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TENNESSEE

**WORKFORCE INVESTMENT NETWORK (WIN)  
LOCAL WORKFORCE DEVELOPMENT AREA 13 (LWDA 13)**

Serving Memphis, Shelby County and Fayette County

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

**(Activities for Out-of-School Youth, Adults and Dislocated Workers)**

Funds Available Under Workforce Innovation and Opportunity Act of 2014

**RFP Number: TJ092017**

**Intent to Apply: October 13, 2017 by 4:00 PM CST**

**Proposals Due: October 27, 2017 by 4:00 PM CST**

**Submit Proposals 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

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## **Purpose**

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 pleased to issue a Request for Proposals (RFP) for Transitional Jobs - Workforce Entry Program (TJWEP) for out-of-school youth, adults and dislocated workers activities for program years 2018 - 2020. The purpose of this RFP is to obtain competitive proposals to select the best qualified proposer or proposers to implement a Transitional Jobs - Workforce Entry Program for individuals with barriers to employment such as ex-offenders and high at-risk youth with criminal actions and/or behavior. WIN is seeking creative programs that focus on building a work history, support in reattaching to the workplace, and providing meaningful work experience for eligible individuals for the purpose of improving employment outcomes.

## **Background and Problem Addressed by this RFP**

The Workforce Innovation and Opportunity Act (WIOA) prioritizes work-based training opportunities for individuals with barriers to employment. One of the tools developed to provide this training is through Transitional Jobs (TJ). TJ are time-limited paid work experiences that help those individuals with chronic unemployment build a work history.

Through WIOA, the City of Memphis/WIN will provide this tool for eligible individuals facing obstacles entering into the workforce. WIN's community has a key goal outcome to reduce the rate of re-incarceration of offenders by at least 30% by 2021. With this RFP, the components of TJ programs can improve employment for individuals, as well as result in reduced recidivism among ex-offenders. In addition to the negative perception from employers, individuals with criminal backgrounds have little or no educational credentials and job history. TJ programs are anticipated to have a long-term positive impact on successful reentry into the community.

TJ effectively leverage principles of experiential learning to concurrently build soft skills and occupational skills. The programs are most effective when coupled with supportive and career services. TJ provide income and a positive work history while developing necessary work attitudes, behaviors and habits.

Ultimately these temporary, subsidized TJ help individuals secure and maintain unsubsidized employment and help to prepare them for long-term success in the labor market.

The required and preferred elements for such activities are outlined below.

## **Transitional Jobs – Workforce Entry Program Requirements**

The Transitional Jobs – Workforce Entry Program can come in a variety of forms, including programs focused on a single occupation or sector, cohort-based programs that place teams of individuals in project-based environments, programs that develop transitional jobs for each participant in an ad-hoc manner, and in-house placement programs. WIN encourages applicants to think strategically and innovatively about creating a program model that best meets the needs of job seekers and will lead to long-term success.

Transitional jobs must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week. All TJ must pay at least the minimum wage (\$7.25/hour as of release of this RFP). WIN encourages respondents to develop TJ placements that pay our self-sustaining wage (currently \$12.00/hr.), however, wages in excess of \$10.00/hr. will not be reimbursed. The ability of the respondent to leverage external funding to offset the wages of participants will be included

in the proposal's evaluation

Population to be served:

WIN is seeking to serve a population of high at-risk Out-of-School Youth (OSY) and ex-offenders that are deemed medium and high-risk re-offenders that are WIOA eligible. Respondent's Application for Funding – Attachment A (cover sheet) must include a breakdown of the number of participants.

Participants must meet the basic WIOA eligibility indicated below and must be unemployed or underemployed.

*WIOA Youth Eligibility*

Basic eligibility requirements include:

- be 16 – 24 years of age (OSY);
- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements (males only) (see below).

*WIOA Adult Eligibility*

Basic eligibility requirements include:

- be 18 years of age or older (adults);
- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements (males only) (see below).

