



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**Request for Proposals for
Workforce Innovation &
Opportunity Act (WIOA)
Youth Program:
Career in Focus**

ISSUE DATE: March 1, 2019

DUE DATE: April 15, 2019

The WDB is an equal opportunity employer and provider of employment and training programs.
Auxiliary aides and services are available upon request to persons with disabilities.

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SECTION ONE: INTRODUCTION

The Workforce Development Board (WDB) of Solano County is issuing this Request for Proposal (RFP) to interested and qualified applicants to provide Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult Programs for Out-Of-School Youth (OSY) participants ages 16-24. Respondents are invited to submit proposals in accordance with the instructions of this RFP.

This solicitation is conducted pursuant to the requirements and conditions of WIOA and the applicable policies and regulations of the U.S. Department of Labor, the California Employment Development Department (EDD), and the WDB.

This RFP provides potential Respondents with background information and describes the desired services, guidelines for proposals, and the sub-recipient selection process. The RFP and related documents can be found on the WDB website at: www.solanoemployment.org/opportunities.

I. BACKGROUND

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through WIOA on behalf of the County of Solano, as well as implements other special projects. Staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

Out-of-School Youth (OSY) or disconnected youth – young adults who are between the ages of 16 and 24 who are neither working nor are in school – represent a sizable population in Solano County. The county's OSY are an underutilized resource in our economy and community, and additional supports are needed to enable our OSY to be successful in future education and employment.

The WDB partnered with Jobs for the Future to conduct a research study of disconnected youth in Solano County, which can be viewed at <http://solanoemployment.org/sites/default/files/attachments/Solano%20Disconnected%20Youth%20Research.pdf>. Findings from the study show that Solano County reports a higher rate of youth disconnection (8.3%) than Bay Area, state, and national percentages. More urban cities in the county, namely Vallejo (11.2%) and Fairfield (10.2%), show higher rates of disconnection than rural areas in the county; however, rural areas have more gaps in service delivery for disconnected youth. Collected data on OSY showed higher concentrations of female, African American, Latino, and Filipino disconnected youth between the ages of 21 and 24. In rural Solano County, Latino communities represented a higher percentage of disconnected youth. In general, youth struggling with homelessness, poverty, and traumatic events or upbringings experience higher rates of disconnection within the county.

As part of the Jobs for the Future study, four areas of focus were identified:

1. K-14 Public Education System and Education Program-Related Services
2. Presence, Capacity, and Capability of Existing Education and Employment Training Programs
3. Economic Impactors Such as Stable Housing and Public Transportation
4. Supportive Services Programs

Strengthening education and employment programs was a key recommendation. Young adults in the county are being prepared to work primarily for short-term, minimum-wage jobs rather than progressing to work in high-needs, high-wage, high-skilled opportunities. An area of opportunity is to integrate educational and employment experiences through efforts such as paid internships, pre-apprenticeships and apprenticeship programs that are aligned with in-demand programs of study.

Improving access to supportive services was another key recommendation to reduce the barriers to education and employment. Areas of opportunity include utilizing supportive services to attract and retain disconnected youth and expanding advising and counseling services relevant to the experiences of disconnected youth.

WIOA Youth target populations align with the demographics outlined in the Jobs for the Future report and provides a means for the WDB to invest in our county's disconnected youth. Based on the Jobs for the Future findings and local experience, the WDB seeks to fund primarily work experience opportunities, coupled with advising and supportive services for our county's youth most in need of services in order to connect with our local economy and prepare for their future economic prosperity.

Given the landscape of disconnected youth in Solano County, the WDB is soliciting proposals to target service delivery to one or more of the following sub-sets of WIOA-OSY eligible youth with customized service delivery to fit the target population:

- **Justice-involved youth;**
- **High school graduates who are low income and either basic skills deficient or are an English Language learner;**
- **Youth in foster care or who have aged out of the foster care system;**
- **Homeless youth;**
- **Pregnant or parenting youth;**
- **Youth with a disability;**
- **Youth within a high-poverty area in Solano County.**

II. RFP TIMELINE

The following calendar is presented to advise all prospective Respondents of the anticipated timelines for the bid, review, and selection process for the Career in Focus RFP. The WDB reserves the right to adjust this schedule as it deems necessary. Notification of any adjustments will be posted on the WDB's website at www.solanoemployment.org/opportunities. Respondents are responsible for periodically viewing the WDB's website for any revisions.

