



# The Central Western Maine Workforce Development Board

Androscoggin ♦ Franklin ♦ Kennebec ♦ Oxford ♦ Somerset

## Request for Proposals (RFP) No. 2020-01

WIOA One Stop Operator Services &  
Title I B Adult & Dislocated Worker Programs  
CFDA 17.258 and CFDA 17.278

PY 20 Jul 1, 2020 - Jun 30, 2022

<b>Release Date</b>	Month,2020
<b>Web Conference</b>	Month,2020
<b>Proposal Deadline</b>	MONTH DAY, 2020
<b>Contact:</b>	RFP2020@cwmwdb.org
<b>Website</b>	cwmwdb.org

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## **ISSUER INFORMATION**

The contact and issuer of this RFP is *The Central Western Maine Workforce Development Board*, herein after referred to as the “CWMWDB”. The CWMWDB website is located at [www.cwmwdb.org](http://www.cwmwdb.org). The website will be the sole mode of communication between the CWMWDB and potential bidders. Interested parties can download the Request for Proposals during the procurement period, including any updates, review weekly Q&A digests, and learn of news and deadlines at: [www.cwmwdb.org](http://www.cwmwdb.org).

**Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process. To submit email [Questions, please see Section 3, page 12.](#)**

## **PROCUREMENT TIMELINE**

**RFP Released** MONTH DAY, 2020

**Last Day to Submit Questions** MONTH DAY, 2020

**DEADLINE RFP Proposal Package** MONTH DAY, 2020

**Adult/DW Contracts** *Start/End Date* July 1, 2020 to June 30, 2022

The contract length does not necessarily intimate a two-year service period. The contract duration is to provide enough time for reimbursements to be processed. Ideally the majority of services and expenses will be within a 12-month period up to a 15-month period unless there is a definitive expectation that will not be another annual allocation in 2021. Any deviations from these desired budgeting parameters may be explained within proposals and accepted at the sole discretion of the CWMWDB.

## IMPORTANT NOTES FOR BIDDERS

- Bidders are advised that the only mode of communication with CWMWDB Board members, Chief Elected Officials or staff is to submit questions via email in the [Question and Answer process herein described in Section 3 on page 12.](#)
- No Board member, Chief Elected Official or staff shall communicate with any potential bidder on the subject of the RFP, submittal documents or proposal, nor shall endorse or influence actions or bid proposals. Such involvement by Board members, Chief Elected Officials or staff will disqualify the Bidder's proposal.
- This RFP does not commit the CWMWDB to award a contract.
- The CWMWDB reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.
- The CWMWDB may award more or fewer dollars to any budget proposal.
- Awards are contingent upon fund availability, demonstrated administrative capacity of the bidder, and ability to use DOL's ION Innovation and Opportunity Network best practices as determined at the sole discretion of the CWMWDB.
- No costs will be paid to cover the expense of preparing a proposal package, negotiating a contract for services, or for appeals.
- Most documents in the possession of CWMWDB are considered public records and are subject to disclosure under Federal and State public records laws. Statutory Exceptions to Maine's Freedom of Access Act can be found at <https://www.maine.gov/foaa/law/exceptions.htm>
- See [Section 6: CWMWDB Disclaimers and General Provisions](#) for additional procurement conditions and qualifiers.

## SECTION 1: INTRODUCTION

### 1.1 PURPOSE OF RFP 2020-01

The purpose of this RFP is to provide One Stop Operator Services and Title 1B training services for the Adult and Dislocated Worker Populations in the five-county region of Androscoggin, Franklin, Kennebec, Oxford and Somerset counties Maine.

Proposals should describe an organized, efficient, and modern workforce development system that fosters local career pathways and options using traditional and complementary innovative methods. The One Stop Operator strategy to coordinate partners and methods should be detailed. Any initiatives to assist individuals with limited credentials, skills or English proficiency or for those re-entering the civilian population from either incarceration or rehabilitation should be detailed. A recruitment and outreach plan should be included.

Additionally, the Adult and Dislocated Worker Programs Service Provider must ensure that any applicants who do not meet the WIOA eligibility enrollment requirements or who cannot be served by the program are referred and followed up on for additional assistance to appropriate programs that meet their basic skills and training needs. All applicants must receive their determination of eligibility with stated reasons in writing via email or via a letter personally delivered with copies to file.

