



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**Request for Proposals for
American Rescue Plan Act (ARPA)
Community Workforce Grants**

ISSUE DATE: October 26, 2022

DUE DATE: November 23, 2022

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 Proposals (RFP) to interested and qualified Respondents to provide American Rescue Plan Act (ARPA) Community Workforce projects that address COVID-19's negative economic impacts. Respondents are invited to submit proposals that meet the guidelines of this RFP.

This solicitation is conducted based on the requirements and parameters of ARPA and the related policies and regulations of the U.S. Department of Treasury, the County of Solano, 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.

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 the Workforce Innovation and Opportunity Act (WIOA) on behalf of the County of Solano, as well as implements other special projects. Staff members provide job coaching, job preparation, connections to training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent recruitment and development efforts and industry-wide initiatives.

The Community Workforce Grants, approved by the Solano County Board of Supervisors as part of ARPA funds, are intended to serve two purposes: 1) provide the intensive reemployment supports Solano's vulnerable populations need as a result of the pandemic, while 2) supporting Solano's non-profit base for a sustainable recovery.

Solano's non-profit community provides substantial intensive assistance to Solano's most vulnerable populations. The ultimate goal of these grants is to invest in a community-based, equitable post-pandemic economic recovery for Solano's most vulnerable populations. This investment is additionally intended to lead to a stronger and more coordinated workforce provider network that will improve workforce-related services in the County beyond the life of ARPA funding.

ESTIMATED FUNDING

The WDB anticipates awarding approximately \$1,500,000 in ARPA funding through this RFP. The grants to non-profits are intended to be for a two-year timeframe to provide the in-depth, longer-term support many vulnerable residents will need to return to economic stability. Contracts will be developed with selected awardees for the period of February 1, 2023 to December 31, 2023 with a one-year extension available based on performance and subject to available funding.

Funding amounts per awardee will depend on the project category applied for. Respondents may apply for only one Tier of funding. Funding tiers are outlined as follows:

Project Type	Grant Award Amount
Tier 1	Up to \$25,000 annually for Respondents who have not previously managed government funding and will need more intense technical assistance to manage performance, financial, and administrative management of the project. Tier 1 grantees are anticipated to be determined as contractors.
Tier 2	Between \$25,001 and \$75,000 annually for Respondents who have had some experience managing government funding and whose organizational capacity and structure provide a foundation of administrative tracking and programmatic service delivery but may need assistance with grant administration and compliance. Tier 2 grantees will either be considered contractors or subrecipients depending on the scope of services to be provided.
Tier 3	Between \$75,001 and \$150,000 annually for Respondents who have experience administering government funds and who have a sound organizational capacity and structure to implement both programmatic goals and administrative requirements. Tier 3 grantees will be considered subrecipients.

Although not likely, the WDB reserves the right to reallocate funds within this budget based on program needs. Funding is based on a cost-reimbursable model per federal guidelines. The default payment method will be a check from the County and the Successful Respondent(s) should be prepared for a reimbursement timeline of up to six (6) weeks. Alternatively, selected awardees may request a direct deposit method during contract negotiations.

Upon request, Respondents may be able to receive up to 10% of the approved budget upfront for start-up costs related directly to the awarded project. Awardees seeking this funding advance must request the advance during contract negotiations with the WDB.

RFP TIMELINE

The following calendar is provided to outline the anticipated timelines for the bid, review, and selection process for the Community Workforce Grants RFP. The WDB reserves the right to adjust this schedule as it deems necessary. Notification of any adjustments to the RFP or the timeline will be posted on the WDB’s website at www.solanoemployment.org/opportunities. Respondents are responsible for periodically checking the WDB’s website for any revisions to the timeline or RFP.

This RFP follows federal regulations on procuring services with the intent of providing a fair and open competition for funding. As such, the WDB must provide all answers to questions in a written format that is available to all potential Respondents. Answers to proposal questions are not final until they are posted to the WDB’s website.

