

**THE MISSISSIPPI PARTNERSHIP  
WORKFORCE DEVELOPMENT AREA**

**Program Year 2018**

**Request for Proposals**

**for**

**Workforce Innovation and Opportunity Act (WIOA)**

**Gateway Programs**

**Serving eligible In-School & Out-of-School Youth**

**Release Date:**

**March 1, 2018**

**Offeror's Conference:**

**March 6, 2018**

**10:00 a.m. CST**

**Three Rivers Planning & Development District**

**Conference Room**

**75 South Main Street**

**Pontotoc, MS 38863**

**Deadline for Submission:**

***March 29, 2018***

***4:00 p.m. CST***

***Late submissions will not be accepted.***

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## ATTACHMENTS

- A Transmittal Document
- B Youth Proposal Summary
- C Proposal Budget Synopsis Form
- D Budget Narrative Form & Instructions
- E Salary Budget Narrative Form & Instructions
- F Non-Expendable Property Form
- G Minimum Threshold Certification

## SOLICITATION SCHEDULE

Action	Date	Time Line (days)
Release of RFP	3/1/2018	0
Offeror's Conference	3/6/2018	5
Last day to Submit RFP Questions	3/22/2018	21
Proposals due at 4:00 p.m. CST	3/29/2018	28
Presentation of Proposals to Workforce Board (tentative date)	5/17/2018	77
Program Implementation	7/1/2018	122

## I. Introduction

The Mississippi Partnership Workforce Development Area is soliciting proposals through this Request for Proposals (RFP) for youth services. The Workforce Innovation and Opportunity Act (Public Law 113-128) passed in Congress and was signed into law on July 22, 2014, by President Obama. This solicitation is conducted pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act and the applicable regulations and policies of the Office of Grant Management (OGM) of the Mississippi Department of Employment Security (MDES). Three Rivers Planning & Development District (TRPDD) is the fiscal and administrative agent for the Mississippi Partnership Workforce Development Area.

The Workforce Innovation and Opportunity Act (WIOA, or "the Act") provides funds for the purpose of serving adults, dislocated workers, and youth who are unemployed, under employed, or in need of training. In keeping with this purpose, the Mississippi Partnership Workforce Development Area's primary objective is to assist all eligible citizens in achieving employment success through a variety of services provided by WIOA funds.

A summary of this solicitation is below:

<b>Target Population:</b>	In-School Youth (targeting Juniors and Seniors) in High School Out-of-School Youth Ages 16-24
<b>Geographic Area:</b>	Alcorn, Attala, Benton, Calhoun, Chickasaw, Choctaw, Clay, DeSoto, Grenada, Itawamba, Lafayette, Lee, Lowndes, Marshall, Monroe, Montgomery, Noxubee, Oktibbeha, Pontotoc, Prentiss, Tate, Tippah, Tishomingo, Union, Webster, Winston, Yalobusha
<b>Program Start Date:</b>	July 1, 2018
<b>Initial Contract End Date:</b>	June 30, 2019
<b>Type of Contract:</b>	Cost-Reimbursement Contract or Current Needs
<b>Option to Extend:</b>	The Mississippi Partnership may extend the contract for an additional 2 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of The Mississippi Partnership.
<b>PY 2018 anticipated # of Youth to be Served:</b>	Up to 540 In-School Youth 450 Out-of-School Youth
<b>PY 2017 WIOA Youth Allocation:</b>	\$2,431,907

The purpose of this solicitation is to select Gateway Youth Program Providers. Entities may submit proposals for an In-School Gateway Program, Out-of-School Gateway Program, or a hybrid Gateway Program that serves both in-school and out-of-school individuals.

It is the intention of the Mississippi Partnership Workforce Development Area to award subgrants to the responsive proposers which best meets all the requirements and qualifications as outlined in the Gateway Program Description (Section V.) beginning on page 11 and is most responsive to the Proposal Required Sections (Section VII.) beginning on page 16. The funds available for services solicited by this RFP are appropriated under Title I of the WIOA.

### A. Summary of Gateway Program

The purpose of the Gateway Program is to teach eligible youth essential job skills while providing career awareness, career counseling, and assist in developing career pathways for Gateway participants. Career awareness will be provided to Gateway participants about the Mississippi Partnership Sector Strategy target industries which include: (1) Advanced Manufacturing, (2) Healthcare, (3) Information Technology, and (4) Logistics – warehousing, transportation, and distribution. Gateway participants will be strongly encouraged to pursue careers in one of the target industry sectors.

Our goal with each individual is to provide one-on-one counseling to develop a “truly personalized” Individual Service Strategy (ISS) that helps the individual with short-term school/career goals as well as long term. Military Exploration will be made available to each individual during the counseling process if the individual has a desire/interest in that career field. A connection to a career pathway must be included in the ISS.

Each county within the Mississippi Partnership Workforce Area will have a Gateway Program providing services in that county. All Gateway Programs will have counselors that will be properly trained to help eligible individuals cope with existing problems and assist them in character development so they may begin the path to a better and brighter future.

The Gateway Program Provider must make available, either by providing the service themselves or through an agreement with another agency, the 14 required WIOA program elements outlined beginning on page 12 of this RFP. The Gateway Program Provider must also provide essential job skills training, which is required before a youth may receive paid work experience. Gateway Providers must also administer the WorkKeys® assessments for Graphic Literacy, Applied Math, and Workplace Documents to all Gateway participants in an attempt for the youth to receive a National Career Readiness Certificate (CRC). Gateway Program providers may use the TRPDD testing realm for WorkKeys® if needed.

Each Gateway participant will be required to attend essential job skills training utilizing the materials provided by TRPDD. Minimum topics to be included in the essential job skills training are:

- Appearance/Dress
- Attitude and Body Language
- Attendance and Punctuality
- Communication and Following Instructions
- Financial Knowledge and Management
- Problem Solving & Critical Thinking
- Social Media & Use of Electronic Devices

Once essential job skills training is complete, the individual will receive a certificate of completion on the template provided by TRPDD. Participants will be eligible to receive a paid work experience/internship after completing essential job skills training. The Gateway counselor will be responsible for finding an appropriate worksite that helps achieve the goals set by the individual outlined in the individual's ISS. It is strongly encouraged that worksites be developed for the four target industry sectors when possible.

Each worksite will be carefully chosen and each worksite supervisor will also receive one-on-one training to help them understand the importance of the individual's work experience. All employers will be offered a temporary worker complete with pay, worker's compensation insurance, etc. The employer's responsibilities are quite simple: ensure that the individual uses the skills that were taught during essential job skills training and continue to be a positive mentor for the individual along the way.

The Gateway counselor will be responsible for ensuring each individual has completed the short-term steps outlined in their ISS including:

- ✓ obtaining a Career Readiness Certificate (CRC)
- ✓ completing the essential job skills training receiving a certificate
- ✓ completing a high school diploma or high school equivalency (HSE) (if applicable)
- ✓ completing work experience
- ✓ remain in high school on track to graduate (in-school youth only)
- ✓ entering college, advanced training, military or workforce

After completion of short-term goals it is time to begin working towards the individual's long-term goals which should include furthering their education by enrolling into college or receiving technical training or obtaining full-time employment. The counselor will assist the individual with developing a career pathway for their long term goals prior to exit.

Each Gateway Program Provider will be responsible for 12 months of follow-up after exit on each individual that enrolls in the Gateway Program.