Event	Dates
Request for Proposal issued	March 1, 2019
Open Bidders' Conference	March 13, 2019
Deadline to submit questions for Q &A	April 1, 2019
Responses for Email Q &A posted	April 5, 2019
Proposals Due	April 15, 2019
Award Announcement	May 6, 2019
Board of Directors Approval	May 17, 2019
Final Funding Approval from Board of Supervisors	June 4, 2019
Program Service Commencement	June 10, 2019

III. ESTIMATED FUNDING

The WDB anticipates awarding approximately \$550,000 in WIOA Youth funding through this RFP for a twenty-two (22) month contract to operate from June 1, 2019 through March 31, 2021. Based on the performance of the selected sub-recipient, the WDB may renew the contract for up to two (2) years at an anticipated \$300,000 annually. This amount is an estimate based upon annual WIOA Youth allocations and is subject to change. The WDB reserves the right to reallocate funds within this budget based on program needs. Funding is based on a cost-reimbursable model.

IV. OPEN BIDDERS' CONFERENCE

An informational Bidders' Conference is scheduled for:

Date: Wednesday, March 13, 2019

Time: 2:00pm – 3:00pm

Location: Workforce Development Board of Solano County (320 Campus Lane, Fairfield, CA)

Attendance is strongly encouraged. Staff will review the RFP and respond to questions regarding its requirements. Staff will not answer questions or provide assistance regarding a Respondent's individual program design. Questions formulated prior to the Bidders' Conference may be submitted by email to Chainey Brown, cbrown@solanowdb.org; all questions submitted prior to the Bidders' Conference will be answered at the conference. All questions and answers provided at the Bidders' Conference will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the conference will not be considered final until posted on the website.

V. WRITTEN QUESTIONS

To ensure a fair and open competition, questions related to the RFP that arise after the Bidders' Conference must be submitted via email to: cbrown@solanowdb.org. Written questions will be accepted through April 1, 2019. Responses will be posted on the WDB's website weekly, with the final posting on April 5, 2019. Questions received after the deadline will not be answered.

VI. PROPOSAL DEADLINE

Proposals must be submitted by 8:30am, Monday, April 15, 2019 via email to cbrown@solanowdb.org. Late proposals will not be submitted. Proposal documents must be in a .pdf, .xls, or .doc format.

VII. ELIGIBLE RESPONDENTS

Any public entity, private non-profit entity, private for-profit entity, or a consortium of entities meeting the qualifications outlined in this RFP may apply. Eligible Respondents are organizations which have adequate administrative controls and personnel to provide OSY services under the provisions of WIOA. Successful Respondents will serve as sub-recipients of federal WIOA funds from the U.S. Department of Labor through the California Employment Development Department and the WDB.

SECTION TWO – PROGRAM DESCRIPTION & SERVICE EXPECTATIONS

I. SCOPE OF WORK

The ultimate goal of the Career In Focus program is to provide a comprehensive array of services that give OSY enrollees the tools necessary to make sound decisions about their future and career choice, as well as expose them to opportunities through work experiences that will prepare them to be successful in Solano's economy. The required program components include:

1. Innovative outreach and recruitment designed to engage OSY;
2. Assessing and addressing barriers that young adults face when entering the workforce;
3. Career coaching services, including the development of an Individual Service Strategy (ISS);
4. Provision of work and learn opportunities that engage youth in paid work experiences that aligns with their chosen career.
5. Access to job placement.

Respondents may deliver programs and services in a manner they deem appropriate, as long as the required components and WIOA regulations are met. Program design must include a year-round program model and must be designed in a way that meets the needs of the targeted young adult population.