Anticipated RFP timeline:

Event	Dates
Request for Proposal issued	October 26, 2022
Virtual Bidders' Conference	November 3, 2022, at 2:00 p.m. PT
Technical Assistance Webinar	November 15, 2022, at 3:00 p.m. PT
Deadline to submit questions for Q &A	November 18, 2022, by 5:00 p.m. PT
Technical Assistance Open Session	November 21, 2022, from 9am – 12pm PT
Final Responses to Questions Posted	November 22, 2022, by 5:00 p.m. PT
Proposals Due	November 23, 2022, by 4:00 p.m. PT
Anticipated Award Announcement	December 12, 2022
Contract Negotiations	December 12, 2022 – January 12, 2023
Board of Directors Approval	January 20, 2023
Intended Contract Start Date	February 1, 2023

VIRTUAL BIDDERS' CONFERENCE

An informational Bidders' Conference is scheduled for:

Date: Thursday, November 3, 2022

Time: 2:00 p.m. – 3:00 p.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/81986856668?pwd=eUpQT1ZqenhIWjIwVVlaaXBVU2J1dz09>

Meeting ID: 819 8685 6668

Passcode: 798725

Dial by your location:

+16694449171,,81986856668#,,,,*798725# US

+16699006833,,81986856668#,,,,*798725# US (San Jose)

Attendance is strongly encouraged. Staff will review the RFP and respond to questions regarding its requirements. Staff cannot answer questions or provide assistance regarding a Respondent's individual program design. Questions may be submitted prior to the Bidders' Conference by email to Tammy Gallentine, tgallentine@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.

TECHNICAL ASSISTANCE WEBINAR

A Technical Assistance Webinar is scheduled for:

Date: Tuesday, November 15, 2022

Time: 3:00 p.m. PT – 4:00 p.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/86173493397?pwd=YmtwL1VKUEpvRWZrOEEwQ0pDV0w5UT09>

Meeting ID: 861 7349 3397

Passcode: 983780

Dial by your location

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+16694449171,,86173493397#,,,,*983780# US

Attendance is strongly encouraged. Staff will review the federal guidance for programmatic, administrative, and financial requirements to operate ARPA programs and respond to questions regarding its requirements. Staff cannot answer questions or provide assistance regarding a Respondent's individual program design. Questions may be submitted prior to the Bidders' Conference by email to Tammy Gallentine, tgallentine@solanowdb.org; all questions submitted prior to the Technical Assistance Webinar will be answered at the webinar. All questions and answers provided at the Technical Assistance Webinar will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the webinar will not be considered final until posted on the website.

TECHNICAL ASSISTANCE OPEN SESSION

A Technical Assistance Open Session is scheduled for:

Date: Monday, November 21, 2022

Time: 9:00 a.m. PT – 12:00 p.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/83849941628?pwd=VHFpYlhhRE5nak9NdIVkNEVheHdpZz09>

Meeting ID: 838 4994 1628

Passcode: 872416

Dial by your location

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+16699006833,,83849941628#,,,,*872416# US (San Jose)

Staff will be available to respond to final RFP questions in an open-entry format. Respondents may join at any time during the scheduled open session. Staff cannot answer questions or provide assistance regarding a Respondent's individual program design. All questions and answers provided at the Technical Assistance Open Session will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the webinar will not be considered final until posted on the website.

WRITTEN QUESTIONS

To ensure a fair and open competition, any questions related to the RFP that arise outside of scheduled webinars must be submitted in writing via email to: Tammy Gallentine, tgallentine@solanowdb.org. Written questions will be accepted through November 18, 2022. Questions received after the deadline may not be answered. Responses will be posted on the WDB's website weekly, with the final posting on November 22, 2022 by 5:00pm PT.

PROPOSAL DEADLINE

Proposals must be received by 4:00 p.m. PT, Wednesday, November 23, 2022 via email to tgallentine@solanowdb.org. Late proposals will not be accepted. The WDB is not responsible for delays in transmission of application. Proposal documents must be in a .pdf, .xls, or .doc format.

