

**Workforce Investment Board
Of
Southeast Missouri
Request for Proposals**

**For
Workforce Investment Act (WIA) Title I Youth Programs
and Services**

Services to be Delivered

July 1, 2010 – June 30, 2011

RFP Issue Date: February 22, 2010

Proposal Due Date: April 9, 2010

***Serving the following Southeast Missouri counties: Bollinger, Cape, Dunklin, Iron, Madison,
Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Francois, Ste. Genevieve, Stoddard***

Workforce Investment Board
760 S. Kingshighway, Suite C, Cape Girardeau, Missouri 63703
Phone: 573-334-0990

Section I: Background and General RFP Information

A. Overview of RFP

The Workforce Investment Board of Southeast Missouri (WIB) is issuing this Request for Proposals (RFP) to procure service providers to deliver WIA Title I Youth services to eligible youth in Southeast Missouri. More specifically, this RFP is seeking proposals from organizations and agencies to use WIA Youth funds to provide youth development and workforce preparation services to young individuals who meet federal income eligibility criteria.

In keeping with the intent of WIA, the SE WIB is committed to helping economically disadvantaged youth achieve success in school, access job training and higher education opportunities, and gain the knowledge and skills required to progress in well-paying careers. The SE WIB is seeking partnerships with organizations that can demonstrate measurable, positive impact on youth. Youth-serving organizations are invited to respond to this Request for Proposal (RFP) as an important step toward building a network of integrated youth services, one that helps youth succeed in school, at work, and as members and leaders of their communities.

The SE WIB is seeking interested organizations that demonstrate the four critical characteristics listed below.

- Competent and cooperative management with a vision for developing and supporting true youth development activities;
- A commitment and ability to ensure that youth oriented staff are available to serve an increased number of low income youth over the next year;
- A high level of innovation and creativity in designing project and experiential based learning activities in which young individuals can participate; and,
- A willingness to work with community partners and educational organizations in the planning and implementation of these innovative approaches to youth development.

B. Purpose of RFP

The purpose of this RFP is to solicit proposals for the delivery of youth services under the Workforce Investment Act in the following counties: *Bollinger, Cape, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Francois, Ste. Genevieve, and Stoddard*. Interested organizations can propose programs and services for youth in all thirteen counties or they can propose to target specific counties as appropriate. However, the SE WIB will give preference to a proposal showing in-kind contributions of locations (i.e. community centers, senior center, libraries, Career Centers, etc.), partnerships with other organizations and leveraging of other funding sources. Proposals that involve partnerships must identify one of the partners as the contractor, controlling manager and fiscal agent. All case managers must be an employee of the contracted organization and supervised by the contracted agency. Preference will be given to proposals using cost efficient strategies in case management.

WIA rules require that programs must be designed to serve both low income in-school and out-of-school youth. In this solicitation, **the SE WIB is accepting proposals that target and serve one or more of the three following categories of youth:**

1. Youth who are 14-21 years of age, are in school, but are at-risk of not successfully finishing high school;
2. Youth who are 14-21 years of age and have dropped out of school (and have not yet earned a GED); and,
3. Youth who are out of school having successfully completed high school, desire to participate in further learning activities, but lack the financial resources or guidance necessary to make this happen.

Local WIA program requirements mandate that a minimum of 70% of all WIA Youth program expenditures must be spent on providing services to out-of-school youth (categories 2 and 3 above). Bidding organizations should keep this requirement in mind to ensure that the proposed program design plans for services to both 30% in-school and 70% out-of-school youth.

C. WIA Youth Program Description

The overall goal of the WIA Youth program is to connect eligible youth to skill development and other educational activities and then to the local labor market. To accomplish this, youth development strategies must be developed to help interested youth enroll in and successfully complete critical skill development activities AND successfully transition to employment in the local labor market. Youth who are determined to be deficient in basic skills (as defined by the WIA Common Measures, see SE WIB website: www.job4you.org resources link found under the Services tab) must also participate in activities designed to increase one or more educational functioning levels in one year.

