

REQUEST FOR PROPOSAL
FOR
JOB PLACEMENT SERVICES
FOR
WELFARE-TO-WORK
PROGRAM PARTICIPANTS

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PART I: BACKGROUND INFORMATION

The Mayor's Office of Employment Development (MOED) and Welfare-to-Work (W-t-W)

MOED

The Mayor's Office of Employment Development (MOED) is the administrative entity for Welfare-to-Work (W-t-W) formula grant funds. The MOED also serves as the City's primary agent of workforce development services for employers, new workers, older workers, disabled workers, career changers, laid-off workers and youth.

In conjunction with the Baltimore City Department of Social Services (BCDSS), the MOED provides services to assist individuals receiving cash assistance to enable the individual to obtain the skills necessary to obtain employment.

More information on the MOED is available at www.oedworks.com.

WELFARE-TO-WORK (W-t-W)

The purpose of W-t-W is to move hard-to-employ welfare recipients living in high poverty areas into unsubsidized employment and towards economic self-sufficiency.

Section 403(a)(5)(c)(i) of the grant specifies certain allowable activities can be funded under the W-t-W grant. The MOED has elected to use, via a contractual relationship with a public not-for profit or private provider, job placement and post-employment services under a fixed unit price performance based contract for W-t-W participants to obtain unsubsidized employment leading to economic self-sufficiency.

More information on W-t-W is available at www.doleta.gov.

PART II: GENERAL INFORMATION

The Mayor's Office of Employment Development (MOED) is issuing a Request for Proposal (RFP) to solicit an entity or entities with the expertise and capabilities to place a significant number of individuals into full-time employment (defined as at least 35 hours per week) and the expertise and capabilities to provide long-term support (defined as a minimum of 26 weeks from the point of the individual's start of work) where the entity or entities are to perform follow-up services to include, but not be limited to: subsequent job placement assistance in the event the individual loses his/her employment, and counseling support with an emphasis on obtaining and retaining employment.

The individuals who are to receive the services will be long-term Temporary Cash Assistance (TCA) recipients (defined as receiving cash assistance for 30 or more months) from the Baltimore City Department of Social Services participating in the Federally funded Welfare-to-Work Initiative.

The expected term of the contract(s) to be awarded under this solicitation will be eighteen (18) months commencing on or about February 1, 2003.

Prospective bidders will be required to:

- Provide intake and assessment, individualized job search and job placement services to hard to serve individuals.
- Place hard to serve individuals in full-time unsubsidized employment (defined as at least 35 hours per week) at an hourly wage of at least \$7.25 and where benefits are offered within ninety (90) days of hire.
- Provide job retention services to hard to serve individuals who have entered full-time unsubsidized employment, for up to twelve (12) months after initial unsubsidized job placement to facilitate job retention and improve prospects for wage gain.
- Provide verification of thirteen (13) and twenty-six (26) week job retention for individuals that enter the workforce full-time.
- Provide job re-placement services for those that lose employment for any reason.

Work performed under a contract awarded as a result of this RFP will be performed in accordance with the following authorities and references:

- Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193; Balanced Budget Act of 1997 (Pub. L. 105-33) amending Title IV-A of the Social Security Act.
- Welfare-to-Work and Child Support Amendments of 1999 (known as the "1999 Amendments") introduced as Title VIII of H.R. 3424 and enacted as part of the Consolidated Appropriations Act for FY 2000 (PUB. L. 106-1113)).

- WtW Regulations, 20 CFR part 645, Final/Interim Final Rule published at 66 Fed. Reg. 2690 (January 11, 2001), effective date April 13, 2001.
- WtW Competitive Grants; Notice of Availability for Funds; Solicitation for Grant Applications, 62 Fed. Reg. 67902 (December 30, 1997);
- 63 Fed. Reg. 18445 (April; 15, 1988); and 64 Fed. Reg. 4009 (January 26, 2000).
- WtW Policy Directives: TEGs (Training and Employment Guidance Letters) and FMs (field memorandums (see <http://wtwdp.eta.gov/linkpages/tegltein.asp>)

PART III: FUNDING PERIOD/PERIOD OF PERFORMANCE

The funding period for contract(s) awarded under this solicitation will be for an eighteen (18) month period commencing on or about February 1, 2003.