ELIGIBLE RESPONDENTS

Eligible Respondents include non-profit entities or consortiums of non-profit entities based in Solano County, as well as those based in neighboring communities who have a clear history of service delivery within Solano County. Entities must be classified by the IRS as a 501(c) organization.

This funding is not intended to support the development and start-up costs of a completely new organization with no prior service delivery experience. Respondents must be able to demonstrate relevant previous experience, capacity, and commitment to successfully implement a program or initiative.

ELIGIBLE PARTICIPANTS

The WDB is soliciting proposals that target service delivery to individuals negatively economically impacted by the COVID-19 pandemic and who are members of specific populations. Service delivery should be customized to fit these target populations. Listed below are the required elements for ARPA eligibility along with descriptions of the target populations described as “impacted” and “disproportionately impacted”.

Participants ARPA Eligibility Requirements:

- Must be a Solano County resident or employed in Solano County;
- Are able to work in the U.S. and be able to fulfill Form I-requirements; **AND**
- Must be:
 - i. Unemployed;
 - ii. Underemployed (recently unemployed or part time); or
 - iii. Seeking Economic Advancement (wants better employment opportunities);**OR**
- Be a member of one or more ARPA Populations:
 - i. **Impacted** – Defined as households / communities that have experienced negative economic impacts. Individuals are automatically considered “impacted” if they qualify for one or more of the following categories:
 - Childcare Subsidies through the Child Care and Development Fund (CCDF) Program
 - Children’s Health Insurance Program (CHIP)
 - Medicaid
 - Member of a household that has experienced unemployment (December 2019 or later)
 - Moderate Income Household (guidelines attached)

Any eligible ARPA individual may be served through the Community Workforce grants. ARPA focuses on investments for disproportionately impacted individuals. The Bonus points will be given to Respondents that serve locally-prioritized disproportionately impacted category.

- ii. **Disproportionately Impacted** – Defined as households / communities that have pre-existing vulnerabilities and have experienced negative economic impacts. Individuals are automatically considered “disproportionately impacted” if they qualify for one or more of the following categories:
- Temporary Assistance for Needy Families (TANF)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
 - Medicare Part D Low-income Subsidies
 - Supplemental Security Income (SSI)
 - Head Start and/or Early Head Start
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - Section 8 Vouchers
 - Low-Income Home Energy Assistance Program (LIHEAP)
 - Pell Grants

Locally Prioritized Populations

- Member of a minority group
- Under 35 years of age at time of enrollment
- Households & Populations residing in ARPA-designated areas within Fairfield or Vallejo (*see RFP resources on the WDB’s website for a map of qualified areas*)
- Individuals unemployed more than 26 weeks at time of enrollment;
- Individuals whose current or last employment was considered low-wage; (*a wage less than the [MIT self-sufficiency wage](#) for Solano County*)*
- Low-Income households & communities (*see RFP resources on the WDB’s website for further guidelines*)*
- Low Levels of Education (*equal to, or less than, a high school diploma or equivalency*)

Note: Locally prioritized populations were determined by analysis of Solano County unemployment rates during the pandemic

Further details on ARPA eligibility categories and requirements can be found in the ARPA Enrollment and Eligibility Policy found on the WDB’s website.

Section Two: Program Description and Service Expectations

The intent of the Community Workforce Grants is to support community-based non-profit organizations serving Solano County residents that have been negatively impacted by the pandemic. The WDB is seeking proposals that provide culturally and community-competent workforce-related services targeted to populations most impacted by the pandemic and resulting negative economic impact.

SCOPE OF WORK

The scope of the Community Workforce Grants is to provide services to Solano's vulnerable populations impacted by the negative economic impacts of COVID-19 that lead to reemployment and/or economic advancement. Services must be provided to ARPA-eligible individuals. *See the Eligible Participants section of this RFP for details on requirements for ARPA-eligible individuals.*

Respondents may deliver programs and services in a manner they deem appropriate, as long as the services aid in reemployment and/or economic advancement for the population served and ARPA regulations are met. Respondents may use funding to sustain current workforce-related services, augment workforce-related programs and services, or create new programs and services for the targeted population. The most successful Respondents will propose programming that addresses gaps in services brought to light or magnified by the pandemic.