From a broad perspective, the WIA youth program design must consist of three components: 1) an objective assessment of the skill levels and service needs of youth customers, 2) the development of an individual service strategy or plan for each youth customer, and 3) the delivery of specific youth development and other workforce services to youth customers. From a more detailed perspective, the WIA legislation mandates that ten specific program elements must be included in the WIA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate):

- Tutoring and instruction leading to secondary school completion, including dropout prevention activities
- Alternative secondary school offerings
- Summer employment opportunities, directly linked to academic and occupational learning activities
- Paid or unpaid work experiences, including internships
- Occupational skill training
- Leadership development opportunities
- Supportive services
- Comprehensive guidance and counseling
- Adult Mentoring
- Follow up services available for a minimum of 12 months

Interested organizations should also note that the SE WIB views strong community partnerships as instrumental to the success and sustainability of programs for at-risk and out-of-school youth.

Preference will be given to proposals that demonstrate comprehensive collaboration - including shared financing – among local school districts, community colleges, and community/faith-based organizations.

D. Alignment of WIA Youth Program with Economic Development

The SE WIB is seeking WIA Youth proposals from organizations that understand the relationship between workforce and economic development and that can assist in aligning WIA Youth programs and services with these targeted occupations.

E. Transition of Current (Carry-in) WIA Youth Customers

The SE WIB is committed to a smooth continuation of services to existing youth customers without an undue interruption of services. Youth customers currently receiving services from an existing provider will continue to receive services from that provider if the provider is awarded a new contract through this RFP. Youth customers currently receiving services from an existing provider that does not receive a contract extension or new contract under this RFP will be smoothly transitioned to another provider. The SE WIB requires new contractors to accept “carry-in” WIA youth participants and to continue providing appropriate WIA services to these young individuals.

Client eligibility paperwork and documentation will be the sole responsibility of the contractor and will be monitored by the WIB and other oversight agencies. Youth eligible to participate in this program must be age 14 through 21, from a low income family (federal guidelines will be provided by the WIB), and have one or more of the following six barriers to employment: (i) deficient in basic literacy skills; (ii) school dropout; (iii) homeless, runaway, or foster child; (iv) pregnant or parenting; (v) offender; or, (vi) require additional assistance to complete an educational program or secure and hold employment. Qualifying youth must also be a resident of the one of the aforementioned 13 counties in Southeast Missouri, a citizen of the United States or eligible to work in the United States, a selective service registrant (males only, when age applicable), and not younger than age 14 or older than age 21 at the time of eligibility determination. **Verification and documentation of these qualifying standards must be maintained in the contractor’s client files.**

F. Performance Goals & Measures

The Workforce Investment Act measures the success of WIA Youth programs services based on a set of required common measures. These common measures include three Department of Labor (DOL) defined measures for youth served in the program:

- Placement in Employment or Education 66% of all youth
- Attainment of Degree or Certificate 47% of all youth
- Literacy and Numeracy Gains 39% of all youth

Please note that these performance measures are negotiated on an annual basis and are therefore subject to change based on these negotiations with the Missouri Department of Workforce

Development and DOL. For more specific information on these measures, interested organizations are encouraged to review Training and Employment Guidance Letter No. 17-05 as issued by the US Department of Labor on February 17, 2006. This Guidance Letter provides significant detail on how these performance measures are calculated.

G. Eligible Bidders

Organizations eligible to submit proposals in response to this RFP include not-for-profit organizations, education institutions, government entities, for-profit businesses and other organizations that are not suspended, debarred or otherwise prohibited from entering into a legal contract for WIA Youth funding. Proposals from community-based organizations, faith-based organizations, small businesses and minority-owned businesses are encouraged.

All bidders must accept liability for all aspects of any WIA program conducted under contract with the SE WIB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

All bidders must show proof of worker compensation insurance, accident/liability insurance coverage, or estimate if you do not currently have this, for all participants and staff.

All bidders must show proof of background check process to be utilized for all case management staff.

This RFP is not in itself an offer of work nor does it commit the SE WIB to fund any proposals submitted. The SE WIB is not liable for any costs incurred in the preparation or research of proposals. The SE WIB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of Southeast Missouri. The SE WIB reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals and 3) reissue this RFP if needed. All commitments made by the SE WIB are contingent upon the availability of funds.

H. Contract Length and Details

Based on last year's allocation, the SE WIB believes that it will have approximately \$1,020,276 in WIA Youth resources that it can award to organizations to support staffing the WIA youth program and the delivery of effective youth development and workforce preparation services.