Payment for services will occur under a pay-for-performance arrangement through a demonstrated performance contract. Examples of measurable performance include, but are not limited to: the number of full-time unsubsidized job placements, and the number of thirteen (13) and twenty-six (26) week job retentions. All payment for services will be made upon the policies and procedures that govern the City of Baltimore's financial disbursement system. Payment will be based on specific payout points or benchmarks, which may include but are not limited to, the following:

Payout point 1 - ~~twenty percent (20%)~~ of the selected vendor's price (cost per job placement) will be paid when the vendor demonstrates that the TCA customer has *a)* enrolled in the vendor's program and *b)* participated in an allowable work activity in the vendor's program for at least thirty (30) hours per week for twenty-five (25) consecutive working days.

Payout point 2 - ~~twenty-five percent (25%)~~ fifteen percent (15%) of the selected vendor's price will be paid when the vendor demonstrates that the enrollee has been placed into full-time (at least 35 hours per week) unsubsidized employment at an hourly wage of at least \$7.25 with health benefits offered within ninety (90) days of hire.

Payout point 3 - ~~twenty-five percent (25%)~~ fifteen percent (15%) of the selected vendor's price will be paid when the vendor demonstrates that the enrollee has been employed for at least thirteen (13) weeks. The thirteen (13) week job retention must have occurred within the six (6) month period following the date of hire. The vendor must demonstrate via employee pay stubs or other means, such as written verification from the employer, that the participant was employed eighty-five percent (85%) of the time during the six (6) months following the hire date.

Payout point 4 - ~~thirty percent (30%)~~ fifty percent (50%) of the selected vendor's price will be paid when the vendor demonstrates that the enrollee has been in full-time unsubsidized employment for at least twenty-six (26) weeks. The twenty-six (26) weeks of full-time unsubsidized employment must have occurred within the nine (9) month period following the date of hire. The vendor must demonstrate via employee pay stubs or written verification from the employer, that the participant was employed eighty-five percent (85%) of the time during nine (9) months following the hire date.

(No other changes are being made to the RFP at this time. All other requirements remain the same).

The proposal must specify the number of persons who will be enrolled in the vendor's program during the contract period and the cost per job placement. Based on the number of enrollments, the bidder must project the number expected to qualify for each of the four (4) payout points.

The proposal must also include a plan detailing enrollments (monthly and cumulative) and projected benchmarks (monthly and cumulative) for each of the remaining payment points during the eighteen (18) month period.

Proposals submitted with budgets based upon a line-item budget, a tuition based budget or budgets requesting operating capital will not be accepted.

Also, the City will make every effort to pay within 45 calendar days of the receipt of invoices to the MOED. As such, all prospective bidders will need to evaluate their operating capital needed to support services until such time payment has been made for each of the four payout points.

PART IV: PROCUREMENT TIMETABLE

<u>A. PROCUREMENT ACTION</u>	<u>Date</u>
• Publish Legal Notice of the RFP	October 19, 2002
• RFP Notice Posted on MOED Website	November 11, 2002
• RFP Packet Availability	November 8, 2002
• Bidder's Conference	November 8, 2002
• Proposal Due	November 29, 2002 at Noon
• Q & A's Postings on MOED Website	November 21, 2002
• Announcement of Award	December 13, 2002
• Contract Negotiation(s)	December 18, 2002
• Provision of Services	February 1, 2003

All times shown are Eastern Standard Daylight-Savings Time (ESDT). The MOED reserves the right to adjust the schedule when it is in the best interest of the MOED or to extend any published deadline in this RFP upon notification to those who have attended the November 8, 2002 bidder's conference.

All potential vendors are ***strongly encouraged*** to attend the bidders' conference since this will be the best opportunity for having technical and other concerns addressed.

B. RATING OF PROPOSALS

All proposals submitted will be evaluated on a point system based on responsiveness to the RFP.