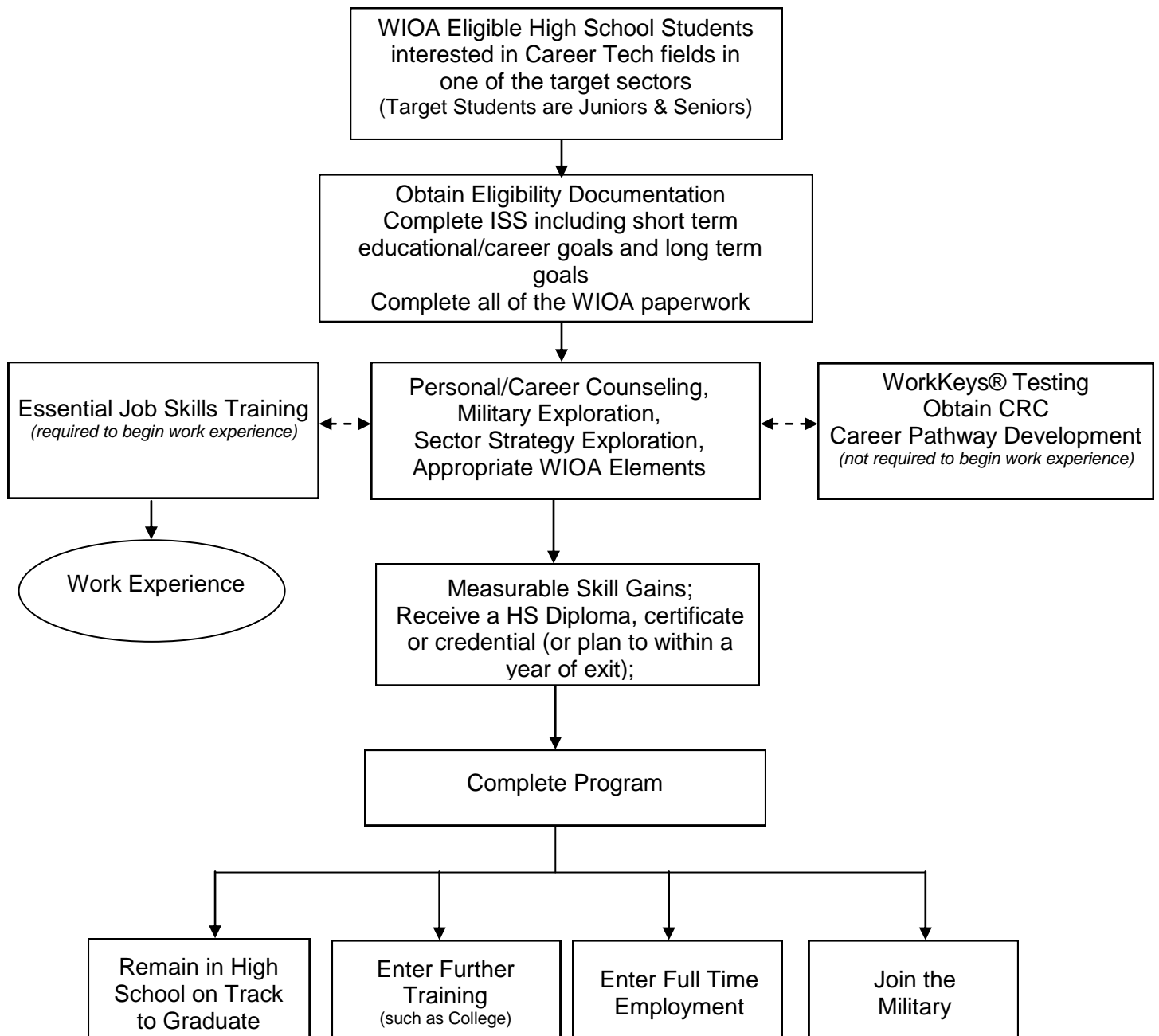
Following are program diagrams for in-school and out-of-school youth programs.

## Gateway Program

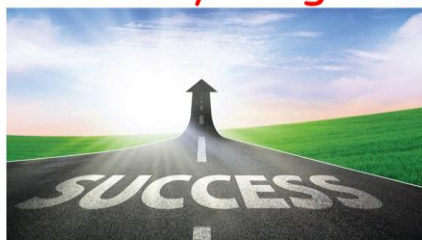


Creating Pathways For Success

### In-School Youth Program Diagram

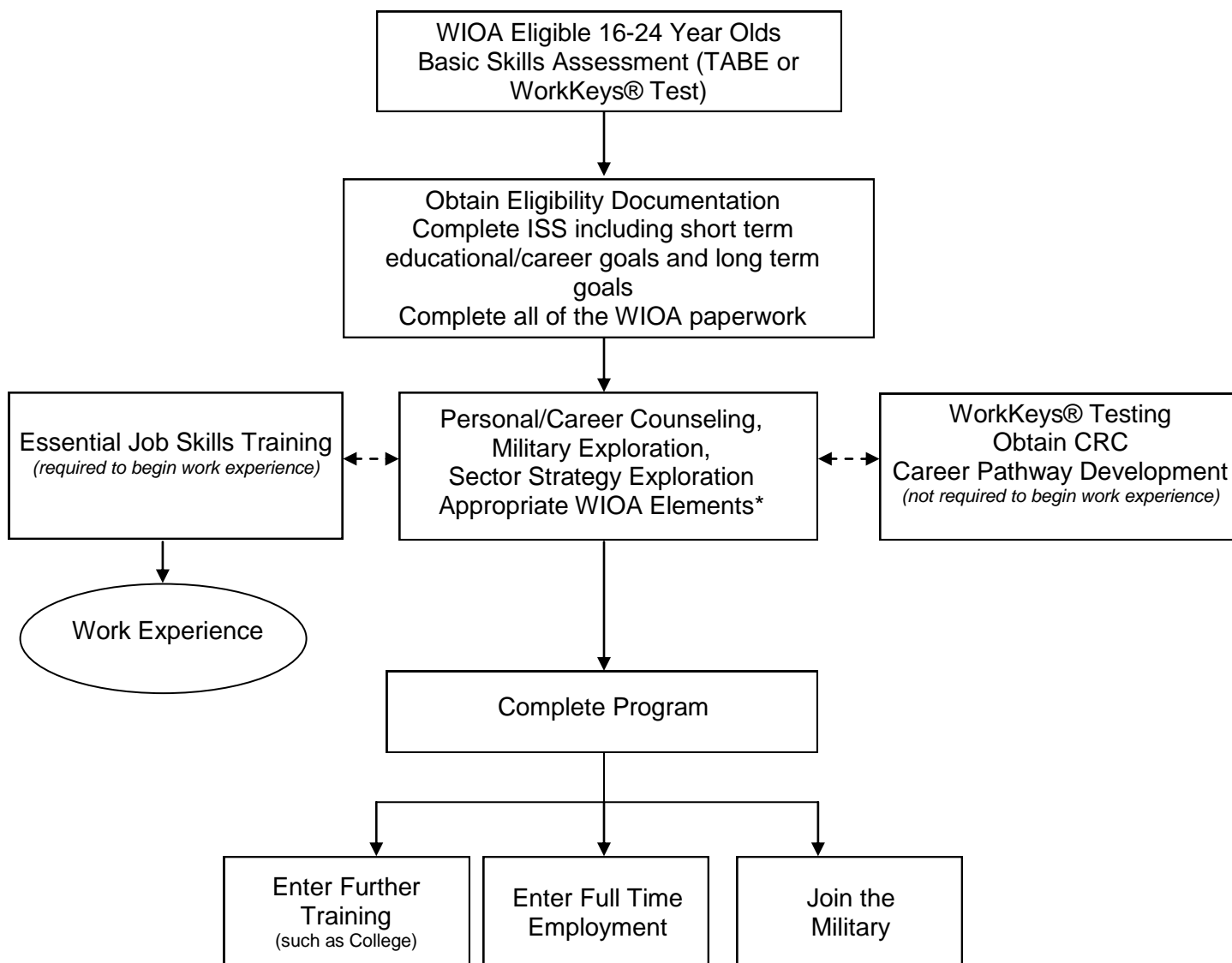


## Gateway Program



Creating Pathways For Success

### Out-of-School Youth Program Diagram



*\*If youth attends AE classes working towards HSE, college classes, or other occupational skills training while in the Gateway Program, youth must receive:*

- Measurable Skill Gains
- HSE, Certificate, or Credential (or plan to within a year of exit)

## B. Eligibility for the Gateway Program

Under this procurement, participants served in the Gateway Program must be residents of the Mississippi Partnership Workforce Development Area unless prior approval is received from the fiscal agent and meet the eligibility guidelines stated below.