The successful Respondent will be able to utilize collaborative partnerships to support participant success and leverage resources that will result in cost efficiency. The successful Respondent will also be able to document and communicate participant progress in a professional and responsible manner.

The selected Respondent may be required to provide service delivery at the Solano America's Job Centers of California (AJCC) in Fairfield and/or Vallejo on a frequent basis to provide access to the WIOA youth program for young adults seeking services through

the Solano WDB system. It is intended for the sub-recipient to work with the Solano AJCC staff to coordinate services as appropriate for young adults who may visit the AJCC seeking various career services.

Work experiences are a critical element to the solicited young adult services. Work experiences provide an opportunity for young adults to gain the needed skills to succeed in the workplace, enhancing their essential and technical skills while earning an income. Work experiences will be a required component of the Career in Focus contract.

II. ROLES AND RESPONSIBILITIES

Frequent, regular and open communication between the sub-recipient and the WDB is paramount to the success of the Career In Focus program. Therefore, appropriate sub-recipient staff is required to meet at least monthly with the WDB staff assigned to the Career In Focus program.

Roles and Responsibilities of the sub-recipient include, but are not limited to the following:

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide and train qualified staff to plan and administer all contracted services;
- c. Provide program sustainability for the duration of the contract;
- d. Provide services during scheduled business days and hours and/or appropriate to program participant's needs;
- e. Provide a regular location where services can readily be provided for program participants;
- f. Provide internal monitoring and oversight of all program activities and requirements;
- g. Participate in system-wide training and staff development opportunities provided by the WDB;
- h. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
- i. Comply with all terms and conditions of sub-award agreement for the delivery of services;
- j. Maintain required contact with participants in the program;
- k. Enter participant data into the state CalJOBS system; and
- l. Maintain effective communication with WDB staff.

Roles and Responsibilities of the WDB include, but are not limited to the following:

- a. Leverage Business Services unit to support development of Work Experience sites throughout Solano County;
- b. Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
- c. Provide vocational training funds for participants through collaborative case management as needed;
- d. Support job placement of participants in high-demand, available occupations in the local area;

- e. Evaluate and monitor the management and operations of all programs funded by the WDB, including annual fiscal and programmatic monitoring;
- f. Provide technical assistance to sub-recipient staff in the areas of WIOA compliance, CalJOBS data entry and performance;
- g. Inform sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
- h. Ensure compliance with all rules, regulations, and policies issued under WIOA;
- i. Process payments for services; and
- j. Include sub-recipient staff in appropriate ongoing professional development and training.

The roles and responsibilities of the WDB and sub-recipient may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to WIOA Youth implementation.

III. PROGRAM REQUIREMENTS

The sub-recipient will be required to provide the following under WIOA guidelines:

1. Eligibility determination (to be transitioned to the sub-recipient over the first year);
2. An objective assessment of each participant for the purpose of identifying appropriate services;
3. An Individual Service Strategy (ISS) for each participant that identifies the appropriate services for the participant and achievement objectives;
4. Provision or referral of service for each of the WIOA Youth 14 Elements; and
5. Implementation of Work Experience (WEX).

A. Youth Eligibility

To qualify as an out-of-school youth (OSY), the youth must be:

- i. Not attending any school (as defined under State law);
- ii. Not younger than 16 or older than age 24 at time of enrollment. (Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program); **and**
- iii. One or more of the following:
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient/low levels of literacy or an English language learner;
 - d. An individual who is subject to the juvenile or adult justice system (justice-involved youth/ex-offender);
 - e. In foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption;

- f. A homeless youth;
- g. An individual who is pregnant or parenting, including non-custodial parents;
- h. An individual with a disability; **and/or**
- i. A low-income individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

Staff may use individual eligibility for free/reduced lunch for the income eligibility criteria. In addition, a youth living in a high-poverty area automatically qualifies as low-income and no additional documentation is required. To view the high-poverty areas in Solano County and for further detail on eligibility requirements, view the WDB WIOA Youth Eligibility and Enrollment Policy at <http://solanoemployment.org/wioa-policies>.