Respondents are encouraged to propose projects and services that best meet the needs of the targeted population in reemployment and/or economic advancement. Examples of Community Workforce Grants services could include, but are not limited to:

- Career coaching and navigation services;
- Job readiness workshops/training and activities;
- Education and training programs that include support for future career pathways;
- Pre-apprenticeship and apprenticeship programs in high-demand industries;
- Job placement assistance;
- Work-based learning or subsidized employment projects;
- Barrier reduction projects that reduce barriers to employment;
- Wrap-around and supportive services that support reemployment;
- Working with employers to recruit from targeted populations; **and/or**
- Career awareness projects to build awareness of in-demand industries and occupations in Solano County among targeted populations

PROJECT CATEGORIES

The Community Workforce Grants are broken into three (3) tiers of awards to allow for equitable access to funds, while maintaining the required compliance needed to implement federal funds. Respondents may apply for only one project tier. Respondents should determine the tier that best fits their capabilities and desired funding level.

Tier 1 Category

This project category is intended for smaller nonprofit organizations that have had little to no experience managing government funding and whose organizational capacity and structure do not allow for intricate programming and administrative requirements. Respondents applying for Tier 1 funding may request within their proposal for WDB staff to support eligibility determination and data entry of activities and outcomes into the CalJOBS data system post-award. The form of this support will be discussed during contract negotiations. Funding may be requested up to \$25,000 annually.

Tier 2 Category

This project category is intended for mid-size nonprofit organizations that have had some experience managing government funding and whose organizational capacity and structure provide a foundation of administrative tracking and programmatic service delivery but who may need assistance with government grant administration and compliance. Respondents applying for Tier 2 funding may request within their proposal for WDB staff to support grant administration and compliance post-award. The form of this support will be discussed during contract negotiations. Funding may be requested up to \$75,000 annually.

Tier 3 Category

This project category is intended for larger nonprofit organizations that are adept at administering government funds and who have a sound organizational capacity and structure to implement both programmatic goals and administrative requirements. Tier 3 awardees must be able to provide eligibility determination, maintenance of appropriate participant documentation, and data entry of activities and outcomes into the CalJOBS data system. Funding may be requested up to \$150,000 annually.

ROLES AND RESPONSIBILITIES

Frequent, regular, and open communication between the sub-recipient/contractor and the WDB is key to the success of the Community Workforce Grants program.

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

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide train qualified staff to plan and administer all contracted services;
- c. Provide services during scheduled business days and hours and/or appropriate to program participant's needs;
- d. Provide a location where services can readily be provided for program participants;
- e. Provide internal oversight of all program activities and requirements;
- f. Participate in system-wide staff development and technical assistance activities, as feasible;
- g. Guarantee that all program services provided will meet Americans with Disabilities Act (ADA) and Equal Opportunity requirements;
- h. Comply with all terms and conditions of sub-award agreement for the delivery of services;
- i. Enter participant data into the state CalJOBS system and maintain participant files, as appropriate; and
- j. Maintain effective communication with WDB staff.

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

- a. Evaluate and monitor the management and operations of the selected subrecipients/contractors per federal guidelines, including annual fiscal, programmatic, and administrative monitoring;
- b. Provide technical assistance to sub-recipient/contractor staff based on Tier category;
- c. Provide staff support for eligibility determination and performance tracking, if negotiated;

- d. Include sub-recipient/contractor staff in professional development and training opportunities;
- e. Ensure sub-recipient/contractor compliance with all rules, regulations, and policies issued under ARPA;
- f. Process payments for services;
- g. Ensure services align with community and industry needs; and
- h. Provide a standardized data system (CalJOBS) that can track and report participant outcomes for County of Solano's ARPA reporting.

The roles and responsibilities of the WDB and sub-recipient/contractor may be refined in contract negotiations or due to changes in Federal, State or Local laws, regulations, or policies relating to ARPA implementation.