### 1. Gateway In-School Youth Eligibility

- a. High School Students (targeting Juniors and Seniors) interested in Career Tech fields in one of the target sectors;
- b. Low-Income as defined by WIOA Law (includes free & reduced lunch for in-school youth, SNAP, & TANF recipients);
- c. Have one or more of the following barriers:
  - (1) Basic Skills Deficient (cumulative high school GPA below 2.5)
  - (2) English Language Learner
  - (3) Offender
  - (4) Homeless or Runaway
  - (5) Foster Child
  - (6) Pregnant or Parenting
  - (7) Youth with a Disability

### 2. Gateway Out-of-School Youth Eligibility

- a. Not attending any school (including post-secondary school and non-credit courses offered by colleges)
- b. Not less than 16 and not more than age 24;
- c. Is in one or more of the following categories:
  - (1) A school dropout;
  - (2) 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;
  - (3) An individual who is subject to the juvenile or adult justice system;
  - (4) A homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
  - (5) Pregnant or parenting;
  - (6) An individual with a disability;
  - (7) A youth who has attained a secondary school diploma or its recognized equivalent who is low income and basic skills deficient or English language learner; or
  - (8) Low Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

### 3. Exceptions to Low-Income Requirements

WIOA contains a provision that allows for youth living in a high poverty area to automatically meet the low income criterion that is one of the eligibility criteria for in-school youth, for some out-of-school youth in the WIOA youth program. High poverty rate is defined as a county that has a poverty rate of at least 25 percent. High poverty counties in the Mississippi Partnership for PY 2018 are: Calhoun, Chickasaw, Clay, Lafayette, Montgomery, Noxubee, Oktibbeha, and Winston. High poverty counties are subject to change once OGM finalizes this list.

WIOA also allows a low-income exception where up to five percent (5%) of WIOA youth may be participants who ordinarily would be required to be low income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. ***No youth may be enrolled into WIOA using the 5% low-income exception without prior permission from the Fiscal Agent.***

## II. Eligible Entities

### A. Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; or,
- A collaboration between these organizations.

Entities selected and serving as Gateway Providers are subrecipients of a Federal award and thus are required to follow the Uniform Guidance, 2 CFR 200 and WIOA.

The Mississippi Partnership encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises whenever possible. The Mississippi Partnership is committed to Equal Opportunity in its contracting process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that all contractual responsibility rests with one legal entity serving as the agent of record. The agent of record is responsible for required documentation.

Organizations that have not previously been awarded a WIOA contract but have managed other Federal, State, or local funds to deliver a similar program design are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. Successful respondents will serve as sub-recipients of WIOA funds administered by the United States Department of Labor (DOL), the Mississippi Department of Employment Services (MDES) and The Mississippi Partnership.

### B. Minimum Requirements

To be considered, a proposal must meet all of the Minimum Threshold Requirements described below. Proposals failing to meet any Minimum Threshold Requirement will be rejected.

Requirements to qualify the proposing agency as an eligible service provider are:

1. The proposing agency must be qualified to do business in the State of Mississippi. The Mississippi Partnership prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.
2. The proposing agency or its principals:
  - a. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. above;
  - d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
3. The agency must have an established financial management system in place to ensure effective control and accountability of subgrant funds and other assets. Fiscal Agent staff may visit on-site to determine compliance with this requirement for all new proposers.
  4. The agency shall not have any unresolved audit findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, **the proposing agency must include as part of the proposal package the most recently completed audit.** An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. **If the proposing agency is a newly-created entity, the proposal package must include all current** (dated within two months of the proposal submission date) **financial statements and a business plan as a substitution for the requirement of a final audit.**
  5. The agency or its principals shall not be convicted of any crime which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.
  6. The agency must have or must agree to establish the following:
    - a. Regular audit of all accounts;
    - b. Separate accounting records for Workforce Innovation and Opportunity Act funds;
    - c. A fidelity bond with a coverage minimum of \$100,000 *or* the highest amount of funds to be received during the subgrant period (Bond must be executed prior to the granting of a subcontract with the proposing agency);
    - d. Personnel policies;
    - e. Grievance procedures for staff and participants;
    - f. Payroll procedures and time sheets for staff and participants;
    - g. WIOA property inventory system; and
    - h. Travel policies.

### III. Overview of Solicitation

#### A. The solicitation schedule is:

Action	Date	Time Line (days)
Release of RFP	3/1/2018	0
Offeror's Conference	3/6/2018	5
Last day to Submit RFP Questions	3/22/2018	21
Proposals due at 4:00 p.m. CST	3/29/2018	28
Presentation of Proposals to Workforce Board (tentative date)	5/17/2018	77
Program Implementation	7/1/2018	122

#### B. Offerors' Conference

For any organizations that intend to submit a proposal, an offerors' conference will be held:

Date:	March 6, 2018
Time:	10:00 a.m. CST
Location:	Three Rivers Planning & Development District, Inc. 75 South Main Street Pontotoc, MS 38863

Accommodations for telephone call-in attendance will be available; such requests must be submitted in writing to [crackley@trpdd.com](mailto:crackley@trpdd.com) no later than 1:00 p.m. CST on March 5, 2018. Questions asked at the Offerors' Conference, along with responses, will be put in writing and posted to the Three Rivers Planning & Development District website ([www.trpdd.com/workforce/downloads](http://www.trpdd.com/workforce/downloads)).

#### C. RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP must be submitted via e-mail.

Written questions will be accepted via e-mail provided below through the following date:

Date:	March 22, 2018
Time:	4:30 p.m. CST
E-Mail:	<a href="mailto:crackley@trpdd.com">crackley@trpdd.com</a>

Questions that are received after the deadline will not be answered.

Written responses to questions received by Three Rivers PDD will be posted on the website. **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

**NOTE:** Oral questions will **NOT** be accepted except during the offeror's conference.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. **No other sources of responses or clarification are considered valid.**

#### D. Addenda to this RFP

At the discretion of Three Rivers PDD, if it becomes necessary to revise any part of this RFP, an addendum will be posted on Three Rivers' website, <http://trpdd.com/workforce/downloads/>. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by Three Rivers PDD of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

E. Ex-Parte Communication

The Mississippi Partnership prohibits ex-parte communication or lobbying of any kind with any board member, Three Rivers PDD staff, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

F. Right to Cancel

The Mississippi Partnership reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The Mississippi Partnership also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit The Mississippi Partnership to accept any proposal, nor is The Mississippi Partnership responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The Mississippi Partnership reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of The Mississippi Partnership. The Mississippi Partnership reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of The Mississippi Partnership.

G. Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by The Mississippi Partnership to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

IV. Conditions of Solicitation

The release of this RFP does not constitute an acceptance of any offer, nor does it in any way obligate the Mississippi Partnership to execute a contract with any offeror. The Mississippi Partnership reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute a contract with any offeror rests solely with the Mississippi Partnership Workforce Board and the Chief Elected Official for the Mississippi Partnership Workforce Development Area.

A. Before preparing proposals, offerors should note that:

1. The Mississippi Partnership *will not be liable* for any costs associated with the preparation of proposals or negotiation of contracts, incurred by any offeror.
2. All proposals in their entirety will become the property of the Mississippi Partnership upon submission.
3. The award of a contract for any proposed service(s) is contingent upon:
  - a. Favorable evaluation of the proposal;
  - b. Approval of the proposal by the Workforce Board;
  - c. Approval of the proposal by the Chief Elected Official; and
  - d. Successful negotiation of any changes to the proposal required by the WDB or the Chief Elected Official.
4. Provision of services specified in this RFP requires substantive knowledge and understanding of:
  - a. The Workforce Innovation and Opportunity Act, and the implementing regulations;
  - b. State policies, procedures, and directives.