Bidding organizations should know that the SE WIB intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the youth development needs of the emerging workforce in Southeast Missouri. The resulting contract with the successful bidder will be for a one-year period which will begin July 1, 2010. Based on performance the SE WIB may elect to renew the contract for up to two additional years. Note that specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization.

I. RFP Provisions and Expectations

Bidding organizations must assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998;

Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The SE WIB also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the SE WIB makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

The successful bidder also assures that if awarded a contract by the SE WIB, it will comply with Regional, State and Federal program and financial monitoring requirements. This means that the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.

Bidding organizations should note that specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization. The SE WIB will work with successful bidders to implement any changes required by the State or the Federal Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the SE WIB to comply with any required subsequent changes.

SE WIB's responsibilities to the contractor are:

1. To provide information, training, and guidance to contractors regarding proper youth eligibility paperwork and supporting documentation along with entry into the State data recording system (Toolbox 2.0).
2. To monitor client files and fiscal records.
3. To assist the contractor to assure required WIA Common Measures are adequately addressed.
4. To provide the contractor with regulatory and other information relevant to the contractor's program operations.
5. Review and assist with compliance in fiscal policies and procedures.

This RFP is not in itself an offer of work nor does it commit the SE WIB to fund any proposals submitted. The SE WIB is not liable for any costs incurred in the preparation or research of proposals. The SE WIB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the SE WIB Region. In addition, the SE WIB reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals, and 3) re-issue this RFP.

The SE WIB may negotiate the proposal with the successful bidder before the SE WIB will make any final commitment. All commitments made by the SE WIB are contingent upon the availability of funds.

Bidding organizations should note that under the requirements of the Chapter 610, RSMo, the contents of your proposal or other information submitted to the SE WIB is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the SE WIB. If there is a request from the public under chapter 610, RSMo, to inspect any part of the proposal so marked, the SE WIB will advise the bidder and request further justification in support of the "proprietary" marking. If the SE WIB

determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Business Certification, and Affidavit – Please see attachment

This program is subject to the provisions of the Employment Eligibility Verification Program (E-Verify), Section 285.530.2, RSMo, which requires as a condition for the award of any contract or grant in excess of five thousand dollars by the state to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. For more information and to enroll your organization in the program online, visit the Employment Eligibility Verification Program (E-Verify) website at: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

Confidentiality- SE WIB adheres to the Division of Workforce Development's confidentiality policy. Successful bidders will be expected to comply accordingly.

Contractor Status - The contractor staff shall not represent himself/herself to be an employee of the State of Missouri or SE WIB. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri and SE WIB, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The contractor will be responsible for informing their staff of the above statements.

If chosen this will be a cost reimbursement-type contract. Reimbursement of costs incurred will be made in the manner specified by SE WIB.

J. Proposal Submission and Time Line

To ensure a fair and open process for all interested bidders, the following time table will be used with this RFP:

RFP Issued: Monday, February 22, 2010
Pre-Bid Conference: Thursday, March 4, 2010 at 10:00 a.m.
Proposals Due: Friday, April 9, 2010 at noon
Contracts awarded by June 1, 2010
Contractor Begins Delivering Services July 1, 2010

The SE WIB may require selected bidders to attend bidder's orientation, oral interviews, participate in negotiations and rewrite their scope of work as agreed upon during the negotiations.

Section II: Proposal Requirements for Youth Proposals

A. Proposals must be received by noon Friday, April 9, 2010 in person or by mail at the address indicated. Proposals received after that time and date may be rejected. Please note that proposals must be received not postmarked by noon, Friday, April 9, 2010. Proposals will not be accepted by email or fax.

B. The Authorized Project Manager **MUST** be present at the Pre-Bid Orientation. Each attendee may only represent one organization.

C. Proposals must include the following **ONLY**:

- Executive Summary no longer than one (1) page.
- Proposal no longer than eight (8) pages double-spaced; single sided, on 8.5 inch x 11 inch pages with one inch margins with text type no smaller than 11 point.
- Attachments completed with requested information and executed properly
- One copy of the proposal with original signatures clearly labeled "ORIGINAL."
- Nine copies of the proposal clearly labeled "COPY."
- An electronic copy of the proposal must also be submitted via email to the attention of
- June O'Dell, President and COO at june@job4you.org.
- All pages must be numbered
- Proposals that fail to follow instructions and do not include all applicable information and forms will not be considered.

D. **Attachment A** (budget form) must be completed and a one-page budget narrative must be used to support the line item budgets being proposed.