PERFORMANCE REQUIREMENTS

The selected Respondents will be required to provide tracking of performance metrics. The level of tracking required will be based on the Respondent's project category.

All awardees will be required to report on the following metrics to inform federal ARPA reporting requirements:

- Number of participants served;
- Number of participants enrolled in sectoral job training programs; and
- Percentage of participants completing sectoral job training programs

It is acceptable and will not detract from the Respondent's score if the sectoral job training measures are zero (0) if the Respondent's program design does not include sectoral job training activities.

Respondents should propose additional measures based on their program model. Examples of performance measures may include, but are not limited to, enrollments in education programs, employment placements, earnings, credential attainment, number of workshop or recruitment attendees, and supportive services rendered that reduce barriers to employment.

Outcomes should be commensurate with the anticipated cost per participant, which should not exceed \$10,000. For example, if planned costs include participant wages for work-experience opportunities, enrollment numbers will be lower than if only providing job readiness activities, and the cost per participant will be higher.

All selected Respondents will be required to provide monthly invoices and program reports to the WDB. The level of reporting required will be based on the Respondent's project category. Tier 2 and Tier 3 projects will be required to enter case management metrics into the WDB's data system, CalJOBS.

In order to gather data needed for ARPA reporting, the WDB may require additional metrics. During the contracting process, the WDB will work with the recipient organizations to finalize appropriate performance measures based on funded programming.

GRANT ADMINISTRATIVE CONSIDERATIONS

Up to ten percent (10%) of the requested funds may be utilized for administrative costs under the federal *de minimus* indirect cost rate. Administrative costs are those that are not related to direct services to participants and employers. These costs can be either personnel or non-personnel related. Examples may include, but are not limited to, costs associated with accounting, property management, personnel management, payroll, and monitoring activities. Respondents proposing administrative costs will be required to follow the federal administrative cost allowability guidelines as outlined in [20 CFR 683.215](#).

No matching funds are required for consideration of proposals. However, Respondents are welcome to include information about additional funds that are leveraged to support the proposed programs and services. Funds cannot be used for capital improvement or to purchase real estate or large equipment (durable equipment costing more than \$5,000).

The WDB recognizes that small organizations may not have the capacity to manage federally-funded contracts as a sub-recipient but have distinct expertise working with job seekers facing barriers and/or strong connections within their targeted community. In these circumstances, the WDB will be available to provide coaching and technical assistance to ensure successful grant management and execution.

Section Three: Application Requirements

To receive consideration, proposals must be made in accordance with the following general instructions and the specific proposal instructions per project tier.

PROPOSAL FORMAT

Entities seeking funding must submit a complete proposal package outlined for the applicable project category. All proposal requirements must be complete for the proposal to be considered for funding. 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
- Pages numbered sequentially

TIER 1 PROPOSAL SUBMISSION REQUIREMENTS

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

Proposal Package:

- A. Cover Sheet – Form A
- B. Narrative meeting guidelines below

Tier 1 Respondents must provide a narrative proposal no more than three (3) pages in length. The narrative should provide a clear description of the services the Respondent proposes to

provide. Responses should be specific, complete, and concise. Proposals should meet the scope of work goals, and the narratives should include responses to each point identified below. Narrative and budget should be written based on receiving two years of funding.

Narratives should include:

- Description of Targeted Population (20 points) – Identify up to three ARPA eligibility categories the project plans to serve. Describe the population(s) the project plans to serve and how the COVID-19 pandemic and resulting economic hardships impacted the target population. *Up to five (5) bonus points will be awarded if a significant percentage of participants served will be one of the locally prioritized populations.*
- Project Plan (40 points) – Describe what activities and services the proposed project will do and how those services will be provided. Identify any partners that will work with you on this project, if applicable. *(If requesting eligibility and data entry assistance from the WDB post-award, please identify in this section. A request for assistance will not impact scoring of the proposal.)*
- Performance Goals (10 points) – Describe or provide a chart that outlines the performance goals the project intends to meet, including the required performance metrics outlined in the RFP. Make sure the performance goals are related to your project and include realistic and obtainable numbers. *Required performance outcomes include: Number of participants served, Number of participants enrolled in sectoral job training programs, and percentage of participants completing sectoral job training programs.*
- Organizational Background (20 points) – provide information on the organization, including mission, brief history of services, and any related accomplishments. Describe what experience the organization has that will prepare it for successful project implementation. Include the total operating budget amount of the organization for the current reporting year.
- Budget (10 points) – Identify the requested funding amount and describe how you plan to spend the funds if awarded. Identify how you will ensure that ARPA funds are expended as intended.

TIER 2 PROPOSAL SUBMISSION REQUIREMENTS

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

Proposal Package:

- A. Cover Sheet – Form A
- B. Narrative meeting guidelines below
- C. Budget Form – Form B

Tier 2 Respondents must provide a narrative proposal no more than six (6) pages in length. The narrative should provide a clear description of the services the Respondent proposes to provide. Responses should be specific, complete, and concise. Proposals should meet the scope of work goals and narratives should include responses to each point identified below. Narrative and budget should be written based on receiving two years of funding.

Narratives should include:

A. Statement of Need (15 points)

Identify up to three (3) ARPA categories of participants to be served. Describe the proposed target population(s). Provide a brief narrative of the employment-related needs of the identified population to be served and how your proposed project will address the needs identified. Where possible, support your statements with quantitative data. *Up to five (5) bonus points will be awarded if a significant percentage of participants served will be one of the locally prioritized populations.*

B. Program Service Delivery Model (35 points)

Provide a general description of the proposed project and how your entity intends to provide the proposed services. Include a description of your proposed model for providing services in terms of staffing and location(s) for service delivery. Describe how your proposed project supports the reemployment of the population served.

C. Proposed Outcomes (15 points)

Describe the specific outcomes to be achieved by the proposed project in a narrative or chart form. Provide proposed measures based on your program model. Make sure the performance goals are related to your project and include realistic and obtainable numbers. *Required performance outcomes include: Number of participants served, Number of participants enrolled in sectoral job training programs, and percentage of participants completing sectoral job training programs.*

Include the rationale for proposed outcomes and identify the proposed cost per enrolled participant. Cost per enrolled participant is calculated as total program cost less administrative costs divided by the total number of enrolled participants. *(If data entry and performance tracking will be a technical assistance need, please note in this section. A request for assistance will not impact scoring of the proposal.)*

D. Related Qualifications and Experience (20 points)

Provide an overview of your organization (including years of service in the community) and describe how your organization's mission relates to the proposed services. Include a description of your organization's experience and ability in: a) providing similar services; and b) administering publicly funded programs.

Detail any experience administering government-funded grant programs. If the organization does not have experience with federal funding, describe the organization's experience in managing projects of similar size. *(If managing federal funding will be a technical assistance need, please note in this section. A request for assistance will not impact scoring of the proposal.)*

E. Budget (15 points)

Describe the experience fiscal staff have in managing and tracking government funding. Provide a brief description in the narrative of each category of cost identified on the Budget.

Provide a budget outlining the costs to operate the program. Respondents may use the budget form using Form B or may submit a different format as long as the same budget categories are outlined. The Budget form does not count towards the narrative page limit.

TIER 3 PROPOSAL SUBMISSION REQUIREMENTS

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

Proposal Package:

- A. Cover Sheet – Form A
- B. Narrative meeting guidelines below
- C. Budget Form – Form B
- D. Budget Narrative – Form C

Tier 3 Respondents must provide a narrative proposal no more than ten (10) pages in length. The narrative should provide a clear description of the services the Respondent proposes to provide. Responses should be specific, complete, and concise. Proposals should meet the scope of work goals and narratives should include responses to each point identified below. Narrative and budget should be written based on receiving two years of funding.