- B. Accordingly, the following documents, as well as other reference materials, are available for review at the Three Rivers PDD office during normal business hours. A nominal handling and duplicating fee will be charged for photocopies.
1. Workforce Innovation and Opportunity Act (PL 113-128)
  2. Local policies and procedures

The Act, its implementing regulations, and other documents and information of interest may be found on the Internet at <http://www.doleta.gov/wioa/>.

Current Mississippi Partnership local policies and procedures for WIOA are available at <http://trpdd.com/workforce/downloads/>.

- C. The Mississippi Partnership reserves the right to negotiate the final terms of all contracts with successful offerors. Items that may be negotiated include, but are not limited to, type and scope of services and activities, costs, production schedules, target groups, geographic goals, and service levels.
- D. The Mississippi Partnership reserves the right to accept any proposal as *submitted* for contract award, without substantive negotiation of offered terms, services or costs. Therefore, offerors are advised to propose their most favorable terms initially.
- E. Contractors will be required to assume full responsibility for all specified services, and **may subcontract only with expressed prior written approval of the Mississippi Partnership Workforce Development Area.**
- F. In submitting a proposal, the offeror certifies its legally constituted organization, and that in connection with this proposal:
1. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
  2. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and,
  3. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- G. Person(s) signing the proposal certify that person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any action contrary to IV.F.1., 2., or 3. above.
- H. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages \_\_\_\_, \_\_\_\_, \_\_\_\_, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the Mississippi Partnership has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

- I. Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.
- J. The Mississippi Partnership is fully committed to the goals for minority business development expressed in Executive Order 656. To this end, MPWDA will work with minority businesses to increase their participation in the procurement process.
- K. In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the State Workforce Investment Board (SWIB) and Local Workforce Investment Board (LWIB), Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no WIB member shall have an interest in funds subject to WIB oversight. A prohibited interest includes but is not limited to 1) a WIB member whose business receives a contract or subcontract funding in whole or in part by WIOA, 2) a WIB member whose business offers training on the "eligible training provider's list," and 3) a WIB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WIB oversight. The prohibition lasts for one year after the interested WIB member's terms ends. This prohibition does not extend to WIB members representing the public sector, such as community college and State agency representatives.

V. Gateway Program Description

A. Program Design

Programs should be individualized to fit the needs of the participants and should increase their future employability prospects. Programs should be designed to assist youth in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment.

All youth programs are required to provide the following:

- 1. An objective assessment of each participant for the purpose of identifying appropriate services and career pathways. The objective assessment includes:
  - a. Basic skills level,
  - b. Occupational skills
  - c. Prior work experience,
  - d. Employability,
  - e. Interests and aptitudes (including interests and aptitudes for non-traditional jobs),
  - f. Supportive service needs, and
  - g. Developmental needs.

*Assessment prior to enrolling a youth in the program is a major key to a successful outcome.*

- 2. An individual service strategy (ISS) for each participant that shall identify;
  - a. Career Pathways that include education and employment goals (including, in appropriate circumstances, non-traditional employment);
  - b. Appropriate achievement objectives; and
  - c. Appropriate services for the participant, taking into account the assessment conducted.

*The individual service strategy for each youth must be updated monthly, at a minimum.*

3. Services that:
  - a. Lead to the attainment of a secondary school diploma or HSE, or a recognized post-secondary credential
  - b. Prepare youth for post-secondary educational opportunities;
  - c. Strong linkages between academic and occupational education;
  - d. Prepare youth for unsubsidized employment opportunities, in appropriate cases;
  - e. Effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional markets.

*These services are imperative for the youth's success after enrollment into the youth program and in attainment of federal, state, and, local performance measures.*

B. Additional Requirements

Programs are strongly encouraged to partner and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of all youth.

1. Information and Referrals-  
Each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided:
  - a. Information on the full array of applicable or appropriate services; and
  - b. Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis;
2. Applicants not meeting enrollment requirements-  
Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with 1. above to meet the basic skills and training needs of the applicant;
3. Involvement in design and implementation-  
Parents, participants, and other members of the community with experience relating to programs for youth shall be involved in the design and implementation of WIOA youth programs.

C. WIOA Youth Program Elements

These elements will be provided to those youth who are assessed as needing them. The proposal rating instrument will consider the use of volunteers or donated services as a positive. Letters of intent from volunteers or entities donating services must be included with the proposal submission. Please review TEGL 21-16 for additional information regarding the Federal Program Elements.

Federal Program Elements

1. **Tutoring**, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that leads to completion of the requirements for a high school diploma.
2. **Alternative secondary school offerings or dropout recovery services** that leads to the completion of a recognized High School Equivalency (HSE).
3. **Paid and unpaid work experiences** that are structured learning experience in a workplace and provide opportunities for career exploration and skill development. Paid and unpaid work experiences should have a component for academic and occupational education.
4. **Occupational skills 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. Offerors must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges).

5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation and occupational cluster;**
6. **Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social and civic behaviors. Activities may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role.
7. **Supportive services** that enable an individual to participate in WIOA activities. These services may include linkages to community services and/or assistance with transportation, child care, meals, and appropriate work attire and work-related tools. Offerors will need to discuss in this section how they will work with participants to discuss these linkages. If participants have documentation that they are unable to obtain such services through other non-WIOA programs, the youth provider may provide the needed supportive services.
8. **Adult mentoring** may occur both during program participation and follow-up for a total duration of at least twelve months.
9. **Follow-up services** for at least twelve months after exiting the program to ensure the youth's success in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may include the following program elements: (1) supportive services, (2) adult mentoring, (3) financial literacy education, (4) labor market and employment information such as career awareness, career counseling, and career exploration, and (5) activities that help youth prepare for and transition to postsecondary education and training.
10. **Comprehensive guidance and counseling**, including drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs, as appropriate.
11. **Financial literacy education** that provides youth with the knowledge and skills they need to achieve long-term financial stability.
12. **Entrepreneurial skills training** that provides the basics of starting and operating a small business.
13. **Services that provide labor market and employment information about in-demand industry sectors or occupations available**, such as career awareness, career counseling, and career exploration services.
14. **Activities that help youth prepare for and transition to postsecondary education and training.**

Mississippi Partnership Required Additional Program Elements (required for all participants)

15. **WorkKeys® testing and potential obtainment of Career Readiness Certificate (CRC)**
16. **Essential Job Skills Training** including: (1) Appearance/Dress, (2) Attitude and Body Language, (3) Attendance and Punctuality, (4) Communication and Following Instructions, (5) Financial Knowledge and Management, (6) Problem Solving & Critical Thinking, and (7) Social Media & Use of Electronic Devices

D. Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled participants meet long-term, mandatory DOL performance accountability standards known as Common Measures. Below is a synopsis of each of the WIOA Federal Measures:

1. Employment/Education Rate 2nd Quarter after Exit  
 All youth, regardless of age or school status, should be in employment or education (including secondary, post-secondary, or advanced training/occupational skills training) during the second quarter after exit.
2. Employment/Education Rate 4th Quarter after Exit  
 All youth, regardless of age or school status, should be in employment or education (including secondary, post-secondary, or advanced training/occupational skills training) during the fourth quarter after exit.
3. Median Earnings  
 This performance measure will be based on wage data that is reported for exited youth and will measure the median earnings for all employed youth during the second quarter after exit.
4. Credential Attainment  
 Youth in an education or training program must receive a certificate or credential any time during program participation through one year after exiting the program. High school diplomas or equivalents only count toward performance goals if the youth is also employed or in training within one year after exit.
5. Measureable Skills Gains  
 Youth in an education or training program must show measurable skills gains while in the youth program. Measurable skills gains may include increasing educational functioning levels, receiving a high school diploma or its equivalency, receiving a satisfactory or better progress report towards established milestones, or passage of an exam that is required for a particular occupation.

