of this unit’s activities including per participant costs, in-kind services or other information needed to understand the budget.

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**PROJECT COST CATEGORY/LINE ITEM BUDGET 2019-2020**

**Program:** \_\_\_\_\_

<b>LINE ITEM BUDGET TOTAL</b>	<b>Amount</b>	<b>% of Total Budget</b>	<b>Budget Explanation &amp; Narrative</b>
<b><i>SERVICE ADMINISTRATION COSTS</i></b>			
-Salaries/Wages			
-Fringe Benefits			
-Communications/Supplies			
-Travel			
-Rent/Utilities			
-Other (Describe)			
<b>TOTAL Administration Costs</b>			
<b><i>DIRECT SERVICE PROVISION COSTS</i></b>			
-Salaries/Wages			
-Fringe Benefits			
-Communications/Supplies			
-Travel			
-Rent/Utilities			
-Other (Describe)			
<b>TOTAL Direct Service Costs</b>			
<b>GRAND TOTAL</b>			

### Rating Sheet - Comprehensive Career Services

<b>Category &amp; Relevant Question Numbers</b>	<b># points possible</b>	<b># points awarded</b>
<b>Agency Background</b>		
<b>Qualifications (#1)</b>	<b>15</b>	
<b>Budget (#2 - #6)</b>	<b>5</b>	
<b>Management &amp; Staffing (#7)</b>	<b>15</b>	
<b>Facilities (#8 &amp; #9)</b>	<b>5</b>	
<b>Financial Liability (#10)</b>	<b>10</b>	
<b>Sub-total</b>	<b>50</b>	
<b>Program Narrative</b>		
<b>Executive Summary (#1)</b>	<b>15</b>	
<b>Experience with Adult/Dislocated Workers (#2)</b>	<b>15</b>	
<b>Experience with PATH (#3)</b>	<b>15</b>	
<b>Experience with FAE&amp;T (#4)</b>	<b>10</b>	
<b>Experience with Youth (#5)</b>	<b>10</b>	
<b>Youth Elements (#6)</b>	<b>5</b>	
<b>Workshops (#7)</b>	<b>5</b>	
<b>Staff Qualifications (#8)</b>	<b>10</b>	
<b>Line Item Budget &amp; Budget Narrative (#9)</b>	<b>15</b>	
<b>Subtotal</b>	<b>100</b>	
<b>Total</b>	<b>150</b>	

Do not include rating sheet in proposal packet. Sheet is for bidder information only concerning weight of sections of RFP response.