C. QUESTIONS

All questions regarding this RFP after the bidder's conference concludes must be submitted via email to: AlexCord@oedworks.com. The "Question and Answer" period after the bidder's conference will be from 12:01 a.m., Monday, November 11, 2002 through Friday, November 15, 2002, 4:30 p.m. at which time no further questions will be entertained.

PART V: SCOPE OF WORK

All proposals must clearly address at a minimum the following:

- Program Model detailing components and planned number of hours of each component as well as documentation/verification of participants in an allowable, approved TANF work activity for at least thirty (30) hours per week while in TANF.
- Total Numbers of individuals to be enrolled, placed, and retained.
- The percentage of enrollments who will successfully complete your program model. NOTE: Completion is defined as OBJECTIVE AND MEASURABLE BENCHMARKS (i.e. documented attendance, test scores).
- The percentage of program completer who will be employed for at least ninety (90) days within six (6) months following the date of hire.
- The percentage of program completers who will be employed for at least twenty-six (26) weeks within nine (9) months following the date of hire.

Preference may be given to proposal that absorb some costs as in-kind funding to offset costs funded by this contract. All decisions to fund proposals are based upon the evaluation of those proposals that are most advantageous to fulfill the stated program objectives.

Joint Ventures

Vendors that subcontract any portion of their program services must disclose the name of the entity. Organizations and agencies are encouraged to form collaborative relationships to create innovative training programs or services. Vendors must also submit current resumes or position description for all personnel to be funded under the agreement.

The MOED reserves the right to reject any and all proposals and to request revisions in specific proposals that demonstrate overall potential for accomplishing funding objectives.

Decisions of the MOED are final.

PART VI: PROPOSAL PREPARATION INSTRUCTIONS

A. Who Can Submit a Proposal

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one (1) year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Each vendor is advised that the MOED will hold the prime contractor totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP and for achieving the contracted performance outcomes. The prime contractor may subcontract with other entities with prior approval of the MOED; vendors are to adhere to Article 5, Subtitle 28 of the Baltimore City Code. More information is available at www.baltimorecity.gov/government/law/images/art5st28MBE.pdf. A proposal that includes subcontracting *all* activities and services in this RFP to other agencies will not be considered responsive.

No entity may compete for funds if: (1) the entity has been debarred or suspended or in litigation with the Mayor and City Council of Baltimore City otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; or (2) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

B. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- 1) Submit one (1) original proposal, six (6) copies and a computer disk on which the proposal has been saved (identify the program it is saved in, e.g., Word 2000).
- 2) Proposal must be received by MOED at 417 East Fayette Street, Suite 462, Baltimore, MD 21202 **no later than the due date and time shown in the Procurement Timetable, Part IV of this RFP**. The timely delivery of a proposal is the responsibility of the vendor. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered nonresponsive. Proposals hand delivered after the due date or time will be considered non-responsive.
- 3) The original proposal must be manually signed in blue ink by an official authorized to represent and bind the proposing agency and should be marked "original".

- 4) Proposals must be presented in the same order as set forth in “Proposal Format” below and contain all information requested.
- 5) Incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

C. Proposal Format

Proposals should be prepared simply and economically, providing a straightforward response to this RFP. Proposal must be doubled spaced, numbered and on 8 ½ x 11 inch paper, with font size of 12 point with one (1) inch margins. Narrative must not exceed fifteen (15) pages.

I. COVER PAGE

Complete the form “Cover Page” in Attachment A and submit it as your first page of your proposal package.

II. CERTIFICATION

Attachment B, and B-1 “Certification”, must be the 2nd and 3rd page and contain certifications and acknowledgements that must be given by an authorized representative of the bidding organization/firm.

III. LISTING OF PRIOR RELEVANT TRAINING ACTIVITIES

This form is Attachment C and must be completed and submitted as the 4th page in the proposal package after the “certifications” form.

IV. PROGRAM SUMMARY FORM

Complete the “Program Summary Form”, Attachment D, and submit it as page 5 following the “Listing of Relevant Training Activities” in your proposal package.