The current Mississippi Partnership youth negotiated performance levels are:

Youth Performance Measure	Rate
Employment/Education Rate 2 <sup>nd</sup> Quarter after Exit	70.0%
Employment Education Rate 4 <sup>th</sup> Quarter after Exit	74.0%
Median Earnings	Baseline
Credential Attainment	74.5%
Measurable Skills Gains	Baseline

All required performance measures are subject to change at any time and The Mississippi Partnership may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, and other locally determined data.

E. Period of Performance and Contract Instrument

The period of performance for service provider contracts resulting from this solicitation is anticipated to be for PY 2018 which begins on July 1, 2018 and ends June 30, 2019. If an entity receives funding for PY 2018 through this procurement and meets contract obligations satisfactorily, the Mississippi Partnership Local Workforce Development Board will have the option to extend the contract for an additional year without the entity having to procure for services in PY 2019. Additionally, if an entity receives an extended contract for PY 2019 the same stipulations will apply in making funding decisions for PY 2020. A contract awarded under this RFP may be renewed for no more than two years. If a contract is not renewed for the first year, the contract will not be considered for renewal during the second year.



Please note that this does not guarantee any entity a contract past PY 2018, but it allows the Board the option of extending contracts with entities that are performing well.

Contracts written with the Mississippi Partnership Workforce Development Area conform to the requirements of Federal Acquisition Regulations and have the following general characteristics:

1. The Mississippi Partnership will reimburse the contractor the lesser of:
  - a. The actual cost of operating the approved program, in accordance with the contract statement of work and budget; or
  - b. The obligated amount of the contract.
2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
3. All reported WIOA expenditures and program income, including any profits earned, must be on the accrual basis of accounting and cumulative by program year funding allocation.
4. Contract funds must be segregated in books of account and tracked by the appropriate cost categories for WIOA contracts.
5. Contract funds will be subject to detailed financial and compliance audits conducted by the Mississippi Partnership Workforce Board or its authorized representatives.
6. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.
7. Contracts must consist of the contract boilerplate, signature page, statement of work, and the program budget.

#### VI. General Instructions for Proposal Submission

- A. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must be delivered on or before:**

Date:	March 29, 2018
Time:	4:00 p.m. CST
Location:	Three Rivers Planning & Development District Re: WIOA Gateway Program Proposals 75 South Main Street Post Office Box 690 Pontotoc, Mississippi, 38863

#### B. Proposal Content:

- Transmittal Document {Attachment A}
- Youth Proposal Summary Form {Attachment B}
- Table of Contents
- Program Narrative - if proposing for both an in-school and out-of-school program, separate Program Narratives must be submitted
- Fiscal Narrative & Budget – if proposing for both an in-school and out-of-school program, costs must be separated {Include Attachments C, D, E, and F}
- Demonstrated Experience and Ability - optional for new proposers
- Minimum Threshold Certification & Assurances {Attachment G}

C. Proposal Format Requirements

Font	12 Point – Times New Roman
Pages	Single-Sided
Margins	One (1) Inch - this applies to <b><u>ALL</u></b> margins
Spacing	Double-Spaced
Header	The name of the organization submitting the proposal and the page number on each page.

- D. Proposers should use the forms included in this RFP. If a proposer opts to create and complete forms using their own computer software, the resulting forms must be identical to those included in this RFP. RFP form files will be available for download on the TRPDD website ([www.trpdd.com/workforce/downloads](http://www.trpdd.com/workforce/downloads)) or may be e-mailed to proposers if requested.
- E. Timely receipt of proposals is the sole responsibility of the offeror. If a respondent sends their proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.
- F. **One (1) unbound proposal and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at Three Rivers by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies by the deadline.**

VII. Proposal Required Sections

A. Program Narrative – up to 35 points

If a proposer is proposing to operate both an in-school and out-of-school program, separate program narratives must be written and each will be rated separately. The proposer should thoroughly describe how they will deliver Youth Services to eligible participants. The proposer should adequately explain how their delivery of services is consistent with the flowchart included on page 3 for in-school programs and page 4 for out-of-school programs of this RFP and will build career pathways for customers. Below is a list of items the proposer should address in this section. This list is not all inclusive and the proposer should explain the delivery of services effectively and sufficiently.

1. Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Describe your plan to access the services of other partners, including employers and other collaborators, which will assist in providing wrap-around services to participants. Please include letters of support or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.

- Describe how your program will focus on the Mississippi Partnership Sector Strategy target industries which include: (1) Advanced Manufacturing, (2) Healthcare, (3) Information Technology, and (4) Logistics – warehousing, transportation, and distribution.
  - Describe how your program will develop meaningful work experience worksites. It is strongly encouraged that worksites be developed in the Sector Strategy target industries when possible.
  - Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.
2. Program Staffing and Case Management Strategy
- Discuss your program staffing structure from program manager to front line staff. Describe the roles of each position and the experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in part, for this project.
  - Discuss the anticipated case load that counselors/case managers funded by this project, in whole or in-part, will have.
  - Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
  - Describe your organization's staff training and customer service commitment.
3. Outreach, Eligibility and Assessment
- Describe your outreach and recruitment methods.
  - Describe your intake process including eligibility determination. Include other details such as:
    - How you will coordinate with the Fiscal Agent to limit service to no more than five percent of participants in the area as a whole who do not meet minimum income requirements in Section 129(a)(3) of the Workforce Innovation and Opportunity Act.
    - How you will ensure that all eligibility documentation for each youth has been obtained, as required in the MPWIA Eligibility Determination and Documentation Policy.
    - Your understanding that it is your responsibility to only provide services under this grant to WIOA certified youth. (Serving non-WIOA youth could result in disallowed services & disallowed cost.)
  - Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.
  - Discuss how all Gateway participants will take the WorkKeys® test and obtain a Career Readiness Certificate (CRC).
4. Individual Service Strategy (ISS)
- Describe your strategy for developing the ISS. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
  - Describe detailed strategies for participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, etc.,) and describe how these will be leveraged through other community resources or provided through this project.
  - Describe how participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the ISS.
  - Describe how your program will help participants build sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment needs. Indicate that your program will use the standard career pathway template that will be provided by the fiscal agent which includes a summary of the selected career, salary

information, requirements, job outlook, and specific contact information for the selected career.

## 5. Required Program Elements

Indicate that the proposer will assume ultimate responsibility for ensuring that all program elements are made available to youth assessed as needing them.

Describe in detail, in separate paragraphs, how you plan to provide each of the required program elements (shown below) for eligible youth. Include a statement of how you will offer each element or whether another entity has agreed to provide an element. If another entity will be providing an element, include in your proposal a Letter of Intent from that agency stating its intention to do so. Include this documentation as a separate attachment at the end of your proposal.