### 1.2 BACKGROUND

The Central Western Maine Workforce Development Board (CWMWDB) is a nonprofit workforce development organization whose mission is to champion a workforce and learning system that allows our region to produce a vibrant economy, and lifelong employment and training opportunities for every resident.

Our CWMWDB Mission calls for:

*a strong, vibrant, sustainable economy that generates growth opportunities for employers and creates high demand-high wage jobs for job seekers.*

Our further goal is:

*a system that promotes active, engaged industry partnerships to create a highly trained, educated, and diverse workforce leading to improved quality of life for the residents of Central/Western Maine.*

### 1.3 GENERAL PROVISIONS & KEY DOCUMENTS

The work of the CWMWDB and its partners is driven by local agreements as well as state and federal rules and regulations. All interested parties preparing proposals in response to this RFP must be familiar with WIOA Title 1B.

DOCUMENTS FOR BIDDERS TO REVIEW	INFORMATION LOCATION
CWMWDB WIOA 4 Year Strategic Plan	<a href="#">PLAN - LINK HERE</a>
Local Area Economic Snapshot	<a href="#">SNAPSHOT - LINK HERE</a>
WIOA Memorandum of Understanding	<a href="#">MOU - LINK HERE</a>
CWMWDB Local Adult & DW Policies	<a href="#">POLICIES - LINK HERE</a>
DOL barriers to employment	<a href="#">TEGL 19-16 – LINK HERE</a>

#### 1.4 ELIGIBILITY

Any private for-profit or nonprofit business, educational institution, government unit, faith-based organization or consortium of same are eligible to apply for funding.

#### 1.5 CONTRACT TERMS

The term of the anticipated contract, resulting from this RFP:

PERIOD	START DATE	END DATE
WIOA PY 2020	7/1/2020	6/30/2022

#### 1.6 NUMBER OF AWARDS

There is one (1) award for this RFP 2020-01. It is the intent of this RFP process to award a single contract, however, the CWMWDB reserves the right (in its sole discretion) to award multiple contracts if found to be in our best interest. Additionally, the CWMWDB reserves the right not to award a contract.

ESTIMATED WIOA 2020 PROGRAM FUNDS AVAILABLE		
RFP 2020-01	Approximately \$1,000,000	One Stop Operator/Adult/DW

#### 1.7 RFP FUNDING AUTHORITY

CFDA 17.258 and CFDA 17.278 from the US Department of Labor via Maine Department of Labor to Local Region 3.

### SECTION 2: SCOPE OF SERVICES PROPOSAL & BUDGET NARRATIVES

#### 2.1 NARRATIVE

- A. Program Services Narrative** may not exceed 5 pages on 8.5x11 letter size paper, Times New Roman, 12-point font, without any horizontal character spacing changes, vertically single spaced at 1.0 line spacing.

The narrative does not include the table of contents, organizational charts, budget form, budget narrative, and other required attachments. Narratives should be written using concise language and include quantifiable measurements whenever possible. Sections 2.1-2.3 cover the narrative elements. See *SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS* for additional proposal narrative formatting and submission instructions.

- B. Budget and Cost Proposal** form

- C. Budget Narrative**, not to exceed two (2) pages.

1. Bidders must describe in the Budget Narrative how WIOA funding, other governmental and private funding will be leveraged with other financial and non-financial resources to achieve the maximum benefit to customers and *specifically identify all leveraged resources*.
2. Administrative and overhead costs must be minimized.
3. All administrative and operating, overhead, and indirect costs will be reviewed by CWMWDB staff and are subject to negotiation and reduction as part of any proposal evaluation and contract negotiation.

4. Budget Narrative and Cost Proposals will be scored on the following criteria:
  - The Budget Narrative aligns with proposed program activities and details all major expenditures anticipated for successful program delivery;
  - The Budget and Cost Proposal spreadsheet contains information derived from actual cost assessments and provides an itemization for the services to be provided;
  - Operating, overhead, and/or indirect costs are within statutory or negotiated limits;
  - Direct participant service costs (per participant) are calculated properly and provide value; and
  - Staff wages and fringe benefits are comparable to others within the local labor market.
  