*** Given the complexity of WIOA Youth eligibility requirements, the WDB will work with the sub-recipient to transition this function to the sub-recipient over the course of the first year of the contract.**

B. Work Experience

WIOA places a priority on providing youth with occupational learning opportunities through work experience. Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and may include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs, which include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program;
- Internships and job shadowing;
- On-the-job training (OJT) opportunities that meet the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant or up to 75% for participants with disabilities;
 - Is limited in duration to the occupation for which the participant is being trained, taking into account the content of the training, the prior

work experience of the participant, and the service strategy of the participant.

WIOA Youth funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures may include the following:

- Staff time spent identifying potential work experience opportunities;
- Staff time working with employers to develop the work experience;
- Staff time spent working with employers to ensure a successful work experience;
- Staff time spent evaluating the work experience;
- Classroom training or the required academic education component directly related to the work experience;
- Orientation sessions for participants and employers;
- Incentive payment to youth for an achievement directly tied to the work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

C. WIOA 14 Program Elements

WIOA has defined 14 Program Elements that WIOA youth need in order to be successful. The 14 Elements can be viewed in Attachment A. Sub-recipients are not required to provide all 14 Elements to each participant. Sub-recipients must provide *WIOA Youth Element 3: Paid and Unpaid Work Experience* as part of this contract. Respondents, however, have the flexibility to determine which additional elements a youth will receive based upon the youth's assessment and service strategy. Sub-recipients, in partnership with the WDB, however, must ensure that all 14 Program Elements are available in their local area if needed.

D. Accessibility and Accommodations

All Respondents must ensure that locations and service delivery meet Americans with Disabilities Act (ADA) and WIOA Section 188 requirements. Included in these requirements are a prohibition to exclude or deny participation in services due to race, color, religion, sex, national origin, age, disability, political affiliation or belief. The successful Respondent must include federally required accommodations and accessibility language and practices into their service delivery. For further detail, view the WDB's Accessibility and Accommodations Policy at: <http://solanoemployment.org/wioa-policies>.

E. Required Documentation and Reporting

WIOA requires extensive data collection and file maintenance to validate performance and eligibility. The WDB will provide technical assistance and support to ensure the selected sub-recipient is successful in meeting documentation requirements. Activities and outcomes will be tracked in a state administered system: CalJOBS. In addition, the sub-recipient will be required to submit monthly program and fiscal reports/invoices to the WDB.

The successful Respondent will be responsible for maintaining a case file for every participant determined eligible for services. At a minimum, the case files shall include documentation of each of the following: all eligibility and data validation items; assessments; the ISS; progress reports; case notes; outcomes information and verification. These files will be the property of the WDB and must be turned over to the WDB upon request and at the end of the contract period.

IV. PERFORMANCE REQUIREMENTS

In order to demonstrate an effective use of federal dollars in workforce development efforts, WIOA establishes performance standards as an accountability system for each state. Each state in turn sets standards for each of its local WDB areas. As a result, sub-recipients are required to deliver high quality, responsible services to Career-In Focus clients and equal care and attention when reporting the results of these services.

The performance requirements for WIOA Youth that the WDB is held to for any enrolled clients are as follows:

Outcome	Description	Measure
Placement in Employment or Education, Second Quarter After Exit	Measured in Q2 after exit	66%
Placement in Employment or Education, Second Quarter After Exit	Percentage of participants in education, training or unsubsidized employment; measured in Q4 after exit	63%
Median Earnings	Median earnings of participants in unsubsidized employment during Q2 after exit	Baseline
Credential Attainment	Percentage of participants who obtain a recognized post-secondary credential or diploma during participation or within 1 year after program exit	55%
Measurable Skills Gain	Percentage of participants in education leading to credential or employment during program year, achieving measurable gains; measured in real time	20%

To meet these Solano County requirements, sub-recipients will be held to real-time indicators that lead to these WIOA measures. Respondents must propose measures based

on their program model and the 14 Elements that are proposed. Required performance outcomes include: Enrollment, Work Experience placements, and employment.