- Tutoring, study skills training, and instruction leading to secondary school completion,
- Alternative secondary school offerings or dropout recovery services
- Paid and unpaid work experiences, including summer work experience, internships and job shadowing. The fiscal agent anticipates in-school youth will receive 60 hours of paid work experience and out-of-school youth will receive no more than 200 hours of paid work experience. The length of paid work experience may vary based on the individual's needs and may exceed the anticipated length.
- Occupational skills training (If WIOA funds are utilized to provide this program element, it must be approved by the fiscal agent in writing and will be considered on a case by case basis.)
- 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, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
- Supportive services
- Adult mentoring during and/or after program participation for a duration of at least 12 months
- Follow-up services for not less than 12 months after the completion of participation (Follow-up strategies should be described in section 7 below.)
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
- Financial Literacy Education
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors, such as career awareness, career counseling, and career exploration services
- Activities that help youth prepare for and transition to post-secondary education and training
- Essential job skills training - The minimum topics to be included in the essential job skills training are:
  - Appearance/Dress
  - Attitude and Body Language
  - Attendance and Punctuality
  - Communication and Following Instructions
  - Financial Knowledge and Management
  - Problem Solving & Critical Thinking
  - Social Media & Use of Electronic Devices
- WorkKeys® testing and attainment of Career Readiness Certificate (CRC)

6. Career Academies Development

- The Mississippi Partnership Workforce Area strongly encourages the development of Career Academies that align with the Mississippi Partnership Sector Strategy Plan. Describe any academy type training that your entity currently offers or plans to offer during PY 2018 (July 1, 2018 – June 30, 2019) that aligns with the Sector Strategy Plan.

7. Performance Management

- Describe how you will coordinate with Three Rivers to report new enrollments and follow-up/tracking of participants through entering data into the State's tracking systems, including Mississippi Works (also known as OESS), the ETPL system, and WebExtender (also known as Imaging). Once a participant is enrolled and/or has a status change you must update the State's tracking systems within 5 business days.
- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, and required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention.

8. Follow-Up Strategies

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program.
- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.

B. Fiscal Narrative and Budget – 15 points

Proposer should include Attachments C (Budget Synopsis), D (Budget Narrative Form), E (Salary Budget Narrative Form), and F (Non-Expendable Property Form) in this section of their proposal.

1. Narrative

- Describe the organization's experience with managing Federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with Federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe any leveraged community and partner resources.

2. Budget

Each proposer is required to submit a detailed budget. In-school and out-of-school youth funds must be tracked separately. If a proposer is submitting for a both an in-school and out-of-school program, budget costs must be separated between in-school and out-of-school youth and each will be rated separately. The proposer must include a proposal budget and budget narrative according to the required format. State that all costs included are reasonable, allowable, necessary, and allocable among the cost categories using cost principles from OMB 2 CFR Part 200 "Super Circular" and FAR 31.2, as appropriate.

NOTE: Each proposal must include detailed budget narrative sheets providing the basis for valuation of each line item.

This budget narrative should be completed on the forms included in this RFP package and must offer sufficient detail to allow an assessment of cost reasonableness. For instance, under staff salaries, at a minimum, the names of staff, job title of each position, total salary for each position, and percent to be charged to the WIOA activity should be listed. For facility cost, include total square feet available, cost per square foot, and documentation showing that cost per square foot is consistent with average costs for similar space elsewhere in the area. For equipment costs, justify method of valuation (i.e., lease, purchase, depreciation, usage allowance). Proposers should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program.

Sample non-salary budget line items include but are not limited to the following:

- Fringe benefits - Include contributions for Social Security, employee insurance (life, health, unemployment, worker's compensation, etc.) and pension plans.
- Advertising - Include outreach and dissemination of information to specific target populations.
- Audit
- Copying/Printing - Do not include costs directly related to participants.
- Dues/Memberships - Provide details regarding organizations and associations.
- Equipment (lease/purchase/maintenance) - Include a description of the type of equipment that is to be purchased or leased, and the estimated cost associated with each item.
- Facility Rental/Maintenance - Include information regarding the cost per square foot per month.
- Insurance - State the type of insurance (e.g., general liability). Do not include health or disability insurance in this line item.
- Postage
- Publications/Subscriptions - List specific publications.
- Staff Travel - Indicate which staff member(s) is expected to travel and for what purpose, as well as how that purpose is directly related to the program.
- Office Supplies - Do not include supplies, tests, or other materials which are directly related to participants.
- Telephone/Communication - Include phone and internet costs.
- Utilities - Include gas, water, electricity, and garbage, as appropriate.
- Supportive Services - Include participant meals, child care, and travel.
- Materials/Supplies/Tests
- Renovations
- Indirect Costs - Include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost plan.
- Contractual/Third-Party Agreements
- Miscellaneous Costs - Provide specific details of all miscellaneous charges.

A complete set of budget narrative sheets must be submitted with the original proposal in order for a proposal to be reviewed and rated and considered by the Workforce Board for funding.

C. Demonstrated Experience and Ability – new proposers only

For proposers who have not operated a WIOA Youth program in the Mississippi Partnership Workforce Area during the past two years, the proposer may complete this section to provide information about the

proposer's experience and ability. This section will not be graded but it will be helpful for proposal reviewers when making recommendations to the Mississippi Partnership Local Workforce Board.

Respondents should describe demonstrated experience and ability for the past two years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

- Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant employment and training needs.
  - Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
1. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one and no more than three references from previous work of a similar nature, and specify the following:
    - a. Contracting agency
    - b. Type(s) of program(s)
    - c. Term of contract
    - d. Dollar amount of contract
  2. If the proposer has provided WIOA youth programs in another workforce area, supply the following information.
    - a. Name of the workforce area
    - b. Contact person for the workforce area, including address and telephone number
    - c. Counties served under that contract
    - d. Type of program
    - e. Dollar amount of contract
    - f. Number of youth proposed to serve
    - g. Actual number of youth served as of the date of this proposal submission
    - h. Cost per participant
    - i. A copy of the most recent monitoring report
    - j. Correspondence related to corrective actions, if any
    - k. Performance information

D. Minimum Threshold Certification

Fully complete the Minimum Threshold Certification (Attachment G). This must be submitted in order for a proposal to be considered for funding. This document must bear the original signature of the proposing entity's signatory official.

VIII. Proposal Rating

The maximum total score for an in-school or out-of-school proposal is 50 points: maximum of 35 points for Program Narrative and maximum of 15 points for the Fiscal Narrative and Budget. A minimum total score of 35 must be received in order to be considered for funding through this RFP.

If a proposal is submitted for both an in-school and out-of-school youth program, the in-school and out-of-school Program Narratives and Fiscal Narratives and Budget will be scored separately.

# The Mississippi Partnership WIOA Youth Proposals Transmittal Document

PROPOSING ORGANIZATION				CONTACT PERSON			
Name: _____				Name: _____			
Address: _____				Address: _____			
City, State, Zip: _____				City, State Zip: _____			
Signatory Official: _____				Phone: _____			
				Email: _____			
<b>TYPE OF YOUTH PROPOSALS</b>							
In-School Gateway Program		Out-of-School Gateway Program		In-School & Out-of-School Gateway Program			
		<b>WIOA Funds Requested</b>		<b>Participants Goals</b>		<b>WIOA Cost Per Participant</b>	
In-School Youth		\$ _____				\$ _____	
Out-of-School Youth		\$ _____				\$ _____	
Total WIOA Cost		\$ _____				\$ _____	
<b>Counties to be Served</b>							
<b>In-School Youth</b>				<b>Out-of-School Youth</b>			
Alcorn	_____	Itawamba	_____	Pontotoc	_____	Alcorn	_____
Attala	_____	Lafayette	_____	Prentiss	_____	Attala	_____
Benton	_____	Lee	_____	Tate	_____	Benton	_____
Calhoun	_____	Lowndes	_____	Tippah	_____	Calhoun	_____
Chickasaw	_____	Marshall	_____	Tishomingo	_____	Chickasaw	_____
Choctaw	_____	Monroe	_____	Union	_____	Choctaw	_____
Clay	_____	Montgomery	_____	Webster	_____	Clay	_____
DeSoto	_____	Noxubee	_____	Winston	_____	DeSoto	_____
Grenada	_____	Oktibbeha	_____	Yalobusha	_____	Grenada	_____
<b>CERTIFICATION</b>							
<p>This proposal constitutes a bonafide offer to provide the services as outlined and in accordance with the proposed project budget, subject to the award and negotiation of a subgrant. The proposer is legally authorized to submit this proposal and to provide the services should an award be made. The proposer has submitted this proposal in accordance with the requirements of The Mississippi Partnership Workforce Development Area, as outlined in the solicitation.</p>							
Signature _____				Date _____			