E. **Attachment B** (Non-Collusion Affidavit) must be signed and submitted.

F. **Attachment C** (Assurance and Certifications) must be signed and submitted.

G. Proposals may be hand delivered or mailed to the following address:

June O'Dell, Workforce Investment Board
760 S. Kingshighway, Suite C
Cape Girardeau, MO 63703

H. Questions regarding this RFP may be submitted in writing to June O'Dell, President and COO, via email to june@job4you.org.

I. Bidders have the right to appeal any action or decision related to this RFP. Appeals must be submitted to the Workforce Board of Southeast Missouri and will be reviewed and investigated by the Board. The decision of the Workforce Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to:

John Moorman, Workforce Investment Board Chair,
760 S. Kingshighway, Suite C
Cape Girardeau, MO 63703

J. Unless specifically requested by the SE WIB, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the SE WIB reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, and (3) re-issue this RFP if necessary.

Section III: Proposal Statement of Work

Interested organizations should adhere to the following outline in responding to this RFP. This will make your proposal more reviewable and will allow reviewers of your proposal to make more informed decisions.

A. Experience of Bidding Organization and Staff (15% of overall rating)

1. Provide an overall description of your organization. What are your organization's mission and vision, governance structure, and legal status? Please describe your management structure that highlights key management personnel and their proposed roles with this project. Please identify the single point of contact for your organization. What experience does your single point of contact have at directing and managing youth projects? **(6% of overall rating)**
2. Proposals must include information to demonstrate that the organization and/or its key staff has a record of success in operating youth development and workforce preparation programs or projects. Describe your organizational and key staff experience in providing these services to youth. Outline any specific workforce services that your organization and/or key staff have provided to low income youth that are either at-risk of not graduating high school or are out-of-school but looking for further opportunities or guidance. **(5% of overall rating)**
3. Provide three references of individuals outside your organization familiar with the quality of prior youth development and workforce preparation programs your organization and/or key staff is capable of providing. Letters of support are not required and will not be considered in the overall evaluation of bidding organizations. **(2% of overall rating)**
4. Describe your organization's experience in working with customer tracking and/or MIS systems. Specifically, detail any experience your organization and key staff possess in the real time reporting of customer activities in an MIS data base. **(2% of overall rating)**

B. Proposed Plan of Work (28% of overall rating)

1. In section B. of this RFP, the SE WIB has identified three specific groups of youth to be targeted for WIA Youth assistance. Of these three groups, detail which of these specific youth your organization will target for services. Also, identify the specific number of youth (for each of the three targeted groups your organization is proposing to serve) that will receive WIA Youth services through your organization. **(2% of overall rating)**
2. The SE WIB is looking for highly innovative and nontraditional recruitment strategies that aggressively and effectively outreach to at-risk youth. Describe the specific strategies that your organization will utilize to make youth aware of available WIA Youth services and to recruit them for participation in youth development and workforce preparation activities. **(7% of overall rating)**
3. Describe the eligibility, assessment, individual service strategy development, and case management services that will be provided to youth. Indicate how youth will be assessed and prepared for youth development and workforce preparation activities. Describe any innovative or unique approaches to youth assessment or youth service planning that your organization will utilize. **(7% of overall rating)**

4. Describe all WIA Youth services that will be provided by your organization. Please provide specific details on how each of the ten required WIA Youth services will be delivered to youth that need these services (the ten required services are identified in section C. of this RFP). The SE WIB is especially interested in the youth development services that your organization will make available to WIA Youth customers. Please provide information on all youth programs, projects and learning/development activities to be provided by your organization. **(7% of overall rating)**

5. Describe how your organization will manage WIA Youth services and activities to meet or exceed each of the common measures that are in place for the WIA Youth program. Provide specific information on the strategies your organization will use to ensure that youth are continuously engaged in WIA Youth services until they have successfully transitioned to employment or more advanced training. In addition, please provide an assurance that services will also be designed to meet any additional quality standards that may be established by the SE WIB. **(5% of overall rating)**

C. Staffing Plan and Organizational Structure (15% of overall rating)

Staffing of the WIA youth program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plans. While staffing/hiring decisions will be the responsibility of your organization, please identify the minimum qualifications required for staff that will be involved in delivering the proposed WIA Youth services. Include brief position descriptions and locations where these staff will be located. **(15% of overall rating)**