The WDB expects a first year enrollment of at least 40 young adults, which may be negotiated based on the level of need for the proposed youth. Each year thereafter, the enrollment measure will be replaced by the number served. This is intended to allow impactful service delivery based on the need and understanding of the targeted population. The WDB understands a long-term commitment to the young adult may be needed to reach successful outcomes.

SECTION THREE – SUBMITTAL REQUIREMENTS

To receive consideration, proposals shall be made in accordance with the following general instructions.

I. PROPOSAL FORMAT

Entities seeking funding must submit a complete proposal package. All requirements must be complete in order for the proposal to be considered for funding. Review all RFP specifications before you begin. The narrative shall not exceed 12 pages. General letters of support should not be submitted at this time.

All proposals must be submitted as follows:

- 12 point font size
- 1” margins on sides, bottom and top
- Single spaced
- Pages numbered sequentially
- Include all required forms
- Include a Table of Contents

II. PROPOSAL SUBMISSION REQUIREMENTS

For ease of review and to facilitate the evaluation, the proposal shall be organized and presented in the order requested.

Proposal Package:

- A. Cover Sheet – Form A
- B. Narrative – meeting guidelines below
- C. Budget Form – Form B
- D. Budget Narrative – meeting guidelines below
- E. Certifications and Assurances
 - i. Certification of Compliance Form – Form C
 - ii. General Terms & Conditions Acknowledgment Form – Form D

III. NARRATIVE

The narrative should provide a clear understanding of the Respondent's program design and capacity to deliver the services outlined in the RFP. Responses should be specific, complete, and concise.

A. Statement of Need

Provide a brief narrative of the job readiness and employment needs of the identified sub-set of WIOA-eligible youth to be served. Where possible, support your statements with local or regional data.

B. Related Qualifications and Experience

Provide an overview of your organization and describe how your organization's mission relates to the proposed youth services. Include a detailed description of your organization's experience and demonstrated competency in: a) providing target population services; and b) administering complex, publicly-funded programs. For any relevant experience delivering programs, outline quantitative outcomes showing the success of past service delivery.

Provide a proposed staffing plan and identify whether grant-funded positions are currently staffed or to be hired. Describe how the organization will integrate the program into its current structure.

C. Fiscal and Administrative Capability

Detail your organization's experience administering federally regulated, or related, grant programs. Outline the fiscal and administrative controls in place to fulfill contract expectations. Detail your capability to manage cash flow until invoices are paid. Outline your current or proposed capabilities to meet documentation and administrative requirements.

D. Youth Service Delivery Model

Provide a general description on how your entity intends to provide the proposed youth services. Include a description of your proposed model for providing services in terms of staffing and location(s) for service delivery.

Provide a detailed description on your proposed program design for the following:

1. Recruitment and outreach strategies to engage targeted youth;
2. Process for determining suitability for the program;
3. Assessment of barriers and barrier removal;
4. Career coaching;
5. Supportive services;
6. Work experiences; and,
7. Job Placement.

E. Work Plan

Provide a timeline and work plan for the contract period. Include necessary start-up activities and participant activities.

F. Proposed Outcomes

Describe the specific outcomes to be achieved by the proposed project. Respondents must propose measures based on their program model and the 14 Elements that are proposed. Required performance outcomes include: Enrollment (minimum of 40), Work Experience Placements, and Employment.

IV. BUDGET

Provide a budget outlining the costs to operate the program. Respondents may use the budget form using Form B.

In addition, provide a budget narrative outlining the costs proposed. In the budget narrative, provide a concise description of the calculations and estimations utilized for each budget line item. Every cost should be justified according to the services proposed.

Due to WIOA regulations and the WDB's priorities, a minimum of \$185,000 annually must be budgeted and expended on work experience activities. Expenditures that count towards this requirement are as follows: on-the-job training, work experience, pre-apprenticeship training, and salaries and fringe benefits related to the management of work experience activities.