## The Mississippi Partnership Youth Proposal Summary Form

### FOR TRPDD USE ONLY

1. Proposal Number:

2: Date Received

3. Date Reviewed

### Proposing Agency and Project Information

4. Name of Agency:

5. Participant Goals by County:

In-School	Out-of-School	In-School	Out-of-School	In-School	Out-of-School
Alcorn _____	Itawamba _____	Pontotoc _____			
Attala _____	Lafayette _____	Prentiss _____			
Benton _____	Lee _____	Tate _____			
Calhoun _____	Lowndes _____	Tippah _____			
Chickasaw _____	Marshall _____	Tishomingo _____			
Choctaw _____	Monroe _____	Union _____			
Clay _____	Montgomery _____	Webster _____			
DeSoto _____	Noxubee _____	Winston _____			
Grenada _____	Oktibbeha _____	Yalobusha _____			

6. Total Youth to be Served:

In-School Youth \_\_\_\_\_

Out-of-School Youth \_\_\_\_\_

Total Youth \_\_\_\_\_

7. Description of Program:

### Program Cost Summary

8. Total WIOA In-School Cost \_\_\_\_\_

9. In-School Cost Per Participant: \_\_\_\_\_

10. Total WIOA Out-of-School Cost \_\_\_\_\_

11. Out-of-School Cost Per Participant: \_\_\_\_\_

12. Total WIOA Program Cost \_\_\_\_\_

13. Total Cost Per Participant: \_\_\_\_\_

**THE MISSISSIPPI PARTNERSHIP  
Proposal Budget Synopsis Form**

<b>PARTICIPANT COST</b>			
	<b>In-School</b>	<b>Out-of-School</b>	<b>Total</b>
Work Experience - Wages/Fringe			\$0
Work Experience - Contractual Expenses			\$0
Work Experience - Insurance/Workers' Comp Costs			\$0
Total Work Experience Costs*	\$0	\$0	\$0
Supportive Services Costs			\$0
Participant Consumable Cost			\$0
Participant Miscellaneous Cost			\$0
Total Participant Costs	\$0	\$0	\$0

<b>STAFFING COSTS</b>			
	<b>In-School</b>	<b>Out-of-School</b>	<b>Total</b>
Staff Salaries (No. of Positions ____)			\$0
Fringe Benefits			\$0
Total Staffing Costs	\$0	\$0	\$0

<b>INFRASTRUCTURE COSTS</b>			
	<b>In-School</b>	<b>Out-of-School</b>	<b>Total</b>
Facility Rent/Cost-Sharing Cost			\$0

<b>REMAINING OVERHEAD COSTS</b>			
	<b>In-School</b>	<b>Out-of-School</b>	<b>Total</b>
Staff Travel Costs			\$0
Equipment Costs			\$0
Consumable Costs			\$0
Indirect Costs			\$0
Utilities/Communication Costs			\$0
Miscellaneous Costs			\$0
Total Remaining Overhead Costs	\$0	\$0	\$0

	<b>In-School</b>	<b>Out-of-School</b>	<b>Total</b>
<b>TOTAL BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE MISSISSIPPI PARTNERSHIP  
WIOA YOUTH PROGRAMS BUDGET NARRATIVE SHEET  
PY 2018 PROCUREMENT**

Attachment D

Proposer:		<div> <div>Cost Category:</div> <div> <div>In-School Youth Costs</div> <div>Out-of-School Youth Costs</div> </div> </div>	
1. Line Item:		Amount:	
<div>a. Description of Item / Basis of Valuation:</div> <div></div> <div>b. Justification / Documentation of Need:</div> <div></div>			
2. Line Item:		Amount:	
<div>a. Description of Item / Basis of Valuation:</div> <div></div> <div>b. Justification / Documentation of Need:</div> <div></div>			
3. Line Item:		Amount:	
<div>a. Description of Item / Basis of Valuation:</div> <div></div> <div>b. Justification / Documentation of Need:</div> <div></div>			

## The Mississippi Partnership Instructions for Budget Narrative Form

When completing the budget narrative, include all calculations used as bases of valuation, and be thorough in presenting justification/documentation of need. Every proposal will be subject to an extremely detailed cost/price analysis to determine whether each line item is **necessary**, **allowable**, and **reasonable**.

Proposer                                      Enter the name of the proposing agency.

Cost Category                              Indicate if this Budget Narrative Page is for In-School Youth Costs or Out-of-School Youth Costs.

1.        Line Item

List the appropriate line item as specified in the budget. All line items must be described on the budget narrative form.

2.        Amount

List the dollar amount (in whole dollars) of the line item expense.

3.        Description of Item/Basis of Valuation

Show the calculation of the line item amount, clearly detailing the method by which the total line item amount was determined. (NOTE: Any item made up of multiple components should be itemized.)

**Example:** A "supplies" line item valued at \$600 could be shown as "\$50/month x 12 months = \$600."

Travel expenses should be itemized by lodging (number of nights x room cost per night), mileage (miles traveled x per mile mileage allowance), and meals (number of days x cost per day), identifying any out-of-WIOA and out-of-state trips separately.

4.        Justification/Documentation of Need

Proposers should justify all costs shown in the proposal, providing enough information to answer any basic questions about each line item. Please note the following specific requirements:

- a.        Travel costs should specify the staff person(s) traveling and the reason/need for the travel. (Note: All out-of-area travel must include a statement of purpose and benefit of said travel. *Out-of-area travel will be closely monitored.*)
- b.        Equipment costs should include documentation of the need for such equipment and should also be noted on the property request form.
- c.        If an indirect cost line item is shown, a copy of the proposer's indirect cost plan must be included in the proposal. WIOA staff may contact the proposer later for additional details about specific items.

**THE MISSISSIPPI PARTNERSHIP  
Youth Salary Budget Narrative Page**

**Proposer:**

**Total In-School Salaries:** \_\_\_\_\_

**Total Out-of-School Salaries:** \_\_\_\_\_

**Total WIOA Salaries:**           \$0.00          

1	2	3	4	5		6		7		8	9
Position Title	Employee Name & Primary Location	Time on Project	Total Base Salary	WIOA In-School Salary Portion		WIOA Out-of-School Salary Portion		WIOA Total Youth Salary Portion		Normal Work Hours	To Whom Responsible
				%	\$	%	\$	%	\$		

**10. Justification/Documentation of Need:**

## THE MISSISSIPPI PARTNERSHIP

### Instructions for Salary Budget Narrative Form

When completing the salary budget narrative, include all calculations, and be thorough in presenting justification/documentation of need. Every proposal will be subject to an extremely detailed cost/price analysis to determine whether each line item is **necessary, allowable, and reasonable**.

