



**WORKFORCE INVESTMENT NETWORK (WIN)  
LOCAL WORKFORCE DEVELOPMENT AREA 13 (LWDA 13)**  
Serving Memphis, Shelby County and Fayette County

**ADDENDUM #1**

**REQUEST FOR PROPOSALS (RFP)  
FOR  
TRANSITIONAL JOBS – WORKFORCE ENTRY PROGRAM----- RFP #TJ092017**

**DOCUMENT INCLUDES CONTENT FOR  
ADDENDUM #1**

**Please sign and submit Addendum #1 cover sheet with proposal.**

**Company/Organization:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Print Name**

**Signature**

Submit Proposals under this Request to:

Workforce Investment Network  
Attn: Contract Services Unit  
480 Beale Street  
Memphis, Tennessee 38103

For clarification of this solicitation, contact:

Gwendolyn Johnson, Contracts Coordinator  
[gwendolyn.johnson@workforceinvestmentnetwork.com](mailto:gwendolyn.johnson@workforceinvestmentnetwork.com)

The City of Memphis, as administrative entity for the Consortium of Local Governments and Workforce Investment Network (WIN), LWDA 13, a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299

## Addendum #1

1. In the RFP on page 10, listed under ***D. Budget***, ‘payment upon completion of transitional job – 40% of cost per participant’ has been revised to indicate: Verifiable payment(s) to a participant for a transitional job will be required in order to receive reimbursement. The contractor will be required to submit a monthly invoice for participants’ expenses.
  
2. In the RFP on page 6, ***#5 - Provide Unsubsidized Job Placement and Retention Services***, WIN defines this phase of the program to be considered as unsubsidized employment, as opposed to being defined as “permanent employment” indicated in this section.
  
3. In the RFP on page 10 listed under ***D. Budget***, proof of unsubsidized employment for reimbursement has been modified. The required proof will be for one month of unsubsidized employment as indicated below:
  - Weekly pay: four (4) check stubs to be submitted
  - Bi-weekly or bi-monthly pay: two (2) check stubs to be submitted
  - Monthly pay: one (1) check stub to be submitted

(Note: WIN reserves the right to request additional documentation for proof of employment.)

4. On page 16 of the RFP, ***Timeline***, the tentative start date for services has been corrected to:

**Tentative Start Date for Services** **January 02, 2018**

5. On page 6 of the RFP, ***#5 - Provide Unsubsidized Job Placement and Retention Services***, WIN is also including WIOA Youth Performance Metrics

WIA Performance Metrics	WIOA Performance Metrics	LWDA 13 Agreed Target PY 2016	LWDA 13 Agreed Target PY 2017
Youth Common Measure			
<i>Placement</i>	<i>Employment Rate 2<sup>nd</sup> Quarter after exit*</i>	<b>80%</b>	<b>81%</b>
<i>Attainment</i>	<i>Employment Rate 4th Quarter after exit**</i>	<b>82%</b>	<b>83%</b>
<i>Literacy/Numeracy</i>	<i>Credential Attainment within 4 Quarters after exit*</i>	<b>83.5%</b>	<b>84%</b>

\*Revised Measure      \*\*New Measure

LWDA 13’s Performance measures are negotiated with the State of Tennessee and are subject to change annually. Contractor will be responsible for meeting the State-negotiated performance measures plus five percent (5%) in their programs.