The WDB requires compliance with the work experience expenditure requirement. If the WDB determines that a sub-recipient is not meeting the established level of work experience expenditures, the WDB may require additional monitoring and/or a corrective action plan.

V. PROPOSAL SUBMISSION RULES AND REGULATIONS

Proposals submitted in response to this solicitation are not legally binding documents. However, the contracts, which are based on the proposals and resulting contract negotiations, become legally binding after being signed by both parties.

The WDB has the right to reject proposals that do not conform to agency goals and objectives, and may request a redesign after submission. All costs associated with the development of a proposal must be borne by the Respondent.

A. Final Contract Award Determination

Notwithstanding a recommendation of the WDB President/Executive Director and approval by the Board, the Solano County Board of Supervisors, acting as the fiscal agent, retains the right to exercise its judgment concerning the selection of any proposal or agency and the terms of any resulting contract. The Board of Supervisors makes the final determinations necessary to arrive at a decision to award, or not to award a contract.

B. Lobbyist Ordinance Compliance Certification

Each Respondent submitting a response to this RFP certifies that no lobbying activities will be carried out using funds provided by this contract award.

C. EEO Certification

The selected Respondent will be required to certify and agree that all persons employed by them, their affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex, in compliance with all federal, State and local anti-discrimination laws.

D. ADA

The selected Respondent will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) & AB 925.

E. Compliance with RFP

The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal containing conditions or limitations set by the proposer shall be deemed irregular and rejected by the WDB.

F. Truth and Accuracy of Representation

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in the WDB's sole judgment, and its judgment shall be final and conclusive.

G. Changes to RFP

A Respondent submitting a proposal shall not change the wording of the RFP and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP shall be deemed irregular and rejected.

H. Compliance with All Past, Present, and Future Requirements

All firms awarded contracts will be subject to all actions (past, present, and future) by the U.S. Department of Labor (DOL), State of California – Employment Development Department (EDD), the WDB and the County of Solano regarding matters affecting the contract. This includes but is not limited to periodically-issued State WIOA bulletins and directives.

I. Financial Solvency

The successful service provider must be economically viable and have other funding sources so that it will survive with or without a contract resulting from this solicitation.

J. Funding Restrictions

- Budget must reflect 100% of funds toward actual planned activities;
- Funds may not be used to support activities other than those described in this RFP, and resulting contract;

- Costs may not cover activities not appropriate and reasonable for the operation of this contract;
- Costs may not cover acquisition of equipment not necessary for the operation of the contract; and,
- Costs for activities and expenses incurred prior to the effective date of the contract are prohibited and will not be reimbursed.

K. Past Performance

A Respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if the respondent has a history of contract non-compliance with the WDB or other funding source and/or poor past or current contract performance with the WDB or other funding source. The Respondent may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

L. Public Records Act

All proposals in response to this RFP become the exclusive property of the Workforce Development Board of Solano County. At such time as the WDB recommends a proposal to the Board or a contract to the Solano County Board of Supervisors and that recommendation appears on their agendas, all proposals and related documents become a matter of public record and shall be regarded as public records, with the exception of those proposal parts which are clearly defined by the proposer as business or trade secrets and so marked as “confidential” or “proprietary.”

Neither the WDB nor the County shall be in any way liable or responsible for the disclosure of any such records or any part thereof if disclosure is required under the Public Records Act or other applicable law.

M. Cost of Proposal

Neither the WDB nor the County shall be in any way liable or responsible for any costs incurred in connection with preparation of or delivery of any proposal submitted in response to this RFP.

N. Gratuities

It is improper for any WDB or Solano County officer, employee or agent to solicit consideration in any form from a proposer with the implication, suggestion or statement that the proposer’s provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer’s failure to provide such consideration may negatively affect consideration of the proposer’s proposal.

A proposer shall not offer or give, either directly or through an intermediary, consideration in any form to a WDB or County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a contract.

Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel/entertainment, or tangible gifts.

SECTION FOUR – SELECTION PROCESS

I. PROPOSAL EVALUATION

All proposals received by the specified deadline will be reviewed by the WDB for content, including but not limited to cost, program design, related experience and professional qualifications of the Respondent.

Proposals will be reviewed by staff to ensure Respondents meet the minimum threshold of receiving WIOA funding. An applicant's RFP shall be rejected prior to scoring if it:

- a. Is received at any time after the exact deadline time and date set for receipt of proposals;
- b. Is incomplete or fails to meet all of the RFP specifications: i.e., does not clearly document ability to meet specifications on the attached forms;
- c. Does not include a Proposal Cover Sheet signed by the authorized representative;
- d. Is not prepared in the format described; or,
- e. Contains misrepresentation or lack of accurate and specific information by a Respondent.

Should a proposal be disqualified for not meeting the minimum criteria, the proposal will not be reviewed or rated. Final funding decisions cannot be appealed on the basis of disqualification.

The proposals will then be reviewed and rated by an Ad Hoc Committee of the Workforce Development Board. Committee members will evaluate each proposal based on the evaluation numbering system.

Each proposal submitted for consideration will be evaluated and rated on its own merits. The proposal rating criteria and weighting are as follows:

Proposal Rating Criteria	Points
Statement of Need	10
Related Qualifications and Experience	10
Fiscal and Administrative Capability	15
Youth Service Delivery Model	40
Work Plan	5
Proposed Outcomes	10
Budget	10
Total Points Available	100

The Committee reserves the right to request additional data, oral discussion, or presentation in support of written proposals. After the results have been validated, the selected proposal will be recommended to the WDB Board of Directors for review and approval. The successful proposer will be notified of this recommendation and invited to attend the Board meeting where a funding hearing and action will take place.

The recommended service provider shall be prepared to enter into a contract with the WDB that shall incorporate elements within the proposal. The WDB reserves the right to add stipulations and terms and conditions, deemed to be in the best interest of the WDB during final contract negotiations. Final award of a contract will be contingent upon successful negotiation of an agreement; acceptance by the Respondent of the contract agreement terms and conditions; acceptance by the Respondent of responsibility for achievement of contract goals and objectives; and availability of funding.

If a responding firm fails to sign and return the contract drawn pursuant to this RFP process and contract negotiations within 14 days of its delivery to the proposed service provider, the WDB may determine at its sole discretion that the proposed service provider is non-responsive to the terms of this RFP and withdraw the proposed contract. The WDB reserves the right to consider beginning negotiations with another proposer.

Once the final contract is competed, signed and returned, WDB staff will prepare a recommendation to the Solano County Board of Supervisors to approve the final contract.

The RFP files shall be made available for public inspection immediately following contract approval.

II. APPEALS PROCESS

Proposers may appeal the preliminary funding recommendations by submitting a written letter within three (3) working days prior to the Workforce Board meeting to:

***WDB Executive Committee
c/o WDB President/Executive Director
320 Campus Lane
Fairfield, CA 94534
Attn: "Appeals RFP# FY-19-001
Youth Career in Focus Services"***

Appeals may also be emailed to Tammy Gallentine, Executive and Board Support Specialist, at tgallentine@solanowdb.org.

Appeals will be limited to the following two (2) issues:

1. The requirements, policies and procedures were not followed; or,
2. The rating criterion was incorrectly applied to an applicant's proposal.

Appeals will be heard only if the written request is received by 5:00 p.m. on May 14, 2019. The WDB will make all funding decisions based on recommendations forwarded to the Board with staff input and on any appeals, if applicable.

SECTION FIVE – FORMS

I. REQUIRED PROPOSAL FORMS

- a. Proposal Application/Cover Sheet – Form A
- b. Program Budget Summary – Form B
- c. Certification of Compliance – Form C
- d. General Terms & Conditions Acknowledgment Form – Form D

II. ATTACHMENTS

- e. WIOA 14 Program Elements – Attachment A