5. **See list of all required documents** in [Appendix B – Compliance Checklist](#) and other requirements in [Section 6: CWMWDB disclaimers and general provisions](#)

## 2.2 ORGANIZATIONAL BACKGROUND AND CAPACITY

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

- A. Brief history of the organization;
- B. Description of the organization's qualifications as related to the delivery of the required service components;
- C. Examples showing specific history and expertise in serving this area or an area like the five counties of Androscoggin, Franklin, Kennebec, Oxford and Somerset, Maine.
- D. Staff experience and workforce system knowledge to enable delivery of program services with cultural and linguistic relevance to New Mainer communities;
- E. Overview of the organization's staffing and management structure, including an **organization chart** that depicts levels of staff responsibility and division of work;
- F. The organization's ongoing staff development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers;
- G. Grant recipient and accountant role, and the organization's experience in managing federal, state, and other public funds, and experience in fund accounting; and

## 2.3 PAST PERFORMANCE HISTORY

All bidders are instructed to provide the following information about the organization's past performance including education and employment outcomes, goals, and objectives by providing specific examples and/or performance data for the past three to seven (3 – 7) years in the following areas:

- A. Evidence of the organization's ability to meet program performance goals and objectives in recruiting and delivering workforce services individuals;
- B. Evidence in support of past performance derived from the organization's most recent audit and monitoring reports;
- C. Examples of innovative cost saving measures

## 2.4 CAREER SERVICES

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

- A. **Integrated Service Delivery** – Describe the organization's program plan to seamlessly integrate delivery of services provided in the WIOA funding categories with services provided by other WIOA and non-WIOA funded service providers. Integrated Service Delivery (ISD) braids relevant resources and services of all CWMWDB partners to seamlessly address the training and employment needs of customers in an individualized and personal way.
- B. **In-community Outreach** – Describe the organization's program plan to identify individuals who experience barriers to employment and increase outcomes for barriered populations following Local Policy; see [TEGL 19-16](#) for definition of barriers to employment. In addition, describe the organization's program plan to flexibly meet customers in their communities, and coordinate with the In-Community Outreach site teams, if applicable, to strengthen connections between The CWMWDB and other community-based organizations. This should include a plan to connect job seekers with the CWMWDB system.
- C. **Customer Engagement** – Describe the organization's program plan to provide front-end customer triage and to provide Universal Design elements in its delivery system. This requires that all staff be well informed about the Maine State Workforce System and be prepared to present each individual with the full range of resources and tools available to facilitate their job search.
- D. **Work-Based Learning** – Describe the organization's program plan to increase work-based learning opportunities tied to specific career pathways for both job seekers and employers, including on-the-job training, registered apprenticeships, and paid internships.
- E. **Career Pathways** – The proposal requires a one page "Career Pathways" diagram. Proposals must describe clear career pathway models indicating what services will be provided and by whom for program participants, including education, training, employment, and provision of intensive case management services. Each customer receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs or postsecondary education/training. Career pathway plans must provide clear advancement opportunities and transitions for customers.
- F. **Progress to Self-Sufficiency** – Describe the organization's plan to incorporate strategies to help individuals realize their potential on a pathway towards self-sufficiency by increasing education and/or skill-level. Service strategies to help individuals progress toward self-sufficiency may include:



1. Stipends to complete English language learning, specialized training, apprenticeship, or to supplement part-time employment for incumbent workers in training.
2. Partnerships between community-based organizations and colleges to offer relevant cultural and linguistic navigation services to individuals; partnerships could focus on supporting people in Title II programs.
3. Continuing services for people after employment placement so they can navigate employment and/or further training to progress towards self-sufficiency.
4. Providing incumbent workers in low-wage jobs with job retention and advancement services.
5. Programs that include leadership and personal agency development alongside skill development to help individuals to better understand their skills and strengths, articulate goals, and what they need to do to achieve their goals.

**G. Sector Strategies** – Refer to the “Sector Strategies” links in RFP Section 1.2 above. Proposals must describe how the program will:

1. Promote employer involvement in workforce planning and the development of workforce solutions, for both the top 25 Employers, and small to medium size businesses in general in the three sectors of IT, Healthcare and Manufacturing.
2. Integrate workforce development with regional economic development efforts to enhance business retention and growth;
3. Lead efforts to respond to industry needs with sector-based solutions;
4. Strengthen regional employer connections to grow work-based learning and non-traditional training opportunities such as: apprenticeships, pre-apprenticeships, on-the-job training, and internships for adult and youth job seekers.
5. Maintain professional level business engagement staff;

**H. Projected Outcomes** – Proposals should seek to develop and implement strategies to address workforce development service gaps with target outcomes of:

1. 15% of enrollees will have limited English proficiency;
2. 100% of enrollees will receive career guidance and case management services;

**I. Projected Participation and Performance Goals** – Proposals must include a **completed chart of program participation and performance outcomes** in the below format as an attachment for each CFDA program.