V. TABLE OF CONTENTS

Submit a Table of Contents as page 6 to begin the Narrative section of your proposal package.

VI. PROGRAM NARRATIVE

The program narrative should describe how the bidder will accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the bidder understands the

approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented in the following outline. The headings used below **MUST BE USED IN YOUR NARRATIVE IN THE ORDER GIVEN.**

Narrative must not exceed fifteen (15) typewritten pages.

A. Services to be Provided

Program Description

- Describe the component(s)
- Explain how the services will be provided
- State the program goals and objectives
- Explain how the services provided will lead to the successful achievement of the program goals and objectives.
- Describe location and hours of operation.

Target Population

- Identify the target population you plan to serve
- Describe any procedure you plan to utilize to ensure the success of the target population. Include support services, barrier removal, counseling and other interventions you plan to employ to address the needs of the target group.

Program Model

- Describe the minimum and maximum number of people served
- Include an outline specifying tasks, amount of time required to teach tasks for each proposed class or a schedule of activities and the number of hours of each activity that each participant will receive. Indicate the number of hours that participants will spend in each activity.
- Indicate competencies expected to be achieved, benchmarks and indicators for these competencies, the certification method to be used and any other pertinent information related to the program or activity outcomes or goals.
- Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- Provide the attendance policy and hours of operation.
- Indicate if service is open-entry, open-exit or other.
- Indicate start and end dates for each cycle proposed.

- Include a list of books and other materials that each participant will use.
- Indicate job readiness standard.
- Process for tracking and monitoring from point of entry to exit including attendance, punctuality, and measurable competencies to be achieved (e.g. minimum grade point average on tests, quizzes).

Outreach and Recruitment

- Describe how outreach and recruitment of eligible applicants will be conducted.
- Describe your process for marketing your program.

Assessment

- Describe the process to be utilized for assessment of applicant experience, skills and individual employability development needs and barriers.
- Indicate specific assessment tools that will be used to determine pre and post job readiness competencies.

Job Readiness Component

- Describe the program's job readiness component.
- Indicate the number of hours of instruction participants will receive.
- Describe how this component will be integrated into the program.
- Indicate what competencies will be achieved and how these competencies will be measured.

Counseling and Support Services

- Describe your counseling component for participants.
- Discuss your method of ensuring the provision of supportive services needed to maintain a participant during the activity, and post services or employment activities.

Labor Market Potential

- List the types of jobs/industries in which participants will be placed and the potential career ladders.
- Provide historical data, which demonstrates your involvement with employers and their willingness to hire completers of your program.

- Provide a list of at least four (4) employers (include address, contact person and phone number) and attach letters of support or commitment from employers to the proposal package (Attachment C.)
- **NOTE:** MOED reserves the right to contact those employers that you list as a part of the proposal evaluation process.

Marketing and Job Placement

- Describe your plans for placing your program completers in the labor market.
- Describe any job preparation activities in which trainees will be involved, your job-matching process, follow-up activities and re-engagement process for those who might lose their jobs.
- Discuss the methods you will utilize to market your program to employers.
- Describe any special linkages that exist between your organization(s) and private employers.
- Follow-up mechanisms with employers on the success/failure of program completers.

Job Retention

- Describe your plans to keep the individual engaged in employment.

VII. COORDINATION STRATEGY

- Explain how your agency's/firm's currently available resources will be integrated into this project.
- Identify in-kind contributions to the program and their estimated value.
- How will community resources be utilized to provide supportive services? Describe proposed coordination of efforts to be utilized to ensure a successful program. Including the roles and/or responsibilities of all entities involved. Clarify any special arrangements between your agency and human service agencies designed for the benefit of program participants.
- Identify any matching sources of funds and the amount and use of each fund as it relates to the proposed activity (i.e., HEA Grants, Pell Grants, Work Study).
- Submit letters of Coordination and Linkage specific to this program, if applicable. **NOTE: LETTERS OF SUPPORT OR ENDORSEMENT WILL NOT SUFFICE.** Letters must identify

working relationships with community service agencies, schools, businesses, or other organizations. (Submit these as an attachment to the proposal package).

