

LOCAL AREA I WORKFORCE DEVELOPMENT BOARD

INVITATION FOR BID

YOUTH PROGRAM ELEMENTS

PROGRAM YEAR 2015



For Information Contact

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INVITATION FOR BID TIMELINE

IFB Available	April 1, 2016
Questions for Bidders' Taken Through	April 15, 2016
Bids Due	June 10, 2016
LWDB Staff Review	June 13, 2016
LWDB Vendors List Approval	June 17, 2016
Vendor List Announcement	June 20, 2016
Agreement Effective Date	July 1, 2016

(Dates subject to change.)

PART I: GENERAL INFORMATION

Purpose for Invitation for Bid (IFB)

The Kansas Local Area I Workforce Development Board (LWDB) is soliciting bids from interested organizations to provide certain youth services under Title 1 of the Workforce Innovation and Opportunity Act (WIOA). This IFB provides a uniform method for the procurement of these services and contains the necessary information for responding to the IFB.

The Workforce Innovation and Opportunity Act of 2014 (WIOA, Public Law 113-128) provides a framework to strengthen the United States workforce development system through innovation in, and alignment and improvement of employment, training and education programs in the United States, and to promote individual and national economic growth.

The goal of programs under the Act is to improve workforce quality, reduce welfare dependency, increase economic self-sufficiency, meet employer skill requirements, and enhance productivity and competitiveness of the residents within Local Area I (LAI), which includes 62 counties in Western Kansas and the Nation.

Agreements under this IFB are contingent upon allocation of funds by the U.S. Department of Labor (USDOL), and the Kansas Department of Commerce (KDOC). The LWDB reserves the right to terminate or adjust this IFB and any agreements issued subsequent to this IFB to conform to available funds.

The LWDB reserves the right to select none of the Bids made to this IFB. Nothing obligates the LWDB to pay the cost of Bid preparation and submission. Final agreement approval with the selected bidder(s) for WIOA Youth Services will be subject to negotiation.

Governance

The workforce development system in LAI is governed by the Local Area I Workforce Development Board and managed by the LWDB's direct staff, a non-profit corporation, which represents a partnership of private employers, non-profit organizations, and public entities.

The LWDB has delegated the responsibility of oversight of the youth program to the Operation Committee, which includes LWDB board members. System wide youth services are overseen by a Youth Development Committee, which is made up of LWDB board members and volunteer members who have expertise in youth issues. The Operations Committee is responsible for developing and recommending local youth employment and training policy, while the Youth Development Committee is charged with broadening the youth employment and training focus in the community, and establishing partnerships with other organizations serving youth in the local area.

Guiding Strategies

Kansas Local Area I Workforce Development Board Mission:

"The Local Area I Workforce Development Board exists to connect employers to a motivated workforce having skills to obtain and maintain meaningful employment."

Method of Solicitation

The method of solicitation represented herein, as well as the selection process detailed, are in accordance with the laws governing the fund sources expected to be used in creating agreements for the services solicited.

Public notice of this IFB has appeared in local newspapers of general circulation. All requests for copies of this IFB will be honored.

The LWDB reserves the right to request additional information in support of the Bid and/or to ask the respondent to make a presentation about the Bid. In addition, the LWDB may ask to examine a bidder's personnel policies and grievance procedures.

No changes, modifications, or additions can be made to the Bid after the submittal deadline unless the LWDB makes such request of all bidders. The LWDB reserves the right to waive any minor technical irregularity.

This IFB is intended to establish an initial list of vendors to provide the services described in Part II of the IFB. After the Initial Vendor Approval process has been completed and agreements are in place, the LWDB will continue to accept Bids in order to ensure sufficient services are available across the local area. Bids will be reviewed by the Operations Committee on a quarterly basis.

Who May Submit a Bid

All public and private agencies, whether operated for profit or nonprofit, may submit a bid. Each bidder must be a legally recognized entity.

The successful bidder(s) may respond to provide any one service or combination of services for any one county or combination of counties in LAI.

Governing Provisions and Limitations

- A. This IFB is not to be construed as a purchase agreement or contract, or as a commitment of any kind. This IFB does not commit the LWDB to pay for cost incurred in the preparation of a Bid or any other cost incurred prior to the execution of an agreement, unless such costs are specifically authorized in writing by the LWDB.
- B. The LWDB reserves the right to accept or reject any or all Bids received, to cancel, and/or reissue this IFB in part or its entirety.
- C. The LWDB reserves the right to award the agreement(s) for any item/service or group of items/services via this IFB in any quantity the LWDB determines is in its best interest.
- D. The LWDB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. It will provide notifications of such change to all potential bidders recorded in the official receipt record as having received or requested an IFB.
- E. The LWDB reserves the right to negotiate the final terms of all agreements with the successful bidder(s) and any such terms negotiated as a result of this IFB may be renegotiated and/or amended in order to successfully meet the needs of the LWDB's local plan.

- F. The LWDB reserves the right to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications and to request additional information from any and all bidders.
- G. The LWDB reserves the right to conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of an agreement. Misrepresentation of the bidder's ability to perform as stated in the Bid(s) may result in cancellation of any agreement awarded.
- H. The LWDB reserves the right to cancel any agreement resulting from this procurement if adequate funding is not received from the KDOC.
- I. Bidders shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any member, employee, or agent of the Youth Council or LWDB for the purpose of having an influencing effect toward their own Bid or any other Bid submitted hereunder.
- J. No LWDB member, Youth Development Committee Member, employee, or agent of Board shall participate in the selection, award, or administration of an agreement supported by WIOA funds if a conflict of interest, real or apparent, exists.
- K. Bidders shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures.
- L. The Bid(s) submitted must be an original work product of the bidding entity. The copying, paraphrasing, or other use of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the Bid(s) to be disqualified and rejected.
- M. The contents of a successful Bid may become a part of an agreement and incorporated by reference if selected for award of an agreement. Failure of the successful bidder to accept this obligation may result in cancellation of the agreement. No plea of error or mistake shall be available to the successful bidder(s) as a basis for release of proposed services at stated fee. Any damages accruing to the LWDB as a result of the successful bidder's failure to enter into an agreement may be recovered from the bidding entity.
- N. Funds provided under this IFB shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or Local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.
- O. Any exceptions to the IFB should be clearly delineated and explained in the Bid.

Regulatory Guidance

All activity will be conducted in accordance with the existing or hereafter amended WIOA, the USDOL regulations relating to WIOA, KDOC policies relating WIOA, and the LWDB policies relating to WIOA.

The successful bidder(s) must also ensure compliance with the following: Regulations 2 CFR Part 2900; Office of Management and Budget Uniform Guidance.

The successful bidder(s) must comply with government-wide requirements for a drug-free workplace, codified at 2 CFR Part 421.

Authorized Signatures and Contact People

The individual who is legally authorized to submit the Bid for the bidder must sign the Bid.

The Bid must provide the name, title, address, telephone number, and email of the person who has the authority to bind the organization to an agreement.

The Bid should also list a contact person who is usually available to answer questions about the Bid.

Bidders' Questions

All questions of potential bidders should be submitted by April 15, 2016 at 4:00 pm. Questions should be submitted via email to allison@kansasworkforceone.org and reference IFB for Youth Services in the subject line. Answers to submitted questions will be provided VIA email and forwarded to all known bidders.

IFB Evaluation

The review of all Bids to this IFB will be conducted by LWDB staff with final approval of the vendors list by the WF1 Operations Committee.

Refer to Attachment G for the IFB evaluation form to be used.

Agreements

As a result of this IFB, the LWDB intends to compile an approved vendors list indicating the name and location of the successful bidder(s) and the activities the successful bidder(s) will provide to Local Area I Youth customers to enhance the education and employability of the LAI emerging workforce.

The LWDB intends to enter into a MOU with the successful bidder(s) to provide proposed services for the Local Area I Youth Program from July 1, 2016 – June 30, 2018. Submitted Bids should be based upon a one and half year agreement period. Development of the agreement(s) will begin on or near June 20, 2016.

Agreements may be renewable for up to two, one-year extensions. Extension criteria will include factors such as performance, efficient use of funds, enrollment levels, and customer satisfaction.

Agreement Limitations

The numbers of customers that will utilize the proposed service(s) are unknown, as services are determined on an individual basis per the customers' needs. Therefore, an agreement will not include numbers to be served.

Current Customers

The table below outlines current Local Area I Youth customer numbers. It is important to note that not all customers will be in need of all services. It should also be noted that the LWDB plans to increase enrollment in throughout Local Area I. (See Attachment H – LAI Regions)

Active Customers	In-School Youth	Out-of-School Youth
Southwest Region	5	8
Northwest Region	1	0
North Central Region	17	44
South Central Region	4	9
TOTAL	27	61

Expectations of the Successful Bidder(s)

- The LWDB expects the successful bidder(s) to provide existing services to Local Area I Youth customers who are in need of the service at the same rate and level available to any person seeking services independently.
- If services are available at no charge to any person seeking services independently, no charge shall be levied to Local Area I Youth customers.
- The LWDB expects each bidder have in place operational policies and procedures.

Appeal Procedures

Any organization that submits a Bid to the LWDB will receive fair and unbiased consideration. In accordance with the LWDB regulations, bidders who are not awarded an agreement have the right to appeal. Submit a letter of protest within ten (10) days of the final decision to:

E.O. Officer
 Kansas Local Area I Workforce Development Board
 631 E. Crawford, Suite 206
 Salina, KS 67401

PART II: PROGRAM OVERVIEW

The vision of Workforce Innovation and Opportunity Act is to ensure a long-term supply of skilled workers and leaders in local communities.

WIOA is committed to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education.

With an estimated 6 million 16-24 year olds in our country not employed or in school, WIOA youth programs provide a continuum of services to help these young people navigate between the educational and workforce systems.

WIOA calls for customer-focused services based on the needs of the individual participant. This includes the creation of career pathways for youth in all title I youth programs, including a connection to career pathways as part of a youth's individual service strategy in the youth formula-funded program. In addition, many services under title I youth programs are based on the individual needs of participants. WIOA also calls for this population to be intimately involved in the design and implementation of services so the youth voice is represented and their needs are being met.

This integrated vision also applies to the workforce system's other shared customer-employers. By repositioning youth as an asset to employers with a need for skilled workers, the value of employers engaging the youth workforce system and programs is enhanced. Employers are critical partners that provide meaningful growth opportunities for young people through work experiences that give them the opportunity to learn and apply skills in real-world setting and ultimately jobs that young people are ready to fill given the opportunity.

The Department recognizes that much of this alignment and integration is already happening in local areas and regions across the country. WIOA aims to build upon these existing efforts through an emphasis on system alignment, an increased focus on serving OSY and those most in need, an emphasis on the needs of individual participants, and the prioritization of connections with employers, especially through work experience opportunities.

WIOA includes a number of significant changes for the youth formula-funded program. The biggest change under WIOA is the shift to focus resources primarily on OSY. WIOA increases

the minimum percentage of funds required to be spent on OSY from 30 percent to 75 percent. This intentional shift refocuses the program to serve OSY during a time when large numbers of youth and young adults are out of school and not connected to the labor force.

Local strategies must incorporate strong framework services which must include intake, objective assessments, and the development of individual service strategy, case management, supportive services, and follow-up services.

In addition, WIOA includes a major focus on providing youth with work experience opportunities. WIOA prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of local area funds on work experience. Under WIOA, work experience becomes the most important of the program elements.

WIOA also introduces five new program elements: Financial literacy; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas; activities that help youth prepare for and transition to post-secondary education and training; and education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

WIOA enhances the youth program design through an increased emphasis on individual participant needs by adding new components to the objective assessment and individual service strategy. WIOA incorporates career pathways as part of both the objective assessment and development of the individual service strategy. In addition, the individual service strategy must directly link to one or more of the performance indicators. The program design under WIOA also includes effective connections to employers, including small employers, in in-demand industry sectors and occupations.

YOUTH PROGRAM ELIGIBILITY REQUIREMENTS:

In-School Youth Definition:

An In-School Youth is defined as an eligible youth who is attending and/or enrolled in school, either secondary or post-secondary.

In-School Youth Eligibility Requirements:

- **In School Youth must meet all the below criteria:**
 - **General Eligibility Established AND**
 - **Between the ages of 14 and 21 (WF1 Priority 16 to 21) AND**
 - **Attending school (Secondary or Post-Secondary) AND**
 - **Family Low income (Free and Reduce Lunch) AND**
 - **One of the following options**
 - **Basic skills deficient**
 - **An English language learner**
 - **Offender**
 - **A homeless individual, homeless child or youth**
 - **A runaway**
 - **In foster care or has aged out of the foster care system**
 - **A child eligible for assistance under Section 477 of the Social Security Act (DCF - Foster Care Education Program)**
 - **An out of home placement**
 - **Pregnant or Parenting**
 - **Individual with a disability**
 - **Individual who requires additional assistance to complete an educational program or to secure and hold employment**

Out-of-School Youth Definition:

An out-of-school youth is defined as an eligible youth who is a school dropout (and does not attend an alternative school or has not received a secondary school diploma or its recognized equivalent); or is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

Please note: If a youth is attending an alternative school at the time of enrollment, the youth does not meet the requirement for "out-of-school" youth. However, once a youth is determined eligible as an "out-of-school" youth and enrolled in the program, he/she can then attend an alternative school or receive alternative school services and it will not disqualify them as an "out-of-school" youth.

Out-of-School Youth Eligibility Requirements:

- **Out of School Youth must meet all the below criteria:**
 - **General Eligibility Established AND**
 - **Between the ages of 16 and 24 AND**
 - **Not attending any school (does not consider Adult Education / Job Corps attendance as in-school) AND**
 - **One of the following options:**
 - **School dropout**
 - **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**
 - **An individual who is subject to the juvenile or adult justice system**
 - **A homeless individual, homeless child, or youth**
 - **A runaway**
 - **In foster care or has aged out of the foster care system**
 - **A child eligible for assistance under Section 477 of the Social Security Act**
 - **An out of home placement**
 - **Pregnant or Parenting**
 - **Individual with a disability**
 - **Recipient of a secondary school diploma or its recognized equivalent and is low income and basic skills deficient or an English language learner**
 - **Low income individual who requires additional assistance to enter or complete an educational program or to secure and hold employment.**
 - **For OSY, only those youth who are the recipient of a secondary school diploma or its recognized equivalent and are either basic skills deficient or an English language learner and youth who require additional assistance to enter or complete an educational program or to secure or hold employment must be low-income. OSY **Low Income – POVERTY LEVELS****
 - **For OSY who are subject to the justice system, homeless, pregnant or parenting, or have a disability, income eligibility documentation is not required by statute.**

Description of Services Sought

Local Area I Youth customers have shown a need for additional services in order to ensure successful attainment of specific goals. Where appropriate, services should be provided in group settings.

Services available for Bid are:

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1. Tutoring, Study Skills Training and Instruction, and Evidence-Based Dropout Prevention and Recovery Strategies

The objective of tutoring, study skills training, and evidence-based dropout prevention and recovery strategies is to provide guidance and instruction to prepare and lead the participant to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential. These services will be provided at a Workforce Center or agreed upon public locations.

Tutoring

Tutoring may include structured programs/sessions that offer instruction leading to completion of high school and/or an increase in basic skills.

Study Skills Training and Instruction

Study skills training and instruction may include the following: assisting young people to judge how much time an activity will take by using homework schedules; identifying time and place for homework that is relatively free from distraction; developing plans for breaking large assignments into smaller tasks; e.g. note-taking, outlining, summarizing, memory aides, organization, and test-taking strategies.

Drop-out Prevention and Recovery Strategies

Drop-out prevention strategies may include the following: efforts made on continual basis to engage youth participants in school-based activities; importance of education to self-sufficient employment; violence prevention; conflict resolution; school safety planning; impulse control; increasing parental involvement.

2. Adult Mentoring

The objective of adult mentoring is to encourage young adults to reach their potential through supportive relationships.

Adult Mentoring must:

- Last at least 12 months
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee
- Include a mentor who is an adult other than the assigned youth case manager
- Kansas WorkforceONE will match the youth with an individual mentor with whom the youth participant interacts on a face-to-face basis

Mentoring may include workplace mentoring where Kansas WorkforceONE matches a youth participant with an employer or employee of a company

3. Alternative Secondary School

The objective of Alternative Secondary School is to offer instruction for out-of-school youth, so they are able to earn a high school diploma or a recognized certification. Alternative Secondary School may include GED preparation, GED testing, basic skill remediation, and English as a Second Language (ESL) but is not required.

4. Counseling

The objective of counseling is to address issues that may prevent a participant from reaching personal, education, and employment goals.

Counseling shall include career and academic, mental health, drug abuse, and alcohol abuse counseling as appropriate to the needs of the participants.

5. Leadership Development

The objective of leadership development is to guide young adults toward becoming mature adults, good neighbors and conscientious citizens by encouraging responsibility, confidence, self-determination, employability and other positive social behaviors.

Leadership development opportunities shall include group activities that provide training critical to the process of selecting, obtaining, and maintaining employment; community service projects, civic engagement activities, peer-centered activities, training topics that may include organizational and team work, decision making, work readiness skills, life skills, conflict resolution and problem solving, and improving self-image; and any other leadership activities that place youth in a leadership role.

6. Education offered Concurrently with and in the same Context as Workforce Preparation Activities and Training for a Specific Occupation or Occupational Cluster

The objective of education offered concurrently with and in the same context as Workforce preparation activities and training for a specific occupation or occupation cluster is to prepare youth participants for the workforce and allow them to gain the necessary academic skills needed for their occupation.

This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. Some activities that would achieve this goal would be workforce preparations activities and basic academic skills.

7. Financial Literacy Education

The objective of financial literacy education is to provide youth participants with training to help them gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability.

Financial literacy education activities may include:

- Creation of budgets, initiation of checking and savings accounts at banks, and making informed financial decisions
- Education on how to effectively manage spending, credit, and debt such as student loans, credit cards, etc
- Teaching participants about the significance of credit reports and credit scores, their rights regarding this information, how to improve scores, and how to maintain good credit
- Educating participants about identity theft, ways to protect oneself, and how to resolve cases of theft
- Supporting activities that address particular financial literacy needs of non-English speakers
- Any other approaches or activities to help participants gain financial security and independence

8. Entrepreneurial Skills Training

The objective of entrepreneurial skills training is to provide education and training to youth participants in order for them to gain basic knowledge of starting and operating a small business.

Training must develop the skills associated with entrepreneurship. Such skills can include:

Taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and marketing oneself.

Approaches to teaching youth participant's entrepreneurship skills can include: Education that provides an introduction to the values and basics of starting and running a business, the development of a business plan, simulations of business start-up and operations, enterprise development that allows youth to develop their own business, and experiential programs that provide youth participants with experiences in the day-to-day operation of a business.

9. Activities that Help Youth Prepare for and Transition to Post-Secondary Education and Training

The objective of this element is to administer activities that will help youth participants prepare for and transition to post-secondary education, or to prepare for and transition into training in order for youth participants to be confident and successful in moving forward in their future.

10. Labor Market and Employment Information about In-Demand Industry Sectors or Occupations Available in the Local Area

The objective of Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas is to help youth gain the necessary knowledge about careers that are available to them in the local area. Labor market and employment information can include: Career awareness, career counseling, and career exploration.

Program Performance Outcomes

Local Area I youth program success is measured by utilizing a comprehensive performance accountability system in order to optimize the return on Development of federal funds, assess the effectiveness of the service provider, and ensure continuous improvements.

The services being sought through this IFB are critical in the attainment of the Local Area I Youth Program performance outcomes. Success of the customers receiving the services sought is vital. Tutoring and Alternative Secondary School, Adult Mentoring, Counseling, and Leadership Development, Financial Literacy, Entrepreneurial training, and Education activities all have an indirect impact on performance.

Effectiveness of the services provided will be determined by the success of Local Area I Youth customers achieving desired outcomes, efficient use of funds, enrollment levels and customer satisfaction.

Billing Requirements

Successful bidders will be required to submit a monthly invoice for services provided to Local Area I Youth customers. Supporting documentation of customer attendance shall be included with the invoice.

PART III: IFB CONTENT AND INSTRUCTIONS

SUBMISSION DUE DATE: June 10, 2016 at 4:00 pm

Format Requirements

Prepare the Bid as follows:

- Use the same topic headings, in the same order, as described in Bid Outline below
- Answer all requests for data or information
- Type or word-process all responses. Narrative sections must be double-spaced on 8 ½ by 11 inch paper
- Use 12-point font
- Copy all pages and forms on only one side of the page
- Attach all requested documentation to the back of the Bid, and label it clearly
- Number all pages of the Bid, including the attachments
- Submit one original with attachments, identified as “Original”, and four (4) copies with attachments
- Conform to the required page limitations
- You may include extraneous materials such as agency promotion brochures, slides, film clips, CDs, tapes, etc.

Where to Mail Bids and Number of Copies Needed

Submit one original (marked “Original”) and four copies addressed as follows:

Youth Program Invitation for Bid
Attention: Program Director
Kansas Local Area I Workforce Development Board
631 E. Crawford, Suite 206
Salina, KS 67401

Dated Material: Proposal due June 10, 2016 by 4:00 pm

Electronically transmitted documents will not be accepted. Bidders are responsible for ensuring that Bids meet all the requirements set forth in this IFB, and for ensuring that Bids are received on time.

The LWDB is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding delivery. Official receipt of Bids will be by entry on the LWDB Bid receipt log.

Bid Outline and Required Content

1. Cover Page (Attachment A) – Attachment only

Complete the Cover Page form provided.

2. Program Description - 5 page maximum + attachments

- A. Service Submittal Forms – Complete Attachment B
- B. Description of Organization - Describe the organization's vision and mission, history, and major funding sources. How does the organization fit into the community? Describe how supporting documentation will be maintained to support customer billings. Describe the process your organization uses to capture and report information on program customers. What evaluations of program operations and staff are routinely carried out?
- C. Staff Qualifications - How do the administrative structure, staff qualifications, and successful experience with similar projects qualify the organization to provide youth services? Describe the staff positions that will be utilized in the program. What level of experience are staff expected to have?
- D. Past Performance - Include documentation of the success rates of previous projects, including statistical information to include up to five summaries from the results of past customer surveys, program completion rates, credentialing, etc.

3. Business Papers – Requested inclusions only

- A. Include a photocopy of the applicable business paper(s) below:
 - For Private Incorporated Organizations:
 - Copy of Articles of Incorporation and Charter Number
 - State of Incorporation
 - For Private Unincorporated Organizations:
 - Copy of appropriate business or occupational license
 - For Non-Profit Organizations:
 - Copy of Articles of Incorporation and Charter Number
 - State of Incorporation
- B. Include a copy of the most recent year's fiscal year-end audit

4. Certifications – Attachments only

Include the completed/signed certifications listed below (electronic copies are available on the disk provided):

- Drug-Free Workplace Certification (Attachment C)
- Non-Discrimination and Equal Opportunity/Affirmative Action Certification (Attachment D)
- Debarment & Suspension Certification (Attachment E)
- Certification Regarding Lobbying Activities (Attachment F)

Attachment A

**Response to Kansas Local Area I
Workforce Development Board
Workforce Development Act
Invitation for Bid**

IFB Title: _____

Organization's Name: _____

Organization's Address: _____

Federal ID Number: _____

Type of Organization: Private, Incorporated Private, Unincorporated Non-Profit

Contact Person: _____

Contact Telephone: _____

Contact Email: _____

Bid Author: _____

Agency Statement of Certification

This bid was prepared independently without consultation, agreement, or cooperation with any other proposing agency to determine a competitive cost for the services offered. The governing body of the bidder has duly authorized this bid. The bidder will comply with all rules and regulations of the funding agency and will revise this bid, if necessary.

Authorized Signer's Name Printed

Authorized Signature

Authorized Signer's Title

Date Signed

Attachment B

**Invitation for Bid – Youth Services
Service Submittal Form**

Complete the forms for the services being sought. If your bid does not include a particular service, mark the “No” box at the top of the form; all forms must be submitted. If multiple options are proposed under any service, additional forms may be completed and submitted.

Provide an overview of proposed services. Describe how the services will be provided. Describe how you will engage and sustain customers. Discuss how your organization plans to ensure successful completion of customer services. Describe any curriculum that will be used. Describe any unique or innovative aspects.

Attachment C

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I, _____, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the LWDB by the Workforce Development Act and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition;
- b. Establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The Contractor's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
- e. Notify the LWDB within ten (10) days after receiving notice under this subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;

- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d) (2), with respect to any employee who is so convicted:
 - 1. Take appropriate personnel action against such an employee, up to and including termination; or
 - 2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Contractor

Street Address

City, State, ZIP Code

County

Signature of Certifying Official

Date

Attachment D

**REVISED NON-DISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM
REQUIREMENTS STATEMENT FOR
CONTRACTS OR AGREEMENTS**

During the term of this contract, the contractor or subcontractor, vendor or supplier of the LWDB, by whatever term identified herein, shall comply with the following Non-Discrimination--Equal Employment Opportunity/Affirmative Action Program Requirements:

- A. During the performance of this contract, the contractor, subcontractor, vendor or supplier of the LWDB, or any of its agencies, shall comply with all the provisions of the Civil Rights Act of 1964, as amended: The Equal Employment Opportunity Act of 1972; Presidential Executive Orders 11246, 11375, 11131; Part 60 of Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990 and laws, regulations or amendments as may be promulgated hereunder.

- B. Requirements of the State of Kansas:
 - 1. The contractor shall observe the provisions of the Kansas Act against Discrimination (Kansas Statutes Annotated 44-1001, et seq.) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, and age except where age is a bona fide occupational qualification, national origin or ancestry;
 - 2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase to be approved by the "Kansas Human Rights Commission";
 - 3. If the contractor fails to comply with the manner in which the contractor reports to the "Kansas Human Rights Commission" in accordance with the provisions of K.S.A. 1976 Supp. 44-1031, as amended, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended in whole or in part by the contracting agency;
 - 4. If the contractor is found guilty of a violation of the Kansas Act against Discrimination under a decision or order of the "Kansas Human Rights Commission" which has become final, the contractor shall be deemed to have breached the present contract, and it may be canceled, terminated or suspended in whole or in part by the contracting agency;
 - 5. The contractor shall include the provisions of Paragraphs 1 through 4 inclusive, of this Subsection B, in every subcontract or purchase so that such provisions will be binding upon such subcontractor or vendor.

- C. Requirements of the LWDB, relating to Non-Discrimination -- Equal Employment Opportunity/Affirmative Action Program Requirements:

1. The vendor, supplier, contractor or subcontractor shall practice Non-Discrimination -- Equal Employment Opportunity in all employment relations, including but not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The vendor, supplier, contractor or subcontractor shall submit an Equal Employment Opportunity or Affirmative Action Program, when required, to the LWDB, Kansas, in accordance with the guidelines established for review and evaluation;
2. The vendor, supplier, contractor or subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, supplier, contractor or subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, "disability, and age except where age is a bona fide occupational qualification", national origin or ancestry. In all solicitations or advertisements for employees the vendor, supplier, contractor or subcontractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase;
3. The vendor, supplier, contractor or subcontractor will furnish all information and reports required by the LWDB for the purpose of investigation to ascertain compliance with Non-Discrimination -- Equal Employment Opportunity Requirements. If the vendor, supplier, contractor, or subcontractor fails to comply with the manner in which he/she or it reports to the LWDB in accordance with the provisions hereof, the vendor, supplier, contractor or subcontractor shall be deemed to have breached the present contract, purchase order or agreement and it may be canceled, terminated or suspended in whole or in part by the LWDB, and further Civil Rights complaints, or investigations may be referred to the State;
4. The vendor, supplier, contractor or subcontractor shall include the provisions of Subsections 1 through 3 inclusive, of this present section in every subcontract, subpurchase order or subagreement so that such provisions will be binding upon each subcontractor, subvendor or subsupplier.
5. If the contractor fails to comply with the manner in which the contractor reports to the Department of Finance as stated above, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended in whole or in part by the contracting agency;

D. Exempted from these requirements are:

1. Those contractors, subcontractors, vendors or suppliers who have less than four (4) employees, whose contracts, purchase orders or agreements cumulatively total less than five thousand dollars (\$5,000) during the fiscal year of LWDB are exempt from any further Equal Employment Opportunity or Affirmative Action Program submittal.
2. Those vendors, suppliers, contractors or subcontractors who have already complied with the provisions set forth in this section by reason of holding a contract with the Federal government or contract involving Federal funds; provided that such contractor, subcontractor, vendor or supplier provides written notification of a

compliance review and determination of an acceptable compliance posture within a preceding forty-five (45) day period from the Federal agency involved.

Name and Title of Certifying Official

Signature of Certifying Official

Date

Attachment E

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

1. The prospective primary recipient certifies to the best of its knowledge and belief, that it, and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
- b. Have not within a three (3) year period preceding this Response 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
- d. Have not, within a three (3) year period preceding this application/Response had one or more public transactions (federal, state, or local) terminated for cause or default.

2. That if the prospective primary recipient is unable to certify to any statements in this certification, such prospective primary recipient shall attach an explanation to the Response.

Name and Title of Certifying Official

Signature of Certifying Official

Date

Attachment F

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

2. If any other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification can be included in the award documents for all subawards at all tiers (including SubContracts, subgrants and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Name and Title of Certifying Official

Signature of Certifying Official

Date

Attachment G

IFB Review Tool

IFB #052006VL INITIAL REVIEW

Agency Name: _____

Agency Contact Person/Title: _____

Agency Address: _____

Telephone Number: _____

Geographic Area Served: _____

Date Received: _____

Evaluated by: _____

Was the response submitted before deadline _____ yes _____ no

Was the response completed in the required format _____ yes _____ no

Does this response include four copies and one original _____ yes _____ no

Are all attachments completed and included _____ yes _____ no

Was the cover page completed properly _____ yes _____ no

Were all response outline sections completed & within page limits _____ yes _____ no

Compliant: _____ YES _____ NO

Submitted Service Review

Agency:
Service:

1. Does Service Described meet with Local Area I Youth Program Design?

Yes

No

Explain:

2. Is fee reasonable and how does it compare with other bids?

Yes

No

Explain:

3. Does agency have a history of success?

Yes

No

Explain:

Attachment H

Counties included in Region

North Central Region

	Cloud	
	Dickenson	
	Ellsworth	
	Jewell	
	Lincoln	
	Mitchell	
	Morris	
	Ottawa	
	Republic	
	Saline	
Salina		
	Ellis	
	Graham	
	Norton	
	Osborne	
	Phillips	
	Rooks	
	Russell	
	Smith	
	Trego	
Hays		
	Barton	
	Ness	
	Pawnee	
	Rice	
	Rush	
Great Bend		
Total Workforce North Central Region		
Number of Counties		24

Southwest Region

	Finney	
	Greeley	
	Hamilton	
	Kearney	
	Lane	
	Scott	
	Wichita	
Garden City		
	Grant	
	Haskell	
	Meade	
	Morton	

	Seward	
	Stanton	
	Stevens	
Liberal		
	Clark	
	Comanche	
	Edwards	
	Ford	
	Gray	
	Hodgeman	
	Kiowa	
Dodge City		
Total Workforce Southwest Region		
Number of Counties		21

South Central Region

	Barber	
	Pratt	
	Reno	
	Stafford	
Hutchinson		
	Chase	
	Harvey	
	Marion	
	McPherson	
Newton		
Total Workforce South Central Region		
Number of Counties		8

Northwest Region

	Cheyenne	
	Decatur	
	Gove	
	Logan	
	Rawlins	
	Sheridan	
	Sherman	
	Thomas	
	Wallace	
Colby		
Total Workforce Northwest Region		
Number of Counties		9

Attachment I

Useful Websites

Workforce Innovation and Opportunity Act

<http://www.doleta.gov/WIOA/>

US Department of Labor published WIOA documents:

<http://www.doleta.gov/usworkforce/WIOA.cfm>

Kansas WorkforceOne:

<http://www.kansasworkforceone.org/>