- |   |  |
|---|--|
| Proposer                                | Enter the name of the proposing agency.  |
| Total In-School Salaries                | Enter the total amount of salaries (in whole dollars) needed for in-school program staff salaries.   |
| Total Out-of-School Salaries            | Enter the total amount of salaries (in whole dollars) needed for out-of-school program staff salaries.   |
| Total WIOA Salaries                     | Enter the total amount of salaries (in whole dollars) needed for both in-school and out-of-school program staff salaries.  |
| 1. Position Title                       | Enter the Position Title for the staff.  |
| 2. Employee Name & Location             | Enter the name and primary location of the WIOA youth funded staff person.   |
| 3. Time on Project                      | Indicate the number of months during the contract period that the staff person will be assigned duties.  |
| 4. Total Base Salary                    | Enter the base salary for the staff position, regardless of source of funding.   |
| 5. WIOA In-School Salary                | Enter percentage and dollar amount of the staff that will be paid by WIOA In-School Youth Funds.   |
| 6. WIOA Out-of-School Salary            | Enter percentage and dollar amount of the staff that will be paid by WIOA Out-of-School Youth Funds.   |
| 7. Total WIOA Youth Salary              | Enter the total percentage and dollar amount of the staff that will be paid by WIOA Youth Funds.   |
| 8. Normal Work Hours                    | Enter the normal work hours for the staff.   |
| 9. To Whom Responsible                  | Enter the name of the staff person's immediate supervisor.   |
| 10. Justification/Documentation of Need | Proposers should justify each staff position. For example, if the proposed budget includes two counselors and one aide, the proposer must justify the need for a staff of that size. |

**Example of Salary Information for columns 4-7:**

If a staff person's salary is \$30,000 but only 25% of the position's salary will be charged to WIOA In-School Youth and 25% of the position's salary will be charged to Out-of-School youth you would enter:

- |                              |               |
|------------------------------|---------------|
| 4. Total Base Salary         | \$30,000      |
| 5. WIOA In-School Salary     | 25%, \$7,500  |
| 6. WIOA Out-of-School Salary | 25%, \$7,500  |
| 7. Total WIOA Youth Salary   | 50%, \$15,000 |

**THE MISSISSIPPI PARTNERSHIP  
NON-EXPENDABLE PROPERTY FORM**

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

ITEM NUMBER	LEASE (L) or PURCHASE (P)	DESCRIPTION	QUANTITY	Lease or Purchase Only	
				UNIT COST	TOTAL
		Total			

Cost Category (Check one): \_\_\_\_\_ Administrative  
 \_\_\_\_\_ Programmatic

**THE MISSISSIPPI PARTNERSHIP  
Minimum Threshold Certification**

The purpose of Minimum Threshold Certification is to collect information necessary to (1) determine whether a proposing agency qualifies as an eligible service provider and (2) rate the demonstrated effectiveness of the agency in providing the proposed services. Minimum Threshold Certification must be completed by the proposing agency for **each** proposal submitted, and ***must bear the original signature of the signatory official for that agency.***

Program Organization: \_\_\_\_\_

Project/Activity: \_\_\_\_\_

Program Location: \_\_\_\_\_

**MINIMUM THRESHOLD REQUIREMENTS**

To be considered, a proposal must meet all Minimum Threshold Requirements. **Proposals failing to meet any Minimum Threshold Requirement will not be considered.**

<b>Requirements for Qualification as an Eligible Service Provider:</b>
I. To be eligible, the proposer must be qualified to do business in the State of Mississippi. The Mississippi Partnership prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.  <b>Required Information:</b> Indicate below the nature of the proposing entity (e.g., public, private for-profit, private non-profit). Private entities should indicate the date and location of incorporation.
II. To be eligible, the proposing agency or its principals:  A. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement by any federal department or agency; B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above; D. Have not within a three-year period preceding this proposal had one or more public transactions terminated for cause or default.  <b>Required Information:</b> Provide a statement that certifies that the proposing organization adheres to all statements in this section.



III. To be eligible, the proposer must have an established financial management system in place to ensure effective control of and accountability for subgrant funds and other assets.

**Required Information:** Provide a description of the proposer's established financial management system.

IV. To be eligible, the agency shall not have any unresolved audit findings.

**Required Information:** To determine whether the proposing agency has any unresolved audit findings, the proposer **must** include as part of the proposal package the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package **must** include all current (dated within two months of the proposal submission date) financial statements and a business plan.

V. To be eligible, the agency or its principals shall not be convicted of any crime which indicates mismanagement or fraudulent use of funds by the agency, or insolvency or the agency.

**Required Information:** Provide a statement regarding any involvement of the proposing agency and/or its principals in criminal convictions and/or insolvency.

VI. To be eligible, the agency must have in place or must agree to establish certain policies and procedures (below).

**Required Information:** Indicate whether the proposing agency currently has or will establish the following policies and procedures.

Currently Have	Will Establish	
		1. Regular audit of all accounts;
		2. Maintenance of separate accounting records for WIOA funds;
		3. Maintenance of a fidelity bond with coverage equal to or exceeding the highest amount of funds to be received during the subgrant period;
		4. Personnel policies;
		5. Grievance procedures for staff and participants;
		6. Payroll procedures and time sheets for staff and participants;
		7. Maintenance of a WIOA property inventory system; and
		8. Travel policies

#### VII. CERTIFICATION STATEMENT

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

\_\_\_\_\_  
Name of Proposing Entity

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

## ASSURANCES

If the Mississippi Partnership enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
4. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR Part 900, subpart F).
5. Will comply, as stated in 29 CFR 37.20, with the nondiscrimination and equal opportunity provisions of the following laws: (a) Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; with all Federal statutes relating to nondiscrimination. (b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, national origin; (c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; (d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; (e) Title IX of the Education Amendments of 1972, as amended, and which prohibits discrimination on the basis of sex in educational programs; and (f) 29 CFR Part 37 and all other regulations implementing the laws listed above.
6. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Will comply, if applicable, with flood insurance purchase requirements of section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (Pub. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (Pub. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (Pub. L. 93-205).

10. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*).
12. Will comply with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Will comply with the Laboratory Animal Welfare Act of 1966 (Pub. L. 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
14. Will comply with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
15. Will comply with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.
16. Will ensure that any service, product report or other information generated by a computer for a period of time that goes beyond December 31, 1999, provided by the subgrantee/contractor to the Government must be "year 2000 compliant." The definition of "year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, "year 2000 compliant" information technology when used in combination with other information technology shall accurately process date/time data if the other information technology properly exchanges date/time with it.
17. Will comply with Buy American Act (41 U.S.C. 10a *et seq.*) in the case of any equipment or product that may be authorized to be purchased with financial assistance provided with WIOA funds.
18. Will comply with other applicable State, local, and federal rules.

#### **PROVISIONS:**

If the Mississippi Partnership enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity has:

1. Compliance with Executive Order 11246 of September 24, 1965, entitles "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) (All construction contracts awarded in excess of \$10,000);
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts / subgrants for construction or repair.);
3. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2,000 awarded when required by Federal grant program legislation.);
4. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.) (Construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts involving the employment of mechanics or laborers.)
5. Compliance with the following to copyrights and rights in data:

- a. In accordance with Section 36(l)(8) of the OMB Circular, the Common Rule, SUBGRANTEE shall adhere to copyright, data, and patent rights requirements.
  - b. Pursuant to Common Rule, the SUBGRANTEE shall disclose to TPRDD any patent, copyright, invention, written product, or computer program developed or data assembled as a result of performance of work under this contract within sixty (60) days of invention, development, or assembly.
  - c. TRPDD, the State of Mississippi, and U.S. DOL shall have the right to patent any invention and copyright any written product or computer program developed by the SUBGRANTEE. Upon written request, the SUBGRANTEE shall transfer all pertinent information, specifications and right, title, and interest to the designated agency.
  - d. Where TRPDD, the State of Mississippi, and U.S. DOL decline to request the transfer of rights, the SUBGRANTEE shall retain the entire right, title, and interest throughout the world to each subject invention, document, program, or data. In such event, TPRDD, the State of Mississippi, and U.S. DOL shall have non-exclusive, non-transferable, irrevocable, paid up license to use subject invention, document, program, or data throughout the world.
6. Access by the Department of Labor, the Office of Grant Management, the MPWDA, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor / subgrantee which are directly pertinent to the specific contract / subgrant for the purpose of making audit, examination, excerpts, and transcriptions.
  7. Retention of all required records for three years after the MPWDA makes final payments and all other pending matters are closed.
  8. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). (Contracts, subcontracts, and subgrants of amounts exceeding \$100,000);
  9. Mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871.).

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Assurance, hereby attests that they are aware of these requirements for the Mississippi Partnership to enter into a contractual agreement with an agency.

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Name of Proposing Entity

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Name of Certifying Official

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Signature of Certifying Official

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Date