VIII. ORGANIZATIONAL CAPABILITIES

In this section, please demonstrate the capability of your organization to perform the service you propose, include location(s).

Description of Organization

- A. What services are currently offered by your organization?
- B. Briefly describe your organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart. If you have never provided the proposed training or services, describe any comparable previous experience, or any special or technical skills and resources your organization has or your organizational infrastructure that makes you especially capable of successfully providing the training.
- C. Personnel – provide a description of personnel who will be directly involved in the proposed project. Include:
 - 1. Resumes, Curriculum Vita, or licenses (if applicable)
 - 2. Specific experience in relation to similar projects
 - 3. Job description of each position to be funded.
 - 4. Extent of involvement in terms of time. Provide percentages.
 - 5. Organization responsibility/reporting procedures in relation to the proposed program.
- D. Indicate the staff/participant ratio for the proposed program.
- E. Indicate how long it will take to implement the proposed activity from notification of selection.

XV. ATTACHMENTS

- A. A copy of your organization's Articles of Incorporation with a listing of current principal officers of the organization and its resident agent.
- B. A copy of your organization's most recent financial statements.
- C. Employer Letters.
- D. Letters of Coordination.
- E. Non-Collusion Certification Form

F. Debarment and Suspension Form

G. Proposed Project Budget

Vendors must submit a fixed unit performance budget for their project period and the cost analysis worksheet. NOTE: If your agency is receiving another source of funding, you will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this proposal.

PART VII: EVALUATION CRITERIA

Program Description and Operations

(10 Points)

- The vendor has a successful history of designing and delivering high quality, comprehensive programming with employment related outcomes.
- Program design, services, and operations are appropriate to address the needs of the population served.
- The vendor has an operational system (orientation, recruitment, assessment, case management, staffing, Individual Employment Plans) in place to effectively deliver the program described.
- The goals and objectives are clearly stated and are aligned with goals.
- The vendor explains how the services provided will lead to the successful achievement of the program goals and objectives.
- The vendor describes the location and hours of operation.

Program Model

(40 Points)

Program Overview (10 Points)

- The proposed program provides the required services. The proposed program provides methodology for delivering the required services.
- The components are delivered in a way that supports self-sufficient employment strategies.
- The proposal provides the number of people served, number of classes and enrollment levels achieve stated goals.
- The proposal includes curriculum outline specifying tasks, and amount of time required to teach tasks. Lists all materials, books participant will use. Indicates competency expectations, benchmarks, and indicators for these competencies. Identifies certification method used.
- The proposal includes tracking system for measuring and documenting achievement of competencies, and placements.
- The proposal includes attendance policy and number of hours participants will spend with an instructor and hours of operation.
- The proposal identifies job readiness standard.

Outreach and Recruitment (5 Points)

- The proposal describes how outreach and recruitment will be conducted.
- The proposal describes marketing plan.

Assessment (5 Points)

- The proposal describes assessment procedure.
- The proposal identifies pre and post assessment tools.

Expected Outcomes**(15 Points)**

- The proposal ensures it will meet the outcome requirements of the RFP.
- Articulates a strategy to ensure that at least 90% of enrolled customers will complete.
- The proposal articulates a strategy to ensure that 55% of enrolled customers will be placed.
- 100% of customers placed obtain benefits within ninety (90) days of employment.
- The proposal articulates that at least 90% of the customer placed will retain his/her employment for at least twenty-six (26) weeks.

Attachments**(5 Points)**

- Article of Incorporation and list of current principal officers.
- Recent financial statements.
- Employer Letters.
- Letters of Coordination.
- Non-Collusion Certification Form.
- Debarment and Suspension Form.

Budget**(15 Points)**

- Detailed line item budget justifies request for funding.
- Cost per individual constitutes the most effective use of resources.
- Other sources of funding showing the percentages of those funds allocated to this proposal.