*WIOA Dislocated Worker Eligibility*

Basic eligibility requirements include:

- be 18 years of age or older (adults);
- be a citizen or noncitizen authorized to work in the U.S.; and
- meet selective service registration requirements (males only) (see below).

A dislocated worker must also fit in one of the following five categories:

- Terminated/Laid Off, eligible for Unemployment Compensation;
- Have a notice of permanent closure or substantial layoff from employer;
- Be formerly self-employed and currently unemployed; or
- Displaced Homemaker

WIN can assist in facilitating the recruitment of TJ participants through our Workforce partners or providers can recruit through their own networks. All successful contractor(s) will be required to work with WIN staff to eligitilize participants.

Additionally, TJ participants must be chronically unemployed or have an inconsistent work history. Individuals with chronic unemployment or inconsistent work history are defined as those who:

- 1) Have been unemployed for 13 weeks or longer;
- 2) Were unemployed at least 26 of the past 52 weeks; or
- 3) Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

More than 25% of dislocated individuals served through TJ programs must be veterans, recipients of public assistance, low income individuals, or those with basic skills deficiencies.

## **Funding and Contracting**

TJ activities will begin upon the execution of the contract. Contract(s) will be written for a term of two (2) years, with a renewal option for up to two subsequent years. The City of Memphis and WIN (LWDA 13) reserve the right to contract with one or more contractors for services. The funding is available under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

**The total budget for the RFP's required services for PY 2018 – 2020 will not exceed \$1,000,000.** All funding for this RFP is contingent upon the availability of funds. Please note that it is recommended that the proposal's cost does not exceed the budget allocated, and cost will be evaluated accordingly.

## **Host Site Eligibility**

Host sites are defined as a for-profit or non-profit organization, government organization, or educational institution which provides a transitional jobs placement. Host sites must provide day-to-day supervision of the transitional jobs participant while on site. The successful contractor(s) should develop an MOU or agreement with each host site clearly laying out rules and responsibilities. While WIN encourages the inclusion of such MOUs with proposals, the expectation is that host sites will be developed on an on-going basis.

## **Required Elements for TJ Activities**

### **(1) *Recruit and enroll TJ participants and work/host sites.***

The successful contractor(s) will develop a transitional job for each program participant. TJ placements must include a position description, and each placement must have a clearly defined supervisor with whom program staff regularly communicates regarding the status of the TJ participant. The successful contractor(s) will serve as the employer of record for the TJ participant and is responsible for ensuring that TJ wages, the employer's share of federal Social Security and Medicare taxes, unemployment, and worker's compensation insurance are paid. Additionally, the TJ program and host site must ensure that timesheets are filled out appropriately. TJ programs are responsible for training host sites and holding host sites accountable for TJ goals, rules, and policies.

TJ are meant to build a work history and job skills, but are not required to lead to unsubsidized employment with the host site. A host may hire the transitional worker at any time during the TJ. However, the successful contractor(s) must work with the employer site to ensure that a TJ participant does not displace any current employees.

Respondent's program will be evaluated based on the ability to develop occupational skills along an in-demand career pathway and those that build systemic approaches to chronic unemployment.

### **(2) *Provide career and wraparound supportive services and case management to TJ participants***

Career and wraparound supportive services must be incorporated in TJ. Career and wraparound supportive services are provided by the TJ program. Proposals should clearly specify the structure for the provision of career and wraparound supportive services in both the program description and budget narrative sections.

Career services include:

- Assessment of skill levels (including literacy, numeracy, and English language proficiency, aptitudes, abilities, and supportive service needs);
- Job search and placement assistance;

- Career counseling, including the provision of labor market information;
- Referrals to other partners to meet work readiness and supportive service needs, including child care; and
- Additional services as defined by the Workforce Innovation and Opportunity Act (WIOA) section 134 (c)

Wraparound supportive services may include, but not limited to, transportation, work clothing, non-employer paid licensing or testing fees, and/or drug testing and criminal background checks. WIN will consider additional supportive services if justified by the applicant and if they fall within the allowable cost per participant.