***manipulation of this format in any way (with the exception of adding additional lines) may result in disqualification of your proposal***

**SECTION 3: CONFERENCE, QUESTIONS & AMENDMENTS**

**A. Bidders Conference**

A Bidders' Conference concerning this RFP will be held via Zoom Media Web Conference on **MONTH DATE, 2020**.

Teleconference Number  
Zoom Media Link

Meeting ID

The purpose is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary.

**B. Questions & Answers**

1. It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification in writing via email if they do not understand any information or instructions.
2. Email Questions to [RFP2020@cwmwdb.org](mailto:RFP2020@cwmwdb.org)
3. Email Questions must include the RFP Number & Short Title (**2020-01 WIOA One Stop Operator**) and the Bidder Firm Name in the subject line of the e-mail or they will not

ONE YEAR PARTICIPATION AND PERFORMANCE	GOALS
1. Number of Participants: (separate for each program)	
2. Number of Participants who Entered Training:	
3. Number of Participants who Completed Training:	
4. Number of Participants who Earned a Credential:	
5. Number of Participants who Gained Employment*:	
6. Number of Incumbent Worker Participants who establish a career pathway plan:	

be answered.

4. State the question and then sign the email with a full name, title, phone and email address. These verifying details will not be placed online.
5. CWMWDB assumes no liability for assuring accurate e-mail transmission and receipt.
6. Responses will not be given individually. All questions will be compiled weekly and posted on the website along with answers during the RFP period.

7. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

**C. Amendments**

All amendments released in regard to this RFP will also be posted on [cwmwdb.org](http://cwmwdb.org). It is the responsibility of all interested parties to go to this website to obtain amendments. Only amendments posted on [cwmwdb.org](http://cwmwdb.org) are considered binding.

**SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS**

- A. All proposals are to be submitted in accordance with the general conditions and procedures stated in this RFP.
- B. Electronic Response – Required  
*Due to recent changes in public health guidelines, only electronic bid submissions via email attachment will be accepted.*
  - 1. The proposal and attachments should be emailed to [RFP2020@cwmwdb.org](mailto:RFP2020@cwmwdb.org).
  - 2. Complete proposals via email must be received 3:00 pm on by MONTH DAY, 2020.
  - 3. In Subject of Email type, the RFP Number & Short Title (2020-01 WIOA One Stop Operator) and the Bidder Firm Name
- C. Proposal Requirements:
  - 1. Include all the required attachments that pertain to the proposal. No additional attachments are allowed. Failure to include required attachments will disqualify the proposal. See Appendix B – Compliance Checklist for a list of required forms and attachments.
  - 2. Attachments such as the table of contents, budget narrative, charts, resumes, diagrams, the budget and cost proposal form do not count toward page limits.
  - 3. **Proposal narrative is limited to 5 pages** on 8.5x11 letter size paper, Times New Roman, 12-point font, without any horizontal character spacing changes, vertically single spaced at 1.0 line spacing, with page numbers and with one-inch margins on all sides.
  - 4. **Budget narrative is limited to 2 pages**, on 8.5x11 letter size paper, Times New Roman, 12-point font, without any horizontal character spacing changes, vertically single spaced at 1.0 line spacing, with page numbers and with one-inch margins on all sides.
  - 5. **On all other attachments**, use 12-point, font with one-inch margins
  - 6. Do not staple your proposal; do not bind it in any way, nor use divider tabs;
  - 7. Removable clips and 3 ring binders are acceptable.
- D. **Withdrawals:**  
 For a submitted application to be withdrawn, a written request must be submitted to the CWMWDB. The decision to allow a withdrawn is at the sole discretion of the CWMWDB. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the CWMWDB and may be subject to public disclosure per the Freedom of Information Act.