Minority Owned Business**(5 Points)**

**MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT
Proposal Cover Sheet**

Submitted in response to RFP for Job Placement Services

NAME OF PROPOSING AGENCY: _____

ADDRESS: _____

**ADDRESS OF PROPOSED SITE
(IF KNOWN)** _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

Name and title of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the proposer:

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in their RFP, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and not attempt has been made or will be made by the proposer to induce any other person or agency to submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

Please provide the following information in the space provided. No attachments may be substituted except where indicated.

A. Indicate type of organization or business:

Public Agency _____
Private non-profit _____
Private for-profit _____
Other _____

Organization's date of Inception _____

B. Are you a minority contractor? Yes _____ No _____

A minority business is a business owned, operated, and controlled by minority group member(s) who have fifty-one percent (51%) ownership. The minority group member(s) must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of minority group ownership. (Minority group members are defined as Women, Black Americans, Hispanic Americans, Asian Americans, American Indians, American Eskimos, and American Aleuts.)

If you are a minority contractor, are you registered with the Minority and Women Business Enterprise (MBE/WBE) with the City of Baltimore?

Yes _____ No _____ Certification # _____

C. Has your organization ever filed for reorganization under the bankruptcy laws of Maryland or any other state?

Yes _____ No _____

D. Has your organization ever been debarred or suspended from receiving local, state, or federal funds?

Yes _____ No _____

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost and/or pricing data, submitted, either actually or by specific identification in writing to the Mayor's Office of Employment Development in support of _____ *is accurate, complete, ad current as of this date, _____. This certification includes the cost and/or pricing data supporting any advance agreements and forward pricing agreements between the organization, named below, and the Mayor's Office of Employment Development that are part of the proposal.

Organization: _____
Name: _____
Title: _____
Date: _____

- **Insert the name of the proposed program, number of modification or other identifying number of information.**

LISTING OF PRIOR RELEVANT TRAINING ACTIVITIES

Describe relevant training activities that your organization has delivered in the past three (3) years. Include information on the population served, results, placement rates and placement wages (where applicable). Identify the grantor and include references.

This information is critical in order to evaluate this proposal.

PROGRAM SUMMARY FORM

NAME OF ORGANIZATION

ADDRESS

ADDRESS OF PROPOSED SITE

(If known)

CONTACT PERSON

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

TYPE OF INTENSIVE SERVICE

(List all, if applicable)

NUMBER OF ENROLLEES

NUMBER OF CLASSES

LENGTH

NUMER OF HOURS PER DAY

TOTAL PROPOSED BUDGET*

COST/SLOT

(Total Budget/Participant Ratio)

STAFF/PARTICIPANT RATIO

PROPOSED COMPLETION RATE OF

ENROLLEES

PROPOSED PLACEMENT RATE OF

ENROLLEES

COST PER PARTICIPANT HOUR

COST PER PLACEMENT

AGE RANGE

MATH PROFICIENCY

READING PROFICIENCY

SPECIFIC PREREQUISTES

OTHER REQUIREMENTS

TARGET GROUP

IN-KIND CONTRIBUTIONS

*Budget should not include support payments (stipend, allowances) for participants.

NON-COLLUSION CERTIFICATE

I certify that I am the

Title

And the duly authorized representative of the

Organization Name

Whose address is

And that neither I nor to the best of my knowledge, information, and belief the above named firm or organization nor any of its other representatives I hereby represent have:

- a. **Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith:**
- b. **Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.**

In making this affidavit, I represent that I have personal knowledge of the matters and acts here stated,

Signed:

Print Name:

Date:

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary 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 SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its officers / principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, state or local governmental department or agency;
 - b. Have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification;
and
 - d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default.
1. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

Instruction for Certification

1. By signing and submitting this certificate, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit the explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Mayor's Office of Employment Development's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Mayor's Office of Employment Development determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available, the Mayor's Office of Employment Development may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the Mayor's Office of Employment Development if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 the rules implementing Federal Executive Order 12549.
6. The prospective primary participant agrees by submitting this certificate 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 Mayor's Office of Employment Development.
7. 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.

8. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly entered 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, the Mayor's Office of Employment Development may terminate this transaction for cause or default.