TJ programs are expected to provide case management and complete an employment assessment and individualized employment plan (IEP) for every participant.

(3) ***Recidivism Reduction.***

For ex-offender participants enrolled in the program, the proposal must identify recidivism reduction goals, plans within the program to achieve those goals, and how the respondent plans to track and measure progress and ensure accountability. (Measure is defined as looking at the number of days, quarterly, semi-annually, etc.) A successful contractor(s) that targets ex-offenders and/or high at-risk youth will be **required** to use validated risk assessment tools or collaborate with agencies to utilize information to determine risk level and likelihood of re-offending.

(4) ***Match TJ participants with work/host sites and support placement.***

After initial assessment and work readiness determination, TJ participants should be matched with an appropriate host site placement. While ideally the TJ placement is in line with the individual's eventual chosen field, TJ need not align with high priority occupations or a specific career path.

After the participant has been placed in a TJ, the TJ program must provide regular contact and support to both the placement site and the participant to address concerns and ensure a successful TJ experience.

(5) ***Provide unsubsidized job placement and retention services.***

To be beneficial, TJ must lead to permanent employment. TJ programs must work with TJ participants during and after their TJ placement to find and retain permanent employment. Programs must meet performance measures established by the funding stream (WIOA). These include unsubsidized employment rate during the 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter after exit (a transitional jobs placement does not count as a positive employment outcome) and median earnings during the 2<sup>nd</sup> quarter after exit.

Measureable Skill Gains and Effectiveness in Serving Employers will be further defined with the successful contractor(s).

WIN will work with the successful contractor(s) to understand reporting requirements and exiting procedures.

| WIOA Performance Measures                          | Local Area PY16 Performance Goals |
|--|-----------------------------------|
| <b>Employment (Second Quarter after Exit)</b>      | <b>Negotiated Goals</b>           |
| Adult  | 78%                               |
| Dislocated Worker                                  | 84%                               |
| <b>Employment (Fourth Quarter after Exit)</b>      | <b>Negotiated Goals</b>           |
| Adult  | 75%                               |
| Dislocated Worker                                  | 79%                               |
| <b>Median Earnings (Second Quarter after Exit)</b> | <b>Negotiated Goals</b>           |
| Adult  | \$6,600                           |
| Dislocated Worker                                  | \$7,200                           |
| <b>Credential Attainment Rate</b>                  | <b>Negotiated Goals</b>           |
| Adult  | 72.5%                             |
| Dislocated Worker                                  | 76.5%                             |
| <b>Measurable Skill Gains</b>                      | <b>Negotiated Goals</b>           |
| Adult  | TBD                               |
| Dislocated Worker                                  | TBD                               |
| <b>Effectiveness in Serving Employers</b>          | <b>Negotiated Goals</b>           |
| Adult  | TBD                               |
| Dislocated Worker                                  | TBD                               |

The TJ provider must provide follow up services for a minimum of 12 months after the first day of unsubsidized employment for those placed. Follow up must include more than an attempt at contact to determine work status.

The total allowable cost per participant, including wages and career services, is \$10,000.

## Statement of Finances

### A. Finances

Describe how the organization is funded. Include funding source and the percent of the total budget from each funding source. Indicate what percent of the organization's current budget is derived from WIOA funds or what percent of the total budget would be WIOA-funded if this proposal is funded. Indicate the total amount of funds requested (This represents the total funds requested for contractor expenses.) If the organization is a for profit agency, specify the proposed amount and percentage of profit to be derived if WIN funds the program.

Provide a narrative that addresses the major line items in the budget and provide justification for any equipment purchases being planned. Identify the total cost per participant enrolled. Identify in your narrative the amount of funds you will dedicate to incentive payments for participants and the amount and type of resources that will be dedicated to providing follow up services to the participants after they have been exited from the program.