Narratives should include:

A. Statement of Need (10 points)

Identify up to three (3) ARPA categories of participants to be served. Describe the proposed target population(s) and/or the target geographic area. Describe how COVID-19 has impacted your targeted population(s). Provide a brief narrative of the employment-related needs of the identified population to be served and how your proposed project will address the needs identified. Where possible, support your statements with quantitative data. *Up to five (5) bonus points will be awarded if a significant percentage of participants served will be one of the locally prioritized populations.*

B. Program Service Delivery Model (35 points)

Provide a description of the proposed project and how your entity intends to provide the proposed services. Include a description of your proposed model for providing services in terms of staffing and location(s) for service delivery. Describe how your proposed project supports the reemployment of the population served.

Include the answers to the following questions in your project model description:

- How will your program outreach to promote services to the target population(s)?
- How will your program meet participants where they are and build up their skills, determine a career path, and/or reduce barriers to employment?
- What coaching or case management elements will be included in your model to ensure successful outcomes for participants?
- How will you ensure that your project's services will lead to reemployment?
- How will you provide services that encourage equitable access to employment opportunities and economic advancement?

- Does your model include use of evidence-based practices? (*The answer to this question will not impact scoring of the proposal.*)

C. Partnerships and Community Engagement (5 points)

Describe existing relationships that the organization may have with area employers, community-based organizations, and/or public agencies that will benefit individuals in the program. Describe any community partnerships planned, if applicable, to ensure successful implementation of the program service delivery model.

D. Proposed Outcomes (10 points)

Describe the specific outcomes to be achieved by the proposed project in narrative or chart form. Provide proposed measures based on your program model. Make sure the performance goals are related to your project and include realistic and obtainable numbers. *Required performance outcomes include: Number of participants served, Number of participants enrolled in sectoral job training programs, and percentage of participants completing sectoral job training programs.*

Include the rationale for proposed outcomes and the proposed cost per enrolled participant. (Cost per enrolled participant is calculated as total program cost less administrative costs divided by the total number of enrolled participants.)

Describe how your organization will manage measurement, achievement, and documentation of performance standards. *Note: Tier 3 awardees will be required to enter participant data into CalJOBS. Training and technical assistance will be provided to selected awardees on CalJOBS.*

E. Work Plan (5 points)

Outline the major milestones or activities you plan to achieve, along with the estimated completion date for each. Provide a workplan for two years of funding.

F. Related Qualifications and Experience (20 points)

Provide an overview of your organization (including years of service in the community) and describe how your organization's mission relates to the proposed services. Describe how your organization is culturally-competent in serving the target area/population. Include a description of your organization's experience and demonstrated competency in: a) providing similar services; and b) administering publicly funded programs. Describe any past successes with tracking and meeting program performance and/or outcomes.

Detail any experience administering federally regulated, or other government, grant programs. Include the experience currently employed fiscal staff have in administering such programs. Describe how your organization would ensure compliance with federal financial management standards. Outline your current or proposed capabilities to meet documentation and administrative requirements.

G. Budget (15 points)

Budget documents do not count towards the narrative page limit.

Provide a budget outlining the costs to operate the program. Respondents may use the budget template using Form B or may submit a different format as long as the same budget categories are outlined.

In addition, provide a budget narrative describing the costs proposed. Respondents may use the budget narrative template using Form C or may submit a different format as long as the same information is provided. 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.

Section Four: Selection and Contract Process

PROPOSAL EVALUATION

All proposals received by the specified deadline will be reviewed by the WDB. Staff will review proposals to ensure Respondents meet the minimum threshold of receiving ARPA funding and the RFP guidelines. Staff will complete a risk assessment of funding per federal guidelines.

A Respondent's RFP shall be rejected prior to scoring if it:

- Is received any time after the deadline set for receipt of proposals;
- Is incomplete or fails to meet all the RFP specifications: i.e., does not include the required forms;
- Does not include a Proposal Cover Sheet signed by the authorized representative;
- Is deemed high risk per the risk assessment; or,
- Contains misrepresentation or inaccurate information by a Respondent.

Should a proposal be disqualified for not meeting the minimum criteria, the proposal will not be reviewed or rated. Respondents will be notified if they are disqualified. Final funding decisions cannot be appealed based on disqualification.

The proposals will then be reviewed and rated by Proposal Review Committee. Committee members will evaluate each proposal based on an evaluation rubric. Each proposal submitted for consideration will be evaluated and rated on its own merits. The proposal rating criteria will be based on the point structure outlined in the submission requirements for each tier.

Although not likely, 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 proposals will be recommended to the WDB Board of Directors for a funding hearing and approval.

CONTRACT NEGOTIATIONS

The recommended service providers shall be prepared to enter 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 ARPA, the County of Solano, or 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, submission of documentation outlined below, and availability of funding.

During the contract negotiation phase, the Respondent will be required to submit the following documentation:

- Final Budget
- Proof of Insurance
- IRS Tax Exemption Verification letter
- System for Award Management (SAM) verification
- W-9 Form
- Signed Certifications and Assurances Forms
- County Direct Deposit Form if requesting reimbursement through direct deposit

If a responding organization fails to sign and return the contract and contract documents within ten (10) working 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 completed, signed and returned, WDB staff will prepare a recommendation to Solano's County Administrator's Office to approve the final contract.

APPEALS PROCESS

Proposers may appeal the funding recommendations to the Workforce Board by submitting a written letter within three (3) working days (January 17, 2022) prior to the Board meeting to:

***WDB Board of Directors
c/o WDB President/Executive Director
500 Chadbourne Road, Suite A
Fairfield, CA 94534
Attn: "Appeals RFP# FY-22-001
Community Workforce Grants"***

Appeals may also be emailed to Tammy Gallentine, Executive and Board Support Specialist, at tgallentine@solanowdb.org by 5:00pm on January 17, 2022.

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 a Respondent's proposal.

Appeals will be heard only if the written request is received by the designated deadline.

Section Five: Related Regulations

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. All costs associated with the development of a proposal must be borne by the Respondent.

Public Records Act

All proposals in response to this RFP become the exclusive property of the WDB. At such time as the WDB recommends a proposal to the Board and that recommendation appears on their agenda, 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.

Gratuities

It is improper for any WDB or Solano County officer, employee or agent to solicit consideration in any form from a Respondent or to receive gratuities from a Respondent with the implication, suggestion or statement that such consideration may secure more favorable treatment for the Respondent.

A Respondent shall not offer nor 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.

Disbarment and Disclosure

Entities are not eligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals.

COMPLIANCE REGULATIONS

ADA

The selected Respondent will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA). Respondents must also be able to comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

Conflict of Interest

Contractors must avoid apparent or perceived conflict of interest. Contractor has an affirmative duty to disclose to the WDB in writing the name(s) of any person(s) who have an actual, potential, or apparent conflict of interest.

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.

Federal Fiscal Management Requirements

Subrecipient/contractor must maintain backup documentation onsite that supports the financial data submitted to the WDB. This backup documentation must be available upon request of the WDB for monitoring purposes. If any costs are deemed disallowable during monitoring, the subrecipient/contractor shall be responsible for returning to the WDB any funds disallowed using non-federal funds. Entities using federal funds must follow generally accepted accounting principles (GAAP).

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. Financial solvency will be reviewed in the risk assessment phase of proposal review.

Funding Restrictions

Administration and use of funding must follow guidelines for federal funding:

- 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 that are 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.

Insurance Requirements

Subrecipient/contractor must maintain insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work funded by the project.

Contractors must maintain general liability coverage in the amount of \$1,000,000, workers' compensation if employing individuals, automobile liability coverage if staff or volunteers will be driving on behalf of the contracted project. The WDB must be included as additional insured.

Lobbyist Ordinance Compliance Certification

Each Respondent submitting a response to this RFP must certify during contract negotiations that no lobbying activities will be conducted using funds provided by this contract award.

Sectarian Prohibition

Participants shall not be employed under this funding to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).