BUDGET

Payout Point #1

Enrolled X Requested Amount = \$ _____

Payout Point # 2

Placed at the specified conditions = \$ _____

Payout Point # 3

**# Placed and Retained
Employment at 13 weeks = \$ _____**

Payout Point # 4

**# Placed and Retained
Employment at 26 weeks = \$ _____**

PROVISIONS REGARDING A DRUG-FREE WORKPLACE

The regulations regarding a drug-free workplace were published in Part II of the April 25, 1989 Federal Register (pages 17861-17862).

A. Definitions. As used in this provision,

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means a site for the performance of work done in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a government contract.

"Individual" means a proposer/contractor that has more than one employee including the proposer/contractor.

B. By submission of its offer, the proposer, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:

1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

2. Establish a drug-free awareness program to inform such employees about--
i. The dangers of drug abuse in the workplace;
ii. The Contractor's policy of maintaining a drug-free workplace;

- iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
- 3. Provide all employees engaged in the performance of the contract with a copy of the statement (b) (1) of this provision;
- 4. Notify such employees in the statement required by subparagraph (b) (1) of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will--
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- 5. Notify the contracting officer within ten (10) days after receiving notice under subdivision (b) (4) (ii) of this provision, from an employee or otherwise receiving notice of such conviction; and
- 6. Within 30 days after receiving notice under subparagraph (a) (4) of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace;
 - i. Take appropriate personnel action against such employee, up to and including termination or;
 - ii. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- 7. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b) (1) through (b) (6) of this provision.
- C. By submission of its offer, the proposer, if an individual who is making an offer of any dollar value, certifies and agrees that the proposer will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.
- D. Failure of the proposer to provide the certification required by paragraph (b) or (c) of this provision, renders the proposer unqualified and ineligible for award.
- E. In addition to other remedies available to the Government, the certification in paragraphs (b) or (c) of this provision concerns a matter within the jurisdiction of any agency of the United States and the making of false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Where the proposer is unable to certify to any of the statements in these provisions, the proposer shall attach an explanation to this proposal.

Proposer shall also submit a copy of its policy regarding a drug-free workplace to the MOED within ten (10) days of the notification of the awarding of a contract.

Name/Signature/Job Title of Authorized Representative

Date

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE
AGREEMENTS**

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

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

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

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Proposing Organization Program/Title

Name of Certifying Official

Signature

Date

**BALTIMORE WORKFORCE INVESTMENT BOARD
and the
MAYOR’S OFFICE OF EMPLOYMENT DEVELOPMENT
CONFLICT OF INTEREST STATEMENT/CERTIFICATION**

The Proposer must execute either Section 1 or Section 2 hereunder relative to the Baltimore Workforce Investment (BWIB) and the Mayor’s Office of Employment Development (MOED). Failure to execute either Section may result in rejection of this Proposal. In addition, the Proposer must execute Section 3 of this form.

SECTION 1

I hereby certify that no official or employee of the BWIB or MOED, or any board or committee member of BWIB or MOED, or any immediate family member of a BWIB or MOED employee, board or committee member has a material financial interest in this firm.

Signature: _____

Name of Official (Type or Print):

Company Name:

Business Address: _____

City, State, Zip Code: _____

SECTION 2

I hereby certify that the following named BWIB or MOED employee(s), board member(s), committee member(s), or immediate family member of a BWIB or MOED employee, board or committee member has a material financial interest(s) [in excess of 5%] in this firm and has filed the appropriate Conflict of Interest statements with the BWIB or MOED prior to the review and discussion of this proposal.

Name	Title or Position	Date of Filing

Signature: _____

Name of Official (Type or Print):

Company Name:

Business Address: _____

City, State, Zip Code: _____

SECTION 3

The following BWIB or MOED officials, board members, committee members (including ad hoc voting committee members) and/or employees should declare a conflict of interest and refrain from discussion or voting on this procurement because they are, in some way, associated with this proposing agency:

Signature: _____

Name of Official (Type or Print):

Company Name:

Name(s) of Official, Board member,
Committee member or employee and
Type of association:

ADMINISTRATIVE AND FINANCIