

Turning Point Workforce Development Board

P.O. Box 7516 Rocky Mount, NC 27804
(252) 443.6517 x 7 Fax: (252) 443.4468

The Turning Point Workforce Development Board (Turning Point WDB) Youth Standing Committee is soliciting Request for Proposals (RFPs) for the procurement of WIOA Youth Programs and Services in the region. The region includes: Edgecombe, Halifax, Nash, Northampton, and Wilson counties.

Funds for Youth Programs and Services are being provided under the Workforce Innovations and Opportunity Act (WIOA) by the US Department of Labor.

Potential bidders can submit a RFP to operate Youth Programs and Services in a particular area in the region or in the entire region covered by the Turning Point WDB.

The RFP requires a potential bidder to provide some of the following information: types and levels of programs and services to be provided for in school/out of school youth supportive services and budget(s) for proposed Youth Programs and Services. **Please note, an individual who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 75% expenditure requirement for out-of-school youth. 20% of total expenditures must apply to work-based learning activities (WEX, OJT, apprenticeship, etc.)**

The TURNING POINT WDB will not pay any costs associated with the preparation of the RFP. The TURNING POINT WDB will not be responsible for funding a RFP in whole or part. The TURNING POINT WDB reserves the right to negotiate terms of all parts of a RFP approved for funding.

All RFPs are due to the TURNING POINT WDB administrative offices no later than 4:00pm, Friday, March 31, 2023. Only completed RFPs will be accepted for review by the TURNING POINT WDB.

THE TURNING POINT WORKFORCE DEVELOPMENT BOARD,
INC.

REQUEST FOR PROPOSAL (RFP)

YOUTH NEXTGEN PROGRAM SERVICES

FOR THE PERIOD JULY 1, 2023 – JUNE 30, 202425

TURNING POINT WDB
P. O. Box 7516
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**Turning Point Workforce Development Consortium and
Turning Point Workforce Development Board, Inc.
Request for Proposal Number WIOA #2023 Youth NextGen Program Services**

Funding: Workforce Innovation and Opportunity Act (WIOA) 2023
Service Area: Edgecombe, Halifax, Nash, Northampton and Wilson Counties
Target Groups: Youth NextGen Program Services

RFP Release Date: **March 1, 2023**
Bidders Conference: **March 13, 2023** (*Optional – 10:00am: Please
send email to request Zoom invitation by COB Thursday, March 9, 2023*)
Letter of Intent to Bid due: **March 17, 2023** (*by 4:00pm*)
RFP Submittal Date: **March 31, 2023**
Turning Point WDB Approval: **April 20, 2023**
Award Notification Date: **May 26, 2023**
Anticipated Contract Start Date: **July 1, 2023**

The dates above are subject to change

Contact Information

The point of contact for information on this Request for Proposal is:

Turning Point Workforce Development Board, Inc.
Attention: Michael Williams, Director
PO Box 7516
Rocky Mount, NC 27804
mwilliams@turningpointwdb.org
Phone: (252) 443-6175 ext. 7

Type of Contract

Proposers must propose a cost reimbursement contract. A cost reimbursement contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the proposer may not exceed (except at contractor’s risk) unless the awarding party agrees to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the proposer in carrying out the services. The proposer is reimbursed for actual expenses according to the approved line item budget.

Contract Terms

The initial contract term is one year beginning July 1, 2023 and ending June 30, 2024. At the end of June 30, 2024, the Turning Point WDB may approve a one-year extension pending funding availability and contractor performance.

Proposal Due Date

All proposals must be submitted no later than **4:00 p.m. on March 31, 2023**

One (1) original and nine (9) copies of response to this RFP should be submitted.

Responses should be submitted either in binders, notebooks or sealed envelopes, clearly marked on the outside, with the project name:

**Turning Point Workforce Development Board, Inc.
110 Fountain Park Drive
Battleboro, NC 27809
Attention: Michael Williams, Turning Point WDB Director**

Late proposals, regardless of delivery will not be considered

Right to Cancel

The Turning Point WDB reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and timeline as is deemed necessary.

Estimated WIOA Funds Available for Contracts

All amounts are estimates for planning purposes and are subject to change

County	Youth Total	75% Out of School	25% In School
Edgecombe	\$317,615	\$238,211	\$79,404
Halifax	\$272,241	\$204,181	\$68,060
Nash	\$408,361	\$306,271	\$102,090
Northampton	\$105,871	\$79,403	\$26,468
Wilson	\$408,361	\$306,271	\$102,090
Total Amounts	\$1,512,449	\$1,134,337	\$378,112

Section I

A. INTRODUCTION/OVERVIEW

It is the intent of the Turning Point Workforce Development Board (Turning Point WDB) to provide an equal and open opportunity in the selection of Contractors for Workforce Innovations and Opportunity Act (WIOA) services to youth in the region. This region includes: counties of Edgecombe, Halifax, Nash, Northampton and Wilson.

The vision of the Turning Point WDB's youth system is to assist youth in becoming life-long learners possessing the skills and opportunities to support long-term success in the job market.

The mission of the TURNING POINT WDB's youth programs and services, under the guidance of the TURNING POINT WDB and its Youth Standing Committee, is to facilitate the development of a coordinated, self-sustaining youth development and employment system that meets and anticipates the needs of future workers and employers.

The overall goal for the provision of funds under this procurement is to assist at-risk youth, ages 14-24, in achieving major educational attainment, skill development and/or employment. Programs/services should be designed in such a way that job placement and career development strategies are maintained and relevant.

For the purpose of programming, this means:

- Services need to be tied to labor market needs.
- Effective connections to local and regional employers should be created.
- Meaningful connections between academic and occupational learning need to be developed.
- Education relevant to the job market and to further education should be provided.
- Post-secondary educational opportunities should be linked.
- Activities and services that support youth development should be provided.
- Follow-up services that are central to the development of effective youth programs should be provided.

The TURNING POINT WDB is emphasizing the following youth program delivery areas in response to direction from the TURNING POINT WDB Board, its Youth Standing Committee and WIOA requirements:

- Increase connections to employer and labor market information.
- Focus on more intensive year round programming.
- Emphasize long-term outcomes.
- Increase focus on academic achievement, alignment with state education requirements and post-secondary readiness.
- Delivery of at least 14 specific service elements as needed.

□ Provide twelve months of follow-up for all students who receive WIOA-funded services. Funds identified for this Request for Proposal (RFP) are being provided under the federal Workforce Innovations and Opportunity Act (WIOA) of 2014.

Contracted services are to be provided from July 1, 2023 through June 30, 2024 followed by twelve (12) months of follow-up services as required by WIOA. WIOA requires year-round services as well as a twelve (12) month follow-up period.

If funding is awarded, the TURNING POINT WDB reserves the option to renew the Agreement for one additional program year, depending if the Contractor meets the terms, conditions and performance levels of the Agreement. If so, the Agreement will be re-negotiated. If it becomes necessary for the TURNING POINT WDB to revise any part of this RFP during the solicitation process, an amendment will be issued to all prospective bidders who received the RFP. If it becomes necessary for the TURNING POINT WDB to revise any part of this RFP after the solicitation process, an amendment will be issued to only those bidders who submitted a RFP to the TURNING POINT WDB for its review on or before the solicitation deadline date.

B. INSTRUCTIONS/EVALUATION PROCESS/TIMELINE

INSTRUCTIONS

Please prepare your response to the RFP in the following manner. Potential bidder must provide accurate, valid and full disclosure of information required and requested. **If you fail to follow instructions and/or fail to respond to all parts of the RFP, your proposal shall be deemed non-responsive and will not be considered for funding.**

The TURNING POINT WDB will not accept any amendments, revisions or alterations after the proposal due date unless requested and/or approved by the TURNING POINT WDB.

Contractors will be competitively selected based on the scoring of RFP responses.

Bidders receiving provisional awards will be required to demonstrate the fiscal and administrative capacity as described in Section I C: Contractor Qualifications and Responsibilities.

All awards are contingent upon fiscal and administrative qualifications and successful contract negotiation process, and shall be bound by the best terms originally offered by the bidder in the proposal. Within 15 business days after the beginning of the funding period, Contractors must execute their contracts.

CONTENT OF RFP PROPOSAL RESPONSE

Your proposal must include:

1. Complete Cover Page form provided in Section II.
2. Written response to Section II, Questions 1-6, in the order presented.
3. Required attachments

OTHER REQUIREMENTS/NOTES

- A total of ten (10) proposals must be submitted. **One (1) proposal must be an original, with original inked signatures and Nine (9) copies. It should be marked "Original Signatures" in the upper right corner of the proposal.**
- The required proposal document must be single-spaced, on one side of standard (8½ inch by 11 inch) unruled white paper. Pages must be numbered and correspond with the Table of Contents.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.
- Bidders may submit proposals for one or more project types or counties.
- Costs for developing the proposals are solely the responsibility of the bidders. The TURNING POINT WDB will not provide reimbursement for such costs.
- A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted to the TURNING POINT WDB.

Proposals should be sent or delivered to:

**The Turning Point WDB Youth Standing Committee
Attn: Michael Williams, Director
110 Fountain Park Drive
Battleboro, NC 27809**

Proposals must be received by 4:00 pm on Friday, March 31, 2023. Any proposal submitted after the close of the solicitation period is late and will not be considered.

EVALUATION PROCESS

There will be a three stage evaluation process. 1) The initial review of completed RFP's will be completed by TURNING POINT WDB staff. The staff will deliver proposals to the Youth Standing Committee for more extensive review. 2) Youth Standing Committee members will rate the proposals, assign a value and make recommendations for funding to the TURNING POINT WDB Board. 3) The TURNING POINT WDB Board will be responsible for selecting Contractor(s) and assuring equitable distribution of funds.

Youth Standing Committee members will review and score proposals according to the criteria and assigned points specified in Evaluation Criteria Section I E.

Youth Standing Committee members' scores will be calculated. Scores will be used as a guide for discussion and selection of provisional Contractors. If no adequate response to the requested services and outcomes is received, the Youth Standing Committee might recommend that no awards be made. A list of provisional Contractors will be sent to the TURNING POINT WDB Board, as recommended by the Youth Standing Committee, for approval. To the greatest possible extent, funded proposals will be sought to serve a wide array of the target populations identified herein.

A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with the TURNING POINT WDB, or any other funding source, and/or poor past or current contract performance with the TURNING POINT WDB or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions be met and/or exceeded regarding identified areas of concern. Special terms and conditions will be made a part of the contract.

The TURNING POINT WDB retains the right to request additional information from any bidder.

C. CONTRACTOR QUALIFICATIONS/ASSURANCES/RESPONSIBILITIES

All organizations/agencies must meet the minimum level of administrative and fiscal requirements in order to contract with the TURNING POINT WDB. Therefore, all bidders must provide the following Qualifications and Assurances. Failure to satisfactorily provide the following documentation will result in the proposal being deemed non-responsive and subsequently, will not be considered for funding.

CONTRACTOR QUALIFICATION AND ASSURANCES

Contractor is required to include documentation of the following:

- Organization's resolution stating that it possesses the legal authority to contract for this Agreement.
- Organization's Articles of Incorporation, Educational Accreditation (if applicable) and Fidelity Bond.
- Organization's personnel policy, including Conflict of Interest Policy for its staff as well as its Board.
- Organization's Grievance Policy and Procedures.
- Organization's proof of insurance.
- Will Provide a Letter of Assurance that Provider has Access to Outside Funding Sources and/or Will Have Access to Outside Funding Source(s) Should WIA Funding Be Awarded.
- Organization's assurance to comply with Child Labor Laws.
- Organization will assure compliance with TURNING POINT WDB Audit requirements.
- Organization understands the TURNING POINT WDB and contractor will jointly agree on the type of contracting method to be implemented once a funding award has been approved by the TURNING POINT WDB. However, the type of contracting method implemented will have some level of performance-based feature(s). The TURNING POINT WDB has the final authority in approving and executing a method of contracting for the contractor.
- Organization must sign two page form attached to this proposal regarding: Certification Regarding Debarment and Suspension; Drug-Free Workplace Requirements; Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and Equal Opportunity Non-Discrimination Notice.
- If any part of the work covered by this request is to be subgranted, the proposer must identify the subgranting organization and a subgrant agreement must be entered into between the two parties. Copies of the subgrant agreement(s) must be included in with the bidders response.

SUBMISSION OF QUALIFICATIONS AND ASSURANCES

All requested information listed above should be included, in order, as required attachments.

CONTRACTOR RESPONSIBILITIES

Program success is contingent upon the ability of the Contractor to meet the demands of managing and administering the program in a dynamic environment. Contracts awarded will be based on program performance with allowable cost limited to those reasonable and necessary for the effective and efficient performance of the contracted services.

Contractor responsibilities include, but are not limited to:

- Program operations and fiscal management.
- Client tracking and documentation (including follow-up documentation).
- Timely billings and reports.

- Timely reporting of required data/information.
- Cooperation and coordination with TURNING POINT WDB and other Contractors doing related work.
- Self-evaluation and in-house quarterly monitoring of the program.
- Meeting and/or exceeding regional performance indicators for youths.

D. PROGRAM SPECIFICATIONS

TARGET POPULATION

Youth served under this proposal must meet the following criteria:

1. Low-income.
2. Legal citizens or residents of the U.S.
3. At least one of the following challenges:
 - Deficient in basic literacy skills.
 - School dropout.
 - Homeless, runaway, or foster child.
 - Pregnant or parenting youth.
 - Offender.
 - Youth requiring additional assistance because of one or more of the following:
 - At-risk of dropping out of school.
 - Limited English proficiency.
 - Migrant family status.
 - Involved with the Juvenile Justice Department.
 - Disability (including Learning Disability).

MANDATORY TRAINING PROGRAM

It is **mandatory** that all providers of youth programs and services incorporate the following activity and provide to all youth ages 14-24:

Pre-Employment/Work Maturity Skills – This activity shall encompass the following topics to be structured with employer commitments:

- Work Ethics
- Attendance
- Attitude
- What is Expected of Youth on the Job Site
- Interpersonal Relations (respect for supervisors and co-workers)
- Employability Skills (how to dress appropriately)
- Life Skills Training
- Money Management
- Interviewing Skills

Employer involvement/commitment should include class presentation(s) to youth on the topics listed and where possible written letters of commitment to provide meaningful work experience opportunities.

Potential bidders should provide at least three (3) letters of commitment from employers stating the level of involvement in the pre-employment/work maturity skills activity. Bidder must also state whether any incentives will be offered as an initiative for completing this activity and whether certificates will be awarded to youth upon completion of the activity. **Clearly detail the number of hours required to complete this program.** Letters of commitment and details of pre-employment/work maturity skills activity should be included as **Attachment B.** **Participants interested in either approved Career Pathways: Healthcare, Advanced Manufacturing, AgriBusiness/Technology and Service Support the cost of testing could be covered by community college.**

Potential bidder must promote awareness of the NC Works Career Center(s). **Also Turning Point WDB encourages potential bidder to focus on careers based learning involving Allied Health Sciences; Science, Technology, Engineering, Mathematic (S.T.E.M.), “Green Jobs”, and Entrepreneurship while providing the other 14 elements.**

The TURNING POINT WDB has the authority to make additional changes to the RFP at any time during the contract period based on the on-going results of the long-range planning being under-taken by the TURNING POINT WDB Board, Youth Council, and community partners such as education, business, service providers and community agencies.

PROJECT TYPES

Bidders must propose one of the following two (2) project types. All strategies must include the programmatic specifications listed in this section.

1) Intensive Year Round Programs for In-School Youth Ages 14-21

Funding will support programs that serve 14-21 year old at-risk in-school youth in intensive year-round programs. Outreach efforts should target youth that are skill deficient and/or at-risk of not completing school. Emphasis should be on work readiness skill gains and on academic skill gains that lead to grade level increases for basic skills deficient youth. Programs are strongly encouraged to link with school systems to offer school year connections, including instruction for basic skills deficient youth. **Due to Department of labor focus on Out-of-School Youth and anticipation in the reduction of youth funds In-school youth providers will be limited to one per county.**

In addition, it is the desire of the YSC/WDB that each 16-18 year old receive at least one work experience per program year. Unless the youth is already engaged in employment, by some other source, each bidder should provide at least one paid work experience activity for each 16-18 year old youth served.

Each 14-15 year old should be exposed to at least one employment related activity (such as: job shadowing, industry/occupational tours, or internship).

2) Intensive Year Round Programs for Out-of-School Youth Ages 16-24

Definition: Out-of-school youth are those individuals who have dropped out of school and are not presently enrolled in an educational program. In addition, an out-of-school youth can be an individual who is underemployed or unemployed and has graduated from high school or received their AHSD.

Emphasis should be to assist this high-risk group in gaining access to local youth services and employment opportunities. Programs can do this through outreach and partnership with community organizations, schools, and other entities already recruiting youth. Intensive year round services should lead to attainment of academic skills, non-subsidized employment and/or entry into post secondary education.

In addition, it is the desire of the YSC/WDB that each 16-18 year old receive at least one work experience per program year. Unless the youth is already engaged in employment, by some other source, each bidder should provide at least one paid work experience activity for each 16-18 year old youth served. Summer employment linked to academic and occupational learning is one of fourteen required elements which must be made available to youth also.

75% of WIOA funds will support programs that serve 16-24 year old out-of-school youth in intensive year round programs. 20% of total expenditures must apply to work-based learning activities (WEX, OJT, apprenticeship, etc.).

KEY PROGRAM COMPONENTS

- 1. Certification:** Under the WIOA legislation for federal funding, all youth must meet eligibility criteria defined in this section. Certification of eligibility for any WIOA funded programs must be completed prior to enrollment. Certification includes income eligibility determination. The TURNING POINT WDB will assist Contractors by providing technical assistance on the certification process to determine eligibility.
- 2. Orientation:** All participants must receive information on the full range of youth services that are available through eligible providers, including contracted programs and One Stop Partners.
- 3. Assessment:** Each participant shall be provided with an objective assessment of his/her academic, employment skills, and supportive service needs. This includes a review of educational skill level, occupational skills, prior work experience, employability, interest, aptitudes and supportive service needs.
- 4. Individual Employment Plan (IEP):** An individual, written plan of long and short-term goals, that includes educational, employment related and personal support services needed, will be developed for each participant. Programs should use objective information to develop this plan. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated quarterly.
- 5. Referral:** Any eligible youth who is not enrolled in services with a contracted program must be given referral information regarding the full array of applicable or appropriate services available through local programs, including One Stop Partners and providers. In addition, youth should be given referrals for further assessment if determined appropriate. Programs are strongly encouraged to link and share information with other youth serving agencies, organizations and training providers in order to meet the individual needs of all youth.
- 6. Supportive Services:** Supportive services are those that are necessary to assist the youth to be successful in achieving their goals. These services may include transportation, childcare, work-related tools, etc. To the greatest extent possible, programs should address support service needs through the leveraging of existing resources and private/public partnerships.
- 7. One Stop Partnership:** The One Stop system provides workforce development services to adults and youth. The TURNING POINT WDB Youth Program Contractors will be expected to engage in partnerships in the One Stop system providing additional resources and services to youth, as well. Specifically, programs serving youth 18-24 years old should be actively participating with One Stop Partners to ensure that youth have access to the full range of service available.

REQUIRED ELEMENTS

Under WIOA, the following elements must be addressed in the bidders' program design. Elements can be made available directly or through partnerships. The primary goals of WIOA are meeting individual needs and continuity of services. If partnering to provide these elements, programs must show they will ensure follow through and coordination of services.

All youth may not need each of the following elements; however, each element must be made available to youth, if needed.

Follow-up services must be provided to all youth participating in a WIOA funded program. During the twelve months of follow-up activity, participants are to be contacted monthly (by physical or telephone contact) with proper documentation noted in each individual's case notes file.

Programs presented may not duplicate facilities or services available in the area 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 WDBs performance goals.

The 14 Required Elements are:

1. Tutoring, study skills training instruction and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its equivalent or for recognized post-secondary credential;
2. Alternative school services;
3. Paid and unpaid work experiences which may include:
 - a. summer employment opportunities and other employment opportunities available during the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. OJT training
4. Occupational skills training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate;

10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referrals, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
14. Activities that help youth prepare for and transition to post-secondary education and training.

ACADEMIC REQUIREMENTS

In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on academic skill gains in Basic English language, literacy skills and math computation skills. The targeted population to be served includes youth who may have low basic skills, defined as below 8th grade level.

All programs must provide academic services to assist in skill gains for basic skill deficient youth. Approved assessment instruments must be utilized to show skill level gain. The TURNING POINT WDB will work with contracted programs to identify appropriate instruments/tools to be used to show gain. There are a variety of strategies that may help youth attain academic skills. The following are examples:

- Basic skills** instruction leading to grade or skill level increase, including English as a Second Language.
- Instruction leading to high school diploma or GED.
- Preparation for entry into post secondary education.
- Project based learning, with learning objectives tied to academic competencies.
- Tutoring and/or study skills leading to educational success and school retention.

EMPLOYER CONNECTIONS

Authentic connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to increased placements in employment or continuing education, as well as meaningful exposure to the world of work leading to measurable skill increases. The TURNING POINT WDB would like to see an increase in career development experiences that

demonstrate meaningful employer involvement. These are described as structured, supervised and contextual world of work experiences, with documented learning outcomes. Work based learning experiences are those that:

- Take place in the context of actual work environments.
- Are linked to learning outcomes.
- Are developed in part with employer input and industry specific skills.
- Are based upon labor market information.

******All WIOA youth service providers/contractors are required by state and federal law to expend at least 20% of their overall allocation on work-based learning opportunities. Failure to comply with these laws will have an adverse impact on service providers'/contractors' ability to acquire future funding from the Turning Point WDB.***

Employment related activities include:

- Subsidized work experience.
- Unsubsidized work experience.
- Internships.
- Job shadowing.
- Exposure to various aspects of labor industry.
- Job search assistance.
- Project based learning.
- Career mentoring.
- Occupational skills training.
- Employment opportunities directly linked to academic and/or occupational skills.

Youth Development Principles

National research identifies the following elements of effective practice of youth development. The TURNING POINT WDB plans to contract with providers who exemplify the following principles in the delivery of services to youth:

- Relationships that maintain continuity of contact with caring adults.
- Strong connections to employers.
- A variety of contextual educational options for skill/competency gains or academic learning through practical application.
- Positive peer support.
- Opportunities for post-secondary education.
- Opportunities for meaningful service to others.
- Follow-up support over a sustained period.

OUTCOMES

Successful proposals will emphasize program outcomes. The following is a description of the initial performance outcomes the TURNING POINT WDB will use to measure program success. These outcomes reflect current Department of Labor policy. However, we expect additional policy guidance, which may somewhat alter the measures, their definitions, or the formulas with which performance is calculated.

We anticipate that any changes resulting from either federal or state level policy will be minimal. Proposal bidders may be confident in using the following table in the development of their performance plans. **Please note the different age groups have different performance outcome requirements.**

Proposals will be expected to display a clear strategy for investing program dollars in their youth customers in a way that generates corresponding rational outcomes. For example, the TURNING POINT WDB expects programs serving fewer youth to generate a greater range of outcomes. Other programs may target greater numbers of youth, but fewer outcomes. Creativity and innovation in establishing this balance is encouraged.

Youth Performance Measures

All Youth Ages 14-24

- 1. Placement/Employment Second Quarter (TPWDB Goal – 77%)**
Number of exiters employed during the 2nd quarter after exit
- 2. Placement/Employment Fourth Quarter (TPWDB Goal – 77%)**
Number exiters employed during the 4th quarter after exit
- 3. Median Earnings Gain (TPWDB Goal - \$2,700)**
The midpoint of wages earned during the 2nd quarter after exit for all exiters with wages in 2nd quarter after exit
- 4. Credential Attainment Rate (TPWDB Goal – 51%)**
Recognizes attainment of measure technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation
- 5. Measureable Skills Gain (TPWDB Goal – 45%)**
Educational progression of at least one functioning level of a participant who is receiving instruction below the post-secondary level

FUNDING/BUDGET GUIDELINES

Funding available under this proposal is limited. The TURNING POINT WDB will not be specifying minimum or maximum funding levels or cost per participant for bidders. Keep in mind that all costs associated with proposed programs and cost per participant should be reasonable in light of available funding.

E. EVALUATION CRITERIA

Program Description and Operations (25 Points)

- To what extent does the bidder have a successful history of designing and delivering high quality, comprehensive programming for the target population?
- Are program design, services, and operations appropriate to address the unique needs of the target populations?
- Are program expectations, incentive strategies, and opportunities for leadership in program operations appropriate to the target population?
- Does the applicant have operational systems (orientation, recruitment referrals for youth not served, assessment, case management, staffing, individual service plans and services for youth with disabilities or limited English Proficiency) in place to effectively deliver the program described?

Program Components (45 Points)

WIOA Elements

- Does the proposed program provide the required elements?
- Does the proposed program provide high quality methodology for delivering the required elements?
- Does the proposal describe an effective process and plan for one year of follow-up for youth enrolled in the program?
- Are the elements delivered in a way that supports a youth development philosophy?

Academic Opportunities

- Does the proposal extend rigorous academic opportunities for all youth enrolled?
- Are the curriculum tools and resources sufficient to ensure academic achievement?
- Has the bidder developed a plan to deliver academic assistance to raise the skill level of youth who are basic skill deficient?
- Do summer intensive programs have connections to school year activities in place and are they of quality nature?

Career Development and Employment Opportunities

- Has the proposed program developed significant partnerships with employers to provide ample work-based learning continuum and career development activities to all youth enrolled in the program?

- Does proposed program outline how it will use local labor market information and employer defined skills in career development and employment activities?

Outline and Evaluation (15 Points)

- How and to what extent does the proposed program ensure it will meet the outcome requirements of the RFP?
- Does the proposed plan include performance levels, benchmarks, methods and tools that will guarantee achievement of the selected outcomes?
- Is there a plan or process in place to ensure ongoing as well as final program evaluation for participating youth?

Budget (15 Points)

- Is there evidence in the proposal of partnerships with other agencies, which will assist in meeting proposal outcomes?
- Do cost per individual and the total allocation sought constitute the most effective use of our resources?
- Does the projected budget effectively support the proposed program?
- Does the projected budget support reasonable cost per participant rate?

TOTAL POSSIBLE POINTS = 100

Section II
TURNING POINT WORKFORCE DEVELOPMENT BOARD, Inc.
NEXTGEN CAREER SERVICES
REQUEST FOR PROPOSAL

COVER PAGE

Organization:	
Contact Person:	
Email:	
Address:	
Phone Number:	
Social Media Platforms & Handles:	

Requested Funding Period: Start _____ End _____

COUNTY	PROJECT TYPE	NUMBER TO BE SERVED	COST PER PARTICIPANT	AMOUNT
Edgecombe	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Halifax	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Nash	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Northampton	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Wilson	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
TOTAL	-----			

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

Name: _____ **Title** _____

Date: _____

B. PROPOSAL QUESTIONS

Bidders should read the entire proposal packet before answering these questions.

Responses to questions 1-6 should be limited to 10 pages and should be answered in the order presented. In addition, bidders must complete the cover page and budget information sections, as well as include attachments as indicated in Section I.

1. GENERAL PROPOSAL INFORMATION

- a)** Describe how the proposed program will fit into your organization's mission and goals. Provide a brief overview of proposed program.
- b)** Detail which of the project types your program will be delivering, include the targeted population and primary geographic area(s) to be served.
- c)** Describe your past experience and results delivering services in similar projects and/or to similar populations.
- d)** If your agency is bidding to offer a regional program, please detail how you will deliver service in every county. Identify all agencies and partners that will aid you in service delivery. Documentation, or letters of support are required, and must be attached in Section IV.

2. GENERAL PROGRAM OPERATIONS

- a)** Describe outreach and recruitment strategies for target population. Include partnerships with youth serving agencies, organizations and schools you will use to reach targeted population.
- b)** Detail the criteria you will use to select youth to be enrolled into your program.
- c)** Describe the referral process for youth not selected for participation in your program.
- d)** Describe how you will provide outreach and accommodation services to youth with disabilities or whose primary language is not English.
- e)** Describe orientation/assessment activities. Include assessment tools, instruments and methods your program will use to gather the necessary assessment information to develop Individual Service Strategies.
- f)** Detail how your program will develop Individual Employment Plan. Describe how participants' goals will be developed, evaluated and coordinated.
- g)** Describe your staffing plan. Include positions, staff to student ratios, and staff areas of responsibility as related to the outlined program. Include organizational chart. Provide job descriptions indicating amount of time devoted to WIOA program. (Job titles should agree with titles used by the bidder in the budget summary).
- h)** Describe your project's case management strategy for providing consistent support, follow-through for service plans and referrals, and tracking of individual participants.
- i)** Provide a detailed schedule of participant activities. Describe the location of activities.

- j) Describe the strategies you will use to motivate, and/or reward positive participation in the program.
- k) Detail the standards or expectations you will require of youth participating in the program.

3. ELEMENTS

- a) Describe how you will provide each of the 14 Required Elements. Identify any resources your program will use to support and enhance the delivery of these elements.
- b) Detail how your program will identify each participant’s individual need for the described services.
- c) Describe how you will coordinate services to ensure performance towards program goals.

Indicate in chart below, WIOA funded/budgeted elements and/or where appropriate other agency referrals for services will take place.

Youth Program Elements

WIOA Youth Program Elements	Service Provider	Referral <i>(Identify specific agency or organization)</i>
1. Tutoring, study skills training instruction and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its equivalent or for recognized post-secondary credential;		
2. Alternative school services		
3. Paid and unpaid work experiences which may include: a. summer employment opportunities and other employment opportunities available during the school year; b. pre-apprenticeship programs; c. internships and job shadowing; and d. OJT training		
4. Occupational skills training;		
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;		
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;		
7. Supportive Services		
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;		
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate;		
10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling		

and referrals, as appropriate;		
11. Financial literacy education;		
12. Entrepreneurial skills training;		
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling, and career exploration services;		
14. Activities that help youth prepare for and transition to post-secondary education and training.		

4. ACADEMIC OPPORTUNITIES

- a) Describe the types of educational opportunities that will be offered to youth.
- b) Describe how youth that are basic skills deficient will be assisted while increasing their skill levels.
- c) Detail the specific curriculum, tools and resources that will be used to deliver academic activities.
- d) If providing summer work opportunity, describe how you will ensure a link to school activities and provide continued support throughout the school year.
- e) Detail how all participants will be introduced to Science, Technology, Engineering, and Mathematic (S.T.E.M.) based learning.
- f) Detail how all participants will be introduced to Allied Health Sciences based learning.

5. CAREER DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

- a) Detail the type of work-based learning and career development opportunities that will be offered to youth.
- b) Describe how these activities will be linked to learning objectives. Include how you will ensure that employer-defined skills and labor market information are used to guide career development activities.
- c) Describe linkages you have made with employers. Include any resources developed in the form of funds, operations, etc.
- d) Include Letters of Commitment from at least 5 key Partners/Employers essential to delivering the services and achieving the proposed outcomes.
- e) Include plan to ensure all out-of- school youth attain at least a bronze level of the Career Readiness Certificate (CRC).

6. OUTCOMES

- a) Describe your performance objectives. Include total enrollments planned, performance levels of specified outcomes, methods and/or tools you will use. In addition, describe internal monitoring procedures that you will use to ensure that progress is being made towards the outcome.
- b) Describe what (if any) additional outcomes will be part of your program.
- c) Detail how you will evaluate the effectiveness of the program on an on-going basis.

RFP ATTACHMENTS

PROGRAM AND FINANCIAL MANAGEMENT

Instructions: Please complete the following section. Areas that address compliance issues must identify the appropriate member of the agency’s staff who will be responsible for compliance. Add any comments you find necessary for clarification.

●Equal Employment Opportunity (EEO):

Name of EEO Officer
Position Title
Phone number

●Internal Program Management and Monitoring Procedures:

Staff Name
Email
Phone number

●Invoicing and Financial Reporting:

Staff Name
Email
Phone number

●Requirements for Depository Accounts Holding WIOA Funds:

Name of Institution(s)
Is this account interest bearing?

Bonding Insurance Provider Name
Effective Date
Policy Number

●Property Management Requirements:

Staff Name
Email
Phone number

ASSURANCES AND CERTIFICATION

As an agency requesting WIOA funding, we assure and certify that our agency will comply with the following provisions:

1. That it will exclusively use the statewide/regional brand name for the statewide/Turning Point WDB workforce development system in lieu of traditional workforce development language and organizational names in the marketing and delivery of services and programs;
2. That it will consistently identify individual programs and activities in user-friendly terms, rather than bureaucratic lingo;
3. That it will designate appropriate job titles for staff who work with WIOA customers and detailed job descriptions will be available for each job title. These job titles will consistently be used with external customers;
4. That it will maintain customer files according to local area policies and guidance and adhere to data validation expectations;
5. That it will not place customers in WIOA-subsidized work settings which are designed to provide maintenance to the employers' place of business;
6. That it will fully comply with the requirements of the WIOA; all federal regulations issued pursuant to the Act; the North Carolina Strategic Plan; the Turning Point WDB Strategic Plan; Chief Elected Official; and Turning Point Workforce Development Area; and the NC Division of Workforce Solutions;
7. That it will administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations; that no portion of its program will in any way discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor;
8. That it will house all WIOA service provider staff at the career center of each county to the greatest extent possible for which it receives a contract and will accept all associated workforce roles and responsibilities;

9. That it will operate the program in full compliance with health and safety standards established under state and federal law and that conditions of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the customers;
10. That ineligible applicants will be referred to other appropriate services, including career services available at the career center;
11. That other resources will be exhausted prior to using WIOA funds;
12. That all customers employed by the program who are not covered under state workers' compensation laws and all customers enrolled in classroom training shall be provided with adequate on-site medical/accident insurance;
13. That all WIOA customers participating in on-the-job training activities or individuals employed in other activities under WIOA be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills and such rates shall be accordance with applicable law. In no event shall the wage be less than the applicable state or local minimum wage law;
14. That no customer will be employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA participants.
15. That no WIOA funds will be used for contributions on behalf of any customers to retirement systems or plans; to impair existing contracts for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker;
16. That reports to the Turning Point WDB or its staff will be provided in a timely fashion, as requested;
17. That all customer information will be keyed into the client management information system, NCWorks, in accordance with state and local policy, both in terms of content and timeframe expectations;
18. That eligibility verification will be completed and documented in accordance with federal, state, and local policy;

19. That customer loans will not be made from WIOA funds;
20. That total project costs will not exceed the amount agreed upon during contract negotiations and included in contracts;
21. That it will coordinate training site visits by the Turning Point WDB staff and Turning Point WDB members on request and will fully cooperate with monitoring reviews and other site visits by any representative of the WIOA;
22. That it will, in carrying out the contract, refrain from activities involving either actual or the appearance of conflict of interest according to NC General Statutes and Turning Point WDB's Conflict of Interest Policy;
23. That it will adhere to the North Carolina records retention policy and all WIOA financial and programmatic records (including customer files) will be maintained by each service provider for a minimum of five years from the date the program year audit is completed.
24. That it will have an annual single audit performed in accordance with current federal regulations and that upon receipt of completed audit, contractor will submit a copy to the Turning Point WDB within thirty days (30) unless a longer period is agreed to;
25. That it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352);
26. That it will comply with the nepotism provisions as they relate to federally funded programs;
27. That it will comply with the Immigration Reform and Control Act of 1986 by completing and maintaining on file an I-9 form for each customer receiving WIOA wages;
28. That it will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs;
29. That the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project;
30. That it does not use federal funds for lobbying purposes. If lobbying has occurred utilizing funds other than federal funds, the contractor agrees to file a disclosure report, if applicable;

31. For grants, contracts, and subcontracts in excess of \$100,000, or where the NC Department of Commerce Division of Workforce Solutions has determined that orders under an indefinite quantity agreement in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 USC 1319 (c)) and is listed by the United States Environmental Protection Agency (USEPA) or is not otherwise exempt, the operator assures that (1) no facility to be utilized in the performance of the proposed grant is on the EPA List of Violating Facilities; and (2) prior to award, it will notify the Division of the receipt of any communication from the Director of Federal Activities, USEPA, indicating that a facility to be used for a contract is under consideration to be listed.
32. That no funds will be used to develop or implement education curricula for school systems in the state as referenced in;
33. That no WIOA funding will be used for sectarian activities and that employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties;
34. That no WIOA funds will be used to encourage or induce the relocation of a business;
35. That no WIOA funds will be used for customized or skill training and related activities after the relocation of a business until after 120 days;
36. That no WIOA funds will be used for foreign travel;
37. That no WIOA funds will be used to duplicate services available in the area;
38. That customers will not be charged fees for placements or referrals;
39. That no WIOA financial assistance will be provided to any program that involves political activities and the contractor agrees to comply with the provisions of the Hatch Act which limits the political activity of certain state and local government employees and enrollees in federally funded programs;
40. That all WIOA customers and WIOA funded staff are aware of grievance procedures and the Contractor assures and certifies that the Contractor has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and subcontractors and other interested parties.

41. The Contractor will comply with NC-General Statutes, which prohibits public officials and employees from having a personal interest in any contract to which s/he is also a party in an official capacity.
42. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:

The Drug Free Workplace Act The Immigration Reform Act The American's with Disabilities Act	The Davis-Bacon Act Child Labor Laws The Fair Labor Standards Act
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This is to certify that all specifications contained in the Turning Point WDB's RFP have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the Contractor organization will comply with all of the above assurances; and that this proposal has been duly authorized by the governing body of the Contractor organization.

_____	_____
Signature of Authorized Representative	Date
_____	_____
Name	Title

STATEMENT OF COMPLIANCE

I hereby certify:

1. That the proposer is duly approved to submit this application requesting funding under the WIOA.
2. That the proposer does hereby agree to execute all work related to this application in accordance with the WIOA grant, the NC Division of Workforce Solution policies, Turning Point WDB policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The proposer shall notify the Turning Point WDB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
3. That the proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
4. That the contents of the application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and
5. That this application represents a firm request subject only to mutually agreeable negotiations; and
6. That the proposer is in agreement that the Turning Point WDB reserves the right to accept or reject any proposal for funding; and

7. That the proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no sub-contracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive Order 12549.

8. That the above-named proposer waives any right to claims against the members and staff of the Turning Point Workforce Development Board, Inc., Turning Point Workforce Development Consortium in their individual capacities.

Organization (proposer)

Authorized Representative Signature

Date

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
and VOLUNTARY EXCLUSION**

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

(BEFORE COMPLETING THE CERTIFICATION, READ THE ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Contractor Organization:

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION-LOWER TIER TRANSACTIONS

- By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of parties Excluded from Procurement or Non-procurement Programs.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.

DRUG-FREE WORKPLACE CERTIFICATION

Organization:

The Organization hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named organization will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the organization's workplace and specifying actions that will be taken against employees for violations of the drug free workplace policy.
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace,
 - b. The person's or organization's policy of maintaining a drug-free workplace,
 - c. Any available counseling, rehabilitation, and employee assistance programs, and
 - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:
 - a. Will receive a copy of the organization's drug-free policy statement, and
 - b. Will agree to abide by the terms of the organization's statement, as a condition of employment on the contract.

Certification

This is to certify that all specifications contained in the Drug-Free Workplace certification have been read and understood and that the organization will comply with all of the above and that this certification has been duly authorized by the governing body of the Contractor organization.

_____ Signature of Authorized Representative	_____ Date
_____ Name	_____ Title

Turning Point Workforce Development Board, Inc.
Procurement Policy



PURPOSE

To establish a method by which program operators shall be selected for the award of contracts for Workforce Development programs and services. **Procurement of programs and services issued under contract by the Workforce Development Board are limited to youth activities and to the exceptions described in the Workforce Innovation and Opportunity Act.**

PROCUREMENT AUTHORITY

The Workforce Development Board is responsible for determining the appropriate method of procurement in a given program year.

The Workforce Development Director is responsible for conducting procurement and issuing of Requests for Proposals (RFP's), as authorized by the board.

PROCUREMENT METHODS

Competitive Bids

The Workforce Development Board is committed to provide free and open access for all interested agencies. Programs and services may be competitively released for bid **as often as determined necessary by the Board of Directors but not less than** every two years.

Requests for Proposals are released on all Workforce Innovation and Opportunity programs and services. This form of procurement provides the opportunity for negotiation of both technical and cost/price elements among responsive bidders with the Workforce Development Board specified competitive range.

The Workforce Development Board elects to extend an existing contract of program training and/or services for one additional year following the RFP process. However, this extension is based on funds available; the option year is determined necessary by the Workforce Development Board, to fulfill an existing need; and the option is the most advantageous method of fulfilling the need. Options will then be based on prior year performance measures (which take into account technical and cost aspects) established by the Workforce Development Board. **If performance is determined non-satisfactory by the Workforce Development Board, then a competitive bid will again be released.**

CONFLICT OF INTEREST

Members of the Workforce Development Board who serve on the proposal evaluation committee shall disqualify themselves from participation, by physically removing themselves from the room in which RFP review discussions are taking place, during procurement decisions which directly impact that member or any organization in which that member directly represents. The absence of the member shall be documented in the committee minutes.

During a full board and/or committee meeting(s), no member of the Workforce Development Board shall cast a vote on the provisions of services by that member (or any organization, which that member directly represents) or vote on any matter which would provide direct financial benefit to that member.

CODE OF CONDUCT

No employee, officer, or agent of the administrative entity or the Workforce Development Board shall participate in the selection, award or administration of a contract supported by Federal funds where a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or any organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The employees, officers or agents shall neither solicit nor accept gratuities, favors or anything of monetary value, from contractors, or parties to sub-agreements.

Requirements for a Responsible bidder

The minimum qualifications for an agency to compete for funding include:

- identification of the bidder
- list of current members of Board of Directors
- incorporation papers, if applicable
- organizational chart and job descriptions of staff involved in potential services and training programs
- experience in operating programs and demonstrated ability to perform the services required within the Request for Proposal including but not limited to financial capabilities and past performance
- staff identified to carry out project supervision, property management, fiscal management, internal program management, compliance monitoring, performance reviews, equal opportunity and affirmative action compliance.

Bidding Procedures

Potential bidders are informed of the opportunity to submit proposals by legal notice advertisement which appears in the local newspapers and by mailing notifications to any agency who has requested to be included on the Workforce Development bidders list.

Once responses to proposals are received, a bidders' conference is held virtually with Turning Point Board administrative staff. The entire Request for Proposal is reviewed by the Workforce Development Director. A question and answer session will follow at the end of the review.

RFP's are released no later than 30 days prior to proposals being returned. All RFP's returned to the Workforce Development staff are received and documented by staff. Bids returned must be in a sealed envelope.

One original bid must be submitted for each activity, not later than 4:00 p.m. on the closing date to the administrative office. All pages must be numbered and included in a three ring binder.

EVALUATION AND SELECTION PROCEDURES

Providers selected shall be chosen in accordance with the provisions **of the Workforce Innovation and Opportunity Act, 29 CFR Parts 95 and 97, 29 CFR 97.36 (Procurement), and 667.200(a) (3).**

All bids are evaluated using the Workforce Development Board approved tool included in the RFP. The specific areas of evaluation include:

- Proposers Qualifications including: record of integrity and business ethics
- Technical Aspects including: demonstrated skills to perform the work
- Financial Capability and Cost Effectiveness
- Program Management including: performance, project implementation, selection and referral/targeting strategies, and management effectiveness
- Program Design including: Overall project design, curriculum, indicators, case management activities, and coordination with other agencies.

A committee of the Workforce Development Board's **evaluation committee and youth council** reviews and evaluates each proposal assigning numerical values as appropriate. The Workforce Development staff assists with the opening of proposals and recording of all comments, minutes and numerical values during the review. All comments from the committee(s) for contract award are documented as to recommendations regarding selection of a provider and presented to the full Workforce Development Board for

approval and award. All evaluations are signed by members of the committee(s). A list of bidders, including specific activities and the time in which proposals are received is developed and maintained by the Workforce Development staff.

COST/PRICE ANALYSIS

Price analysis will be conducted on each RFP submitted to the Workforce Development staff. The purpose of price analysis is to evaluate the final price or “bottom line” of each proposal submitted.

When necessary, cost analysis will be conducted. Cost analysis is only required when price analysis alone is not sufficient to determine that a price is fair and reasonable for a product or service. The main function of cost analysis is to form an opinion of what the activity or service should cost the bidder, given a reasonable economy.

Supplies required for occupational skills training activities are purchased after receiving price quotes from at least three (3) vendors. The lowest price is usually accepted unless the vendor with the lowest costs is located outside of the service area thereby, increasing the actual cost due to such things as shipping and handling.

SUBCONTRACTS

If the bidder proposes to use subcontractors, all costs and pricing data from the subcontractor must be submitted in the bidders proposal.

PROTEST PROCEDURES

A grievance concerning the procurement process shall be handled in the following manner:

(a) A written complaint shall be filed by registered or certified mail not later than seven (7) days after receipt, by the bidder, of written notice that the bidder would not be awarded a specific contract. The petition must be filed with the Workforce Development Board c/o Upper Coastal Plain Council of Governments, Post Office Box 9, Wilson, NC 27893. Unless the Workforce Development Board otherwise determines in its discretion, no hearing shall be held unless a hearing is requested by the bidder.

(b) No person or entity shall be deemed to be a proper complainant or a real party in interest, with respect to such grievances, unless such person or entity either timely entered a bid in response to a Request for Proposal or, with respect to contracts for which no Request for Proposal has been issued, requested in writing, prior to the contract award, that such person or entity be considered for the contract.

All complaints must be filed in writing, signed by the complainant or authorized agent, and include the following information:

- The full name, address, and telephone number of the complainant;

- The full name and address of the person or entity against whom the complaint is made, if applicable;
- A clear and concise statement of the acts considered to be a violation;
- The provisions of the Act, regulations, grant or other agreement under the Act believed to have been violated; and
- Other information that may help explain and resolve the complaint.

(c) A notice of a hearing before the Workforce Development Board shall be mailed by the staff to the complainant and all real parties of interest, with respect to such grievance(s), not less than ten (10) days prior to the date of the hearing. The notice will inform all parties of the date, time and place of the hearing. The place of the hearing shall be within the Turning Point Local Area. Hearings on any program complaint filed shall be conducted within thirty (30) days of filing.

(d) The complainant will be given a maximum of thirty (30) minutes to state the grievance(s). The Workforce Development Board will then be given the opportunity to ask questions of the complainant.

(e) All real parties of interest, with respect to the grievance(s) will be allowed a maximum of thirty (30) minutes each rebuttal. The Workforce Development Board will be given the opportunity to ask questions of the parties. Any hearing conducted pursuant to the Grievance Procedures shall be governed by the following:

- The burden of proof shall rest with the complainant. The complainant must clearly state the reason for the complaint by referencing the particular section of the Act, regulations, grant or other agreements under the Act involved;
- All parties have the right to be represented by legal counsel
- All parties have the right to present evidence, both written and through witnesses, pertaining to the grievance in question
- All parties have the right to cross examination
- All parties have the right to request an impartial decision maker who has not been directly involved in the events from which the complaint arose
- A written decision will be rendered within the prescribed time frame
- Decisions will be rendered no later than sixty (60) days of filing the complaint.

(f) The decision of the Workforce Development Board shall be made by majority vote and shall be rendered in writing to all parties not later than thirty (30) days from the filing of the complaint.

(g) If the complainant receives an unsatisfactory decision or does not receive a decision at the local level within sixty (60) days of filing the complaint, he or she has the right to request to review the complaint by the NC Commerce Division of Workforce Solutions

Requests should be submitted to:

Chet Mottershead, Assistant Secretary
NC Commerce Division of Workforce Solutions
4346 Mail Service Center
Raleigh, NC 27699-4346

Should the Division of Workforce Solutions provide a decision unsatisfactory to the complainant or fails to provide one, the complainant may file a complaint with the Directorate of Civil Rights of the U. S. Department of Labor. Complainant should follow procedures as indicated in WDB grievance policy, Section II.

CONTRACTING AUTHORITY

The Executive Director and the Finance Director of the administrative entity and the Chief Elected Official of the Job Training Consortium are empowered to sign all Workforce Development contracts.

CONTRACTING METHODS

The cost reimbursement method will be used for all workforce development programs unless otherwise negotiated by the Workforce Development Board. The following exception applies: once per year, during program start-up, a one month cash advance may be provided to the contractor, if requested.

CONTRACT ELEMENTS

The elements of the contract include: Statement of Work to be performed, audit responsibilities, record retention requirements, access to records allowances, conflict of interests clause, compliance with regulations, procedures for contract changes, termination of convenience clause, reporting and operator progress requirements, a specific time period, and general assurances.

REIMBURSEMENT POLICIES

Reimbursement reports are to be submitted to the Workforce Development staff within five working days following the month in which expenditures occurred. Reimbursement checks are mailed to contractors by the 15th of the same month. Any reports received after the 5th working day will result in a delay of payment.

OVERSIGHT

The Workforce Development Director is responsible for ensuring that the contractor performs in accordance with terms, conditions and specifications of their contracts.

On-site monitoring is performed at least once per year on all contractors. The Workforce Development Monitor develops all schedules of monitoring visits.

The following types of monitoring will be conducted by the Workforce Development staff:

- program monitoring - process of ensuring that the contracted services are being provided.
- performance monitoring - focus is on how well the contractor is performing its required services. Used to ensure that services are provided at the level of quality and in conformance with standards specified in the agreement.
- compliance monitoring - focus is on non-program requirements such as acquisition of proper insurance, establishment of proper grievance procedures based on policies and regulations.
- financial monitoring-ensuring that the contractor has financial systems in place that enable allocation and accounting for expenditures and funds. Maintenance of auditable records including a review of invoices, bills and payments.

Contractors are given a minimum of five (5) days notice in writing of an upcoming visit. The monitoring is performed based on the Workforce Development Monitoring tools. Following a visit, a written report is submitted to the Workforce Development Director and a letter of findings is submitted to the contractor. If necessary, the contractor must submit a written corrective action plan regarding major deficiencies noted during the visit. The plan is required to be submitted to the Workforce Development Director within ten (10) working days following the receipt of the letter of findings.

Turning Point Workforce Development Consortium Responsibilities

- A. Concurrence of the Local Area Plan as required by the North Carolina Department of Commerce-Division of Workforce Solutions.
- B. Handling procurement appeals/protests/disputes/claims*
- C. Signing of contracts, contract modifications, and other awards (Consortium Chair's signature is required)

- D. Oversight of all WDB decisions.
- E. All responsibilities listed below for WDB to extent Consortium wishes to make decisions.

Turning Point Workforce Development Board Responsibilities

- A. Development of the Local Area Plan.
- B. Approval and oversight of the procurement process.
- C. Approval of program activities and funding levels.
- D. Approval of contract types/methods.
- E. Approval of contractors, service providers, etc.
- F. Approval for terminating contracts and other awards.
- G. Approval of contracts, contract modifications, and other awards.
- H. Approval of program and proposal evaluation criteria.
- I. Handling procurement appeals or protests*

* **NOTE:** The Turning Point WDB and Consortium have joint responsibility for handling procurement appeals, protests, or claims.

Upper Coastal Plain Council of Governments/WDB Staff Responsibilities

- A. Developing/ implementing the procurement process which includes (but is not limited to):
 - Reviewing and evaluating responses to Request for Proposals (RFPs) in concert with the WDB as directed by the WDB and its committees.
 - Recommending potential contractors/service providers based on past performance, evaluation criteria and merits of bid proposal
 - Contract negotiations – as directed by the WDB.
 - Documenting the technical proposal review process.
- B. Developing program activities and funding levels.

- C. Developing and issuing RFPs.
- D. Recommending termination of contracts and other awards.
- E. Contract administration and monitoring.
- F. Contract closeouts.
- G. Development of program and proposal evaluation criteria.

TURNING POINT PARTICIPANT DATA SHEET

Agency: _____

Proposed: _____

YOUTH DATA (Projections for PY2023)

- 1. Total Youth Participants to be enrolled: _____
 - New Enrollments for PY2023 _____
 - Participants Carried over from PY2022 _____

- 2. Total number of individuals with disabilities _____

- 3. Total number receiving public assistance (TANF, General Assistance/RCA, SSI Member in household receiving food stamps) _____

- 4. Total number of offenders _____

- 5. Total number of foster children _____

- 6. Total number out of school youth _____

- 7. Total number with reading and math skills less than 8th grade _____

- 8. Total number with additional barriers to employment _____

- 9. Total number with poor work history _____

- 10. Total number not in labor force _____

- 11. Total number of youth to leave/exit WIOA _____

- 12. Total number of youth (19-21) to enter employment _____

- 13. Total number of youth completing school requirements (high schools diploma/equivalency/GED, etc.) _____