### B. Financial Management

Describe the financial management system to ensure that the program operates within an expenditure level that is consistent with the approved budget for maximum service delivery. Describe the accounting system that will be used to administer this program. Attach a copy of the organization's most recent and complete audit or audited financial statement available, dated no more than two

(2) years prior to the date the proposal is submitted. The financial statements shall be prepared by an independent, certified public accountant. (CFR 200.501 carves out an audit exemption for organizations that expend less than \$750,000 a year. However, all financial records are subject to review by the WIN staff, the state and federal agency and the Government Accountability Office (GAO).) Adequate documentation could include a recent audit report, the entity's Comprehensive Annual Financial Report (CAFR), and independent CPA review, tax records or another recognized review of accounting process and procedures.

Note that the only allowable costs are those necessary for the implementation of the proposed program, and no other organizational activities.

Contractors shall invoice WIN on a monthly basis for those participants meeting thresholds.

Forms for all fiscal management will be supplied to the successful Contractor(s). WIN will provide both fiscal and program technical assistance to the successful Contractor.

### **C. Budget Narrative**

**The Budget Narrative must be typed and placed in the proposal in front of the budget pages.** The Budget Narrative should fully cover all costs that are necessary to directly operate the proposed program. The Budget Narrative must describe how the program's budget supports the stated objectives and activities in the program.

Describe and list any unusual equipment that is essential to the program; indicate whether it belongs to the organization, the State (previously purchased with JTPA, WIA, or WIOA funds), or will be purchased if the proposal is funded. If any additional equipment is to be purchased or leased, please indicate this in the proposal. Include a detailed justification of the intended purchase, and why its purchase is essential to the program's operation.

The Budget Narrative should fully describe the cost allocation methods used. The Narrative must describe how funds are allocated to minimize administrative costs and support direct services to participants. The narrative should also describe the indirect costs that are proposed, indicate what costs are included, and explain how these indirect program costs were determined. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a Federal or State cognizant agency, a copy of which must be attached to the budget request. Describe past success with leveraging additional resources. Describe both leveraged resources whose purpose has been to ensure and maximize the delivery of services and leveraged resources whose purpose was to maximize the organization's financial resources. In addition, specify additional resources to be leveraged and any in-kind contributions the organization will provide to assist in the TJ program's success.

### **D. Budget**

Attach the Budget Summary indicating all operating expenses in the listed categories. Each budget category requires additional line item detail that addresses the method of calculation and justification for the expense. Therefore, the Respondent shall develop and include a **line-item budget** to meet the intent and requirements of the program, to ensure the successful implementation of the



program, and to show that the program is cost-effective. The Respondent should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the program. Approved budget items can be found in Office of Management and Budget's Uniform Guidance Part 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS.

Link - [http://www.ecfr.gov/cgi-bin/text-idx?SID=3cfbae7c9cf2ae1bfa1c579a71d79e82&mc=true&node=pt2.1.200&rgn=div5#\\_top](http://www.ecfr.gov/cgi-bin/text-idx?SID=3cfbae7c9cf2ae1bfa1c579a71d79e82&mc=true&node=pt2.1.200&rgn=div5#_top)

Where the Respondent does not budget for an item, the Respondent assumes responsibility for the cost of that item. The budget must include any program costs, administrative costs, and participant costs.

Program costs are defined as necessary expenditures exclusive of personnel salaries, benefits and participant costs. Such expenses may include specific items directly charged to the program. The expenses must be program-related (e.g., to further the program objectives as defined in the contract award) and be encumbered during the contract period. Some examples of program costs are travel, office supplies, training materials, facility rental, printing, postage, and other consumable items.

Administrative costs are defined as costs of operations related, required and incurred for official business in coordination of those functions under WIOA. Some examples include accounting, financial, and payroll. **Administrative costs are capped at ten percent (10%) of the total budget.**

Participant costs are defined as costs of items that are spent directly on individual participants and are tracked by individual enrollment. Possible costs include participant supportive services (e.g., transportation), participant wages, participant supplies, and fees incurred to achieve participant goals, objectives and activities.