D. Partnerships and Coordination (17% of overall rating)

Include a brief description of any partners that will be involved in the operation of your proposed WIA youth program. Describe the specific role that these partners will play in delivering the proposed workforce services to youth. For partners that will play a significant role in your proposed Youth program, you are encouraged to include letters from these partners which reference the specific commitments being made, including services to be delivered to youth customers, financial or in-kind contributions if any, and any other commitment(s) being made. **(17% of overall rating)**

E. Financial Management and Budget (25% of overall rating)

The bidder should complete a budget plan as instructed in Attachment A. Please do not deviate from the budget plan provided. Consistency will allow the reviewers to compare the proposed budgets.

1. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. **(7% of overall rating)**

2. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, describe how the issues have been resolved. **(5% of overall rating)**

3. If WIA costs you incurred in the operation of the proposed youth program were subsequently disallowed as a result of an audit or monitoring (meaning you spent them inappropriately), does your organization have the capability to repay these funds? If yes, from what source? **(3% of overall rating)**

4. A one-page budget narrative should be attached that describes the allocation of funds among programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget, included cost per participant. Please be aware that a projected cost per participant should include **averages** of administrative, program, work experience, and supportive service costs. **(10% of overall rating)**

Budget Plan

A budget plan must be completed for each category of youth you are proposing to serve (Younger Youth and Older Youth). If proposing to serve both categories of youth, a total of two budget plans will be required. Include in your budget plan all proposed management fees, including all costs associated with staff that are not providing direct customer services.

Administration Costs

Administration costs are expenses that are used to support the following functions:

President and Executive Officers	Accounting
Legal	Outsourced consulting

Expenses for these functions can include but not limited to: Salary, fringe benefits, travel, training, screening, rent, maintenance, utilities, equipment, and supplies.

Total Administration cost is limited to 10% or less of total budget.

Program Cost

Program costs are expenses related to the following functions:

Management or Supervision of Case Managers	Case Managers
Record or Participant File Managers	Case Manager Support Staff

Expenses for these functions can include but not limited to: Salary, fringe benefits, travel, training, screening, rent, maintenance, utilities, equipment, and supplies.

Program cost is limited 70% or less of total budget.

Participant Costs

Participant costs are expenses that directly or indirectly benefit the client to achieve the overall betterment of the individual.

Direct participant costs are expenses that directly benefit an individual who is enrolled in the WIA program. These costs include, but are not limited to the following:

Supportive Service	GED Testing	Childcare
Incentive/Stipends	Travel	Subsidized Training Allowances
Tuition	Conferences	Meeting Registration

These items must be individually listed in the budget. These expenses must also be included in case notes and activity reports when required.

Indirect participant costs are expenses that benefit group activities, and training materials that include, but not limited to the following;

Job Readiness
Coping Skills
Career Awareness
Community Support

Citizenship
Job Fairs
Anger Management
Recognition Banquets

Life Improvement
Pregnancy/Parent Instruction
Conflict Resolution

Participant costs must be 20% or more of total budget.

Special Requirements

Equipment

If subcontractor chooses to purchase equipment, they will be required to differentiate between Major (\$200 or more), and Minor (under \$199 or less) equipment on the budget.

Equipment can only be charged to Administration and Program cost.

Any equipment over \$200 is the sole property of the WIB.

WIB monies cannot be used to partially purchase any equipment with a cost of \$200 or more.

Attachment B

Non-Collusion Affidavit

State of Missouri

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Workforce Investment Board of Southeast Missouri whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Signature of Authorized Representative _____

Print or Type Name _____

Date _____

Assurances and Certifications

The respondent assures and certifies to each of the following items:

1. The bidding organization agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act & Workforce Investment and any other applicable laws and regulations.
2. The bidding organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federally funded programs.
3. The bidding organization possesses legal authority to offer the attached proposal.
4. A drug free workplace will be maintained in accordance with State of Missouri requirements.
5. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the SE WIB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and 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 SE WIB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
6. The bidding organization assures that if awarded a contract by the Workforce Investment Board of Southeast Missouri, it will comply with Regional, State and Federal program and financial monitoring requirements. This means the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
7. The bidding organization assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Workforce Investment Board of Southeast Missouri makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

Signature of Authorized Representative _____

Print or Type Name _____

Date _____