**SECTION 5: PROPOSAL EVALUATION AND SELECTION**

- A. Section 2.2-2.3 Program Services Narrative - Five Pages not including required attachments
- B. Section 2.4 Budget Narrative – Two Pages

<b>Section 2.2 – Organizational Background and Capacity</b>	<b>35/100 points</b>
<b>A.</b> History of the organization and qualifications to provide services	<b>10</b>
<b>B.</b> History serving rural communities, including engagement and employment service, and a demonstrated commitment to serving a broad range of community needs	<b>15</b>
<b>C.</b> History of staff that can provide relevant cultural and linguistic workforce services and are receiving appropriate training; the organization has capability to implement service delivery design and manage federal grants;	<b>10</b>

<b>Organizational Chart (required attachment)</b> shows appropriate levels of responsibility and innovative organizational approaches	
<b>Section 2.3 – Past Performance History</b>	<b>10/100 points</b>
<b>A. Organization demonstrates</b> ability to meet program performance goals and recruit customers; has experience with data systems and using performance data to improve service design and delivery; acceptable recent <b>Audit and Monitoring Reports are provided (required)</b>	<b>10</b>
<b>Section 2.4 – Career Services</b>	<b>40/100 points</b>
<p><b>A. Program design</b> clearly identifies strategies to develop workforce with continued outreach and engagement; design incorporates innovation in service provision and links to Regional goals; service design and delivery plan adds value and is integrated with the CWMWDB and State of Maine Workforce system; plan identifies career services to be provided (training, education, apprenticeship, retention, etc.) including technology use and proposed learning structures;</p> <p><b>Diagram 1 - one 8.5 x 11 page</b>  <b>The Career Pathways Diagram (Required Attachments)</b> This diagram clearly illustrates specific steps to jobs, training, and education; service strategies are identified to help individuals progress towards self-sufficiency; sector strategies reflect local employer needs;</p> <p><b>Diagram 2 - one 8.5 x 11 page</b>  <b>Employer Services Diagram</b> – illustrates a systematic program of informing and serving employers.</p> <p><b>Diagram 3 - one 8.5 x 11 page</b>  <b>Eliminating Barriers Navigator diagram</b> – illustrates the process to serve those who may need assistance in finding information, achieving tasks, seeking skills and training or who need assistance with the process as determined by staff or due to barrier to employment.</p>	<p><b>40 TOTAL</b></p> <p><b>30 Plan</b></p> <p><b>3</b> Diagram 1</p> <p><b>4</b> Diagram 2</p> <p><b>3</b> Diagram 3</p>
<b>B.</b> Projected targets demonstrate achievable outcomes, including enrollments, training, placement, cost per participant; <b>“Participation and Performance Table”</b> aligns with proposed program plan	<b>10</b>
<b>Section 3 – Budget/Cost Proposal and Narrative</b>	<b>15/100 points</b>
<b>A. <a href="#">Appendix C – Budget and Cost Proposal</a></b> is clearly itemized, properly calculated, and costs are appropriate; Budget Narrative aligns with proposed program activities	<b>15 TOTAL</b>
1. The <i>Budget Narrative</i> aligns with proposed program activities and details all major expenditures anticipated for successful program delivery;	<b>4</b>
2. The Budget and Cost Proposal spreadsheet contains a realistic cost itemization for the services to be provided;	<b>3</b>

3. Operating, overhead, and/or indirect costs are within statutory or negotiated limits;	4
4. Direct participant service costs (per participant) are calculated using detailed described costs; and	3
5. Staff wages and fringe benefits are comparable to those within the local labor market range	1

## SECTION 6: CWMWDB DISCLAIMERS AND GENERAL PROVISIONS

1. All competitive procurements undertaken by The Central Western Maine Workforce Development Board (CWMWDB) will be conducted in compliance with [CWMWDB Policy 2020-02 Procurement and Selection of Service Providers](#).
2. This RFP does not commit the CWMWDB to award a contract.
3. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.
4. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the CWMWDB and be subject to disclosure under public records and/or the Freedom of Information Act.
5. Proposals should follow the format and adhere to the minimum requirements in this RFP.
6. Contract award is subject to all of the following: receipt of funds by the CWMWDB, successful contract negotiation, and approval by the CWMWDB.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to WIOA legislation and rules, all applicable Federal regulations, State of Washington policies, and CWMWDB policies and procedures.
8. Bidders selected for funding must also ensure compliance with 2 CFR Part 200.
9. The CWMWDB may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
10. Additional funds received by the CWMWDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of the CWMWDB.
11. The CWMWDB may decide not to fund part or all of a proposal even though it has a high overall score if, in the opinion of the CWMWDB, the services proposed are not needed, or the costs are higher than the CWMWDB finds cost effective in relation to the overall funds available, or if past management concerns lead the CWMWDB to believe that the bidder has undertaken services that it cannot successfully carry out.
12. The CWMWDB may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors such as balancing services to customers.
13. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the CWMWDB staff. This site visit will establish, to the CWMWDB's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the CWMWDB, that the bidder may not be able to fulfill contract expectations, the CWMWDB reserves the right not to enter into contract with the organization, regardless of CWMWDB approval of the bidder's proposal.
14. Bidders will be expected to adhere to CWMWDB procedures to collect and verify data and submit accurate monthly or quarterly reports, as required, as well as monthly invoices to the CWMWDB.
15. Any entity who submitted a proposal that was evaluated may appeal an award decision. The CWMWDB's appeal procedures are fully described in **CWMWDB Policy Procurement and Selection of Service Providers**,
16. All bidders must ensure equal opportunity to all individuals\*. No one shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation, or belief.

17. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
18. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the CWMWDB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or improper program operations.
19. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the Federal or State governments.
20. Bidders who have proposals accepted and funded by the CWMWDB will allow local, State, and Federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain these records for proposals funded by CWMWDB for three years, beginning on the last day of the program year.
21. The contract award will not be final until the CWMWDB and the bidder have executed a mutually satisfactory contractual agreement. The CWMWDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final CWMWDB Executive Committee approval of the award and execution of a contractual agreement between the successful bidder and the CWMWDB.
22. The CWMWDB reserves the right to cancel an award immediately if new local, State or Federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
23. The CWMWDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
24. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
25. The CWMWDB reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.
26. The CWMWDB reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar nonmaterial errors.



## APPENDIX A – RFP 2020-01 PROPOSAL COVER SHEET

<b>Name of Bidding Organization:</b>			
<b>Mailing Address:</b>			
<b>Contact Person Name and Title:</b>			
<b>Telephone:</b>		<b>E-mail:</b>	

<b>Total Amount of Funds Requested:</b>	
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**Proposal Summary:** *Please summarize your program proposal in a brief paragraph*

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

\_\_\_\_\_  
**Name of Authorized Representative**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date**

## APPENDIX B – PROPOSAL CHECKLIST

It is the bidder's responsibility to submit all required elements in the proposal. Proposals that do not include the required forms and attachments will be automatically disqualified from consideration. No exceptions will be granted.

If you have any questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the CWMWDB to be answered on our website Q&A at [RFP2020@cwmdb.org](mailto:RFP2020@cwmdb.org)

For each proposal being submitted, include the following:

- RFP No. 2020-01 Proposal Cover Sheet
- Signed Statement of Compliance Form
- Proposal includes:
  - Proposal Table of Contents (1 page)
  - Proposal Narrative Response (5 pages maximum)
  - Organizational Chart – w/Project Staff (1 page)
  - Career Pathways Diagram (1 page)
  - Employer Services Diagram (1 page)
  - Barriers to Employment Navigator Model (1 page)
  - Budget Narrative Response (2 pages maximum)
  - Budget and Cost Proposal (1 page)
  - One Year Performance Goals (1 page)

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

- One copy each of the bidder's last two years of audited financial statements and last two years of monitoring reports (if applicable); **Recent audited financial statements are required.**
- One copy of Active State Business Incorporation - Certificate of Status

## APPENDIX C – BUDGET AND COST PROPOSAL

<b>Organization Name</b>	<b>RFP No.</b>

### PY 2020 PROGRAM SERVICES OPERATING COSTS

Also available online as an Excel file

I. OPERATING COSTS	
<b>A. Personnel</b>	
a. Salary & Wages (Provide Staff Resumes)	
b. Fringe & Benefits	
c. Other	
<b>B. Staff Travel</b>	
a. In State	
b. Out of State	
c. Other	
<b>C. Equipment</b>	
a. Purchase	
b. Lease/Fees	
c. Maintenance	
d. Other	
<b>D. Materials /Supplies</b>	
a. Purchases	
b. Other	
<b>E. Premises</b>	
a. Rent (Provide Lease Copies,)	
b. Utilities	
c. Maintenance/Other: List	
d. Other	
<b>F. Communications</b>	
a. Telephone	
b. Postage	
c. Outreach/Public Information/Marketing	
d. Internet & Wireless Services	
e. Other	
<b>G. Operational Services</b>	
a. Fiscal Audit	
b. Fiscal Monitoring	
c. Legal/Web/Other: List	
d. Insurance	

e. Other	
<b>H. Subcontract</b>	
a. Fiscal Management	
b. Payroll Services	
c. Other	
<b>I. Other</b>	
a. Conference	
b. Dues/Subscriptions	
c. Staff Training	
d. Other	
<b>J. Indirect/ Shared Costs</b>	
a. IDC Amount (calculated per federal agreement)	
	IDC % is
<b>I. TOTALS A to J</b>	
	<b>I. TOTALS</b>
<b>II. DIRECT PARTICIPANT SERVICE COSTS</b>	
<b>A. Direct Training</b>	
a. Occupational: Tuition, Bks, Fees	
b. OJT Training	
c. Customized Training	
d. Literacy in with / Occ. Training	
e. Entrepreneurial Training	
f. Job Ready with Occ. Training	
g. Transitional Jobs	
h. Work Based Training + Related Instruction	
i. Work Experience	
j. Support Services	
<b>B. Career Services</b>	
a. Seminars, short training, & fairs	
b. Soft skills & remedial education projects	
c. Special projects	
d. Other	
<b>2. TOTAL A.+B.</b>	
	<b>II. TOTAL</b>
<b>GRAND TOTAL (PROGRAM OPS + PARTICIPANT DIRECT EXPENSES)</b>	
	<b>I. TOTAL+ II. TOTAL</b>

**APPENDIX D – ONE YEAR PERFORMANCE GOALS**

<b>ADULT PROGRAM CFDA 17.258</b>	
<b>ONE YEAR PARTICIPATION AND PERFORMANCE</b>	<b>GOALS</b>
7. Number of Participants: (separate for each program)	
8. Number of Participants who Entered Training:	
9. Number of Participants who Completed Training:	
10. Number of Participants who Earned a Credential:	
11. Number of Participants who Gained Employment:	
12. Number of Incumbent Worker Participants who establish a career pathway plan:	

<b>DW PROGRAM CFDA 17.278</b>	
<b>ONE YEAR PARTICIPATION AND PERFORMANCE</b>	<b>GOALS</b>
13. Number of Participants: (separate for each program)	
14. Number of Participants who Entered Training:	
15. Number of Participants who Completed Training:	
16. Number of Participants who Earned a Credential:	
17. Number of Participants who Gained Employment:	
18. Number of Incumbent Worker Participants who establish a career pathway plan:	

## **APPENDIX E – DATA REPORTING REQUIREMENTS**

CWMWDB service providers are required to enter service delivery data into the official State of Maine Job Link System. Please familiarize your firm with these requirements and privacy measures. Please visit [Mainejoblink.com](http://Mainejoblink.com) or speak with Maine Department of Labor staff for more.

Direct data entry by staff members providing career services is strongly preferred by the CWMWDB. All service providers will be required to enter data into the MIS system for every customer.

### **Data System Requirements**

- All available participant and service Information data is to be entered in accordance with WIOA and Maine State policy.
- Employer data will also be entered into the MJL database as well as clients.

### **IT Requirements**

WIOA service providers are required to attend IT trainings and sign a data sharing agreement and non-disclosure agreement to safeguard personal information. WIOA service providers must use secure, mobile tools to upload data including but not limited to tablet, phone and other devices that are 100% privacy complaint equipment.

## APPENDIX F – STATEMENT OF COMPLIANCE FORM

As the authorized signatory official for: \_\_\_\_\_,  
(Bidding Organization)

I hereby certify:

- That the above-named bidder is legally authorized to submit this proposal and funding request;
- That the above-named bidder agrees to execute all work related to this application in accordance with federal, state, and Central Western Maine Workforce Development Board (CWMWDB) policies and guidelines. The bidder shall notify the CWMWDB within 10 business days after issuance of any directives if it cannot comply;
- That the above-named bidder will ensure special efforts to prevent fraud and other program abuses, including but not limited to deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
- That the contents of the proposal are truthful and accurate, and the above-named bidder agrees to comply with the policies stated in this RFP;
- That this proposal represents an actual request subject only to mutually agreeable term negotiation outcomes and that the above-named bidder is in agreement that the CWMWDB reserves the right to accept or reject any proposal for funding;
- That the above-named bidder has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
- That the above-named bidder waives any right to claims against the individual Board members and staff of The Central Western Maine Workforce Development Board.

\_\_\_\_\_  
**Name of Authorized Representative**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date**