Answer the following questions and review the budget prior to completing:

- Are all costs allowable in accordance with the standards outlined in federal circulars and regulations and are expenses budgeted under the correct line item.
- Are all costs related to the WIOA activity described in the proposal narrative?
- Are all costs reasonable expenditures necessary to operate the WIOA activity described in the proposal narrative? Unreasonable budget requests or line items will reduce overall budget score.
- Check mathematical calculations for all parts of the Budget Summary. Round each item total on each breakout sheet up to the next highest dollar, not the nearest dollar (e.g., \$237.22 should be rounded to \$238.00).

The budget request should be allowable, necessary, reasonable, cost effective, reflect program planning, and be designed to provide efficient and economical TJ services.

This budget will be used to calculate the cost per participant (Total Budget/Number of Participants=cost per participant.) Contractor(s) will be paid, per participant, meeting the thresholds described below.

|   |                             |
|---|-----------------------------|
| Upon enrollment, entered in the system, and eligibility confirmed   | 40% of cost per participant |
| Upon completion of transitional employment  | 40% of cost per participant |
| Upon successful placement of unsubsidized employment (Proof of unsubsidized employment will include two check stubs for the participant. WIN reserves the right to request additional documentation for proof of employment.) | 20% of cost per participant |

**Workforce Investment Network  
TJ Program Services**

WIOA Budget Summary Sheet

Name of Contractor: \_\_\_\_\_

Street Address/ P.O. Box: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

| COST CATEGORY:  | Amount         |
|---|----------------|
| <b>Program Cost</b>                                       |                |
| 515 Instructor Cost                                       | \$10.00        |
| 525 Instructor Benefits                                   |                |
| 545 Travel  |                |
| 555 Utilities/Communication                               |                |
| 565 Materials and Supplies                                |                |
| 575 Rent Expense  |                |
| 595 Other (detailed breakdown of other category required) |                |
| 601 Non-Instructor Cost                                   |                |
| 621 Non-Instructor Benefits                               |                |
| 651 Participant Stipends / Wages                          |                |
| <b>Supportive Services</b>                                |                |
| 585 Child Care  |                |
| 585 Participant Travel                                    |                |
| 630 Counseling  |                |
| 595 Other (detailed breakdown of other category required) |                |
| <b>TOTAL COMPREHENSIVE YOUTH SERVICES</b>                 | <b>\$10.00</b> |

% of Total Budget \_\_\_\_\_



**Workforce Investment Network  
TJ Program Services**

**Definition of Cost Categories**

|                                   |   |
|-----------------------------------|---|
| <b>Instructor Cost</b>            | Payments of salaries and wages for time worked or leave taken during the contract period for employees that render instruction to participants.   |
| <b>Instructor Benefits</b>        | Payments for employees FICA, retirement, group insurance, unemployment compensation and workers compensation that render instruction to participants.   |
| <b>Travel</b>                     | Cost of transportation by employees who are in travel status on official business incidents to the contract.  |
| <b>Utilities/Communication</b>    | Cost of utilities such as electricity, water, sewage and heating fuel. Communication costs incurred for telephone calls or service, telegraph, postage and messenger services.  |
| <b>Materials/Supplies</b>         | All supplies, materials, software and minor equipment which, when applied to the use for which procured, are consumed or which have a useful life expectancy of less than three (3) years or are of small value and are subject to loss   |
| <b>Rent Expense</b>               | Rental cost of space occupied to fulfill services rendered.   |
| <b>Child Care</b>                 | A supportive service for participants who need child care while they are enrolled in contract activity.   |
| <b>Other</b>                      | Cost that is necessary and allowable under the Uniform Guidance Part 200 – Uniform Administrative Requires, Cost Principles, and Audit Requirements for Federal Awards cannot be added to the given categories. A detailed breakdown of "other" cost is required.<br>.  |
| <b>Non Instructor Cost</b>        | Payments of salaries and wages for time worked or leave taken during the contract period for employees that do not render instruction to participants.  |
| <b>Non Instructor Benefits</b>    | Payments for employees FICA, retirement, group insurance, unemployment compensation and workers compensation that do not render instruction to participants.  |
| <b>Counseling</b>                 | Supportive service deemed necessary to assist participants in overcoming personal or environmental barriers, which hinder their movement into unsubsidized employment such as drug and alcohol abuse counseling and referral, individual and family counseling, financial counseling and other related needs. |
| <b>Participant Stipend / Wage</b> | Payments of stipends and wages for time worked during the contract period by participants   |
| <b>Participant Travel</b>         | Cost of transportation to and from contractor sponsored services  |

## Who Can Apply

Non-profit corporations and organizations, for-profit corporations, community-based organizations, educational institutions, government institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations may apply. Organizations with existing Federal Tax ID may serve as a responsible fiscal and administrative agent for an unincorporated entity. If an administrative or fiscal agent is used, the arrangement must be clearly indicated in the proposal and the proposal must include a letter signed by a responsible, authorized board member of the agent organization acknowledging the arrangement.

WIN encourages creative and innovative proposals from entities new to and already engaged with the public workforce system, including employers, training providers, community based organizations, and trade associations, apprenticeship programs, and unions.

## How to Apply

**The Intent to Apply form (Attachment B) must be submitted by 4PM CST, October 13, 2017.** Proposals will not be accepted if the Intent to Apply form is not received by the required date and time. The Intent to Apply form must be emailed to:

[Gwendolyn.Johnson@workforceinvestmentnetwork.com](mailto:Gwendolyn.Johnson@workforceinvestmentnetwork.com)

Proposals must be submitted by **4:00 PM CST on October 27, 2017:**

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

Respondent must submit one (1) bound original, one (1) USB drive, and seven (7) copies of the proposal. The package containing the original, USB drive, and copies must be sealed and marked with the **Respondent's name and Transitional Jobs – Workforce Entry Program, RFP #TJ092017.**

All proposals must be signed by an authorized representative of your organization and be submitted in the manner set forth in this RFP. Timely submission of proposals is the sole responsibility of the Respondent. Proposals will be accepted via U.S. mail, overnight delivery, or in person. Postmarks will not be accepted in lieu of receipt date. Facsimile or electronically transmitted proposals will not be accepted. Late, incomplete or nonconforming proposals will not be considered.

Proposal must include:

- (1) **Cover Sheet –See Attachment A: (Complete all requested information on the form.)**
  - a. Name of organization
  - b. Primary contact name, address, phone number and email address
  - c. Proposed program budget and cost per participant
  - d. Proposed number of participants to serve divided into out-of-school youth, adult and dislocated worker target populations
- (2) **Organizational Information**
  - a. Provide a profile of the respondent's organization including a brief history, organizational mission, activities, programs/services and population served.
  - b. Provide information on respondent's experience providing quality workforce development services and experience with serving individuals with barriers to

- employment in particular.
  - c. Provide detailed information regarding your organization’s experience contracting with federally-funded agencies for same or similar services. Include current and past contracts that were in effect within the last five (5) years.
- (3) **Program Description**
- a. Describe program model, including a description of the Transitional Job placements to be developed and how the required program elements are being met, including the recruitment strategy, assessment tools to be utilized with participants, and career and wraparound supportive services provision.
  - b. Describe specific and measurable outcomes, both for the TJ program and for unsubsidized employment placement activities following the transitional job.
  - c. Role of employers and/or partners (if applicable), including any current relationship with host sites and MOUs or letters of support, if available.
  - d. Staffing plan for TJWEP program and organization chart
  - e. Timeline and duration of program activity.
- (4) **Budget and Budget Narrative**
- (5) **Signed Conflict of Interest Form (Attachment C).**

**The proposal is recommended to be limited to twenty-five (25) pages (double space and 8.5" x 11"), excluding the cover sheet, MOUs/letters of support, line item budget documentation, and any other documents requested in the RFP.**

**Evaluation Process**

WIN Review Committee will evaluate proposals based on the requirements outlined in the RFP. Proposals will be evaluated on the following criteria, but not limited to: (The number of points indicates the maximum point value for the category.)

|   |                         |
|---|-------------------------|
| <b>ORGANIZATION AND QUALIFICATIONS</b>  | <b>25 POINTS</b>        |
| <b>PROGRAM REQUIREMENTS</b>   | <b>35 POINTS</b>        |
| <b>ABILITY TO PROVIDE SELF-SUSTAINING WAGE<br/>(by leveraging other non-WIOA funds)</b> | <b>10 POINTS</b>        |
| <b>STATEMENT OF FINANCES</b>  | <b>10 POINTS</b>        |
| <b>COST</b>   | <b><u>20 POINTS</u></b> |
| <b>TOTAL:</b>   | <b>100 POINTS</b>       |

**Questions or Requests**

A Pre-proposal Conference is not planned for the RFP. It is the responsibility of the Respondent to inquire about any requirements of this RFP that are not understood.

All questions or requests for additional information must be made in writing to [gwendolyn.johnson@workforceinvestmentnetwork.com](mailto:gwendolyn.johnson@workforceinvestmentnetwork.com) no later than **4 PM CST on October 9, 2017** with the Subject Line: Transitional Jobs-Workforce Entry Program RFP Questions.

**To ensure the fair and consistent distribution of information, all questions will be answered by a Question and Answer (Q&A) document that will be posted on WIN’s website, [www.workforceinvestmentnetwork.com](http://www.workforceinvestmentnetwork.com), by the end of business on October 11, 2017 (click on the Resources tab and click on the RFPs info link). The only official answer or position of the City will be the one posted via WIN’s website.**

## Timeline

|  |                             |
|--|-----------------------------|
| A. Release RFP                                 | September 25, 2017          |
| B. Questions Due                               | October 09, 2017 by 4PM CST |
| C. Q&A Posted to Website                       | October 11, 2017            |
| D. Submit Intent to Apply Form (no later than) | October 13, 2017 by 4PM CST |
| E. Proposals Due                               | October 27, 2017 by 4PM CST |
| F. Tentative Date for Notification of Award    | November 16, 2017           |
| G. Tentative Start Date for Services           | January 02, 2017            |

## Insurance Requirements

The successful Respondent must meet the minimum insurance coverages required by the City of Memphis. (See the insurance requirements listed in the **Services Agreement Sample located on WIN's website at: [www.workforceinvestmentnetwork.com](http://www.workforceinvestmentnetwork.com), click the Resource tab to access the Procurement RFP documents.**

## Appeals Process

The appeal process consists of two levels: a debriefing and an appeal. The first level, debriefing, must be requested in writing within five (5) business days of notification in writing of a non-award.

Debriefing requests must be sent to:

Gwendolyn Johnson, Contracts Coordinator  
Workforce Investment Network  
480 Beale Street  
Memphis, Tennessee 38103

In a debriefing, the discussion is limited to a critique of the proposal (i.e., specific information as to strengths and weaknesses of the submission). Comparison between proposals in the same grouping or evaluations of other proposals will not be considered.

The second level, an appeal, must be sent in writing by first class U.S. Mail, return receipt requested, or a nationally recognized overnight delivery service, within five (5) business days of the debriefing.

Appeals must be sent to:

Zachary Ferguson, Deputy Director of Operations  
Workforce Investment Network  
480 Beale Street  
Memphis, Tennessee 38103

An appeal must show that a substantial portion of the RFP process has not been followed by WIN. Only appeals that cite the specific sections of the RFP that are being challenged will be considered. Differences of opinion regarding the merits of the proposals recommended for funding are not grounds for submitting an appeal. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest; non-compliance with the solicitation; or violation of local, State or Federal law. Appeals not based on those reasons stated above will be unilaterally rejected.



## **Provisions & Disclaimers**

- (1) All solicitations are contingent upon availability of funds. WIN reserves the right to award one or more contracts.
- (2) WIN reserves the right to reject any or all proposals received and to negotiate with any and all respondents on modifications to proposals.
- (3) WIN reserves the right to waive informalities and minor irregularities in the proposals received.
- (4) This Request for Proposals does not commit WIN to award a contract.
- (5) WIN may evaluate a company/organization based on its initial proposal received, without discussion of the proposal with the company/organization. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the respondent can submit to WIN.
- (6) WIN retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- (7) No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- (8) All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WIN and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- (9) The contract award will not be final until WIN and the successful contractor(s) have executed a mutually satisfactory contractual agreement. WIN reserves the right to make an award without further discussion of the proposal with the company / organization who submitted the proposal. No activity may begin prior final WIN approval of the award and execution of a contractual agreement between the successful contractor(s) and WIN.
- (10) The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the respondent.
- (11) Applicants are advised that documents in the possession of WIN are considered public records and subject to disclosure.
- (12) All funded programs are subject to monitoring and a third-party evaluation.
- (13) Successful contractor(s) shall not use WIOA funding to support political activities or for religious or sectarian purposes. TJ employees will not be employed on the construction, operation or maintenance of a facility that is used for religious instruction or worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants). The successful contractor(s) understands and agrees that there shall be no religious worship, instruction or proselytizing by or in the presence of participants, as part of or in connection with activities herein.

## **ATTACHMENTS**

Attachment A

**APPLICATION FOR FUNDING  
LWDA 13 PROPOSAL COVER PAGE**

**NOTE: Please complete this form and submit it with the proposal.**

**Name of Company/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Person for Agency:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Office No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_ **Cell No.:** \_\_\_\_\_

**Agency Type** (check where appropriate)

**Public/Government**  **For Profit**  **Company**  **Nonprofit**

**Dun & Bradstreet Number (D-U-N-S Number):** \_\_\_\_\_

|   |                                |
|---|--------------------------------|
| <b>Number of Participants to be Served: Youth (OSY)</b> _____ <b>Adult</b> _____ <b>Dislocated Workers</b> _____  |                                |
| <b>Total Funds Requested for this Proposal \$</b>   | <b>Cost Per Participant \$</b> |
| <p><b>CERTIFICATION OF PROPOSED CONTENT</b></p> <p><b>Duplication of Services and Conflict of Interest</b></p> <p>To my knowledge, this proposal does not duplicate services or resources available in the area that are or may be provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIOA funds.</p> <p><b>Cost/Price Data and Proposal Content</b></p> <p>This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted either actually or by specific identification in writing to WIN in support of this proposal is accurate, complete and current as of the date below. This certification includes the cost/pricing data supporting any agreements or contracts that may be agreed upon between the Respondent and WIN that are part of the result of submitting this proposal.</p> <p>Agency understands that the proposal submitted in response to the RFP is not a legally binding document; however, any contract to be awarded will be based on information contained in the proposal.</p> <p>_____</p> <p>Print Name of Authorized Representative <span style="float:right">_____</span><br/>Title</p> <p>_____</p> <p>Signature of Authorized Representative <span style="float:right">_____</span><br/>Date</p> |                                |

**ATTACHMENT B: INTENT TO APPLY for Transitional Jobs – Workforce Entry Program**

**Legal Name of Applicant Agency:**

**Address:**

**City, State, Zip:**

**Signatory Authority Name & Title:**

**Website (if applicable):**

**Contact Person Name & Title:**

**Email Address of Contact Person:**

**Phone Number of Contact Person:**

**As signatory authority for the above named company/organization, I hereby express intent to submit a proposal in response to the Local Workforce Development Area 13’s Request for Proposals for Transitional Jobs – Workforce Entry Program. Submitting this Intent to Apply form does not bind my agency to submit a final proposal.**

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|  |                  |             |
|--|------------------|-------------|
| <b>Print Name of Signatory Authority</b> | <b>Signature</b> | <b>Date</b> |
|--|------------------|-------------|

**ATTACHMENT C: CONFLICT OF INTEREST FORM**

By submitting a proposal, the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the proposal or in delivering the scope of work if the LWDA 13 awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The LWDA 13 reserves the right to disqualify a Respondent should a conflict of interest be discovered during the solicitation process.

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Principal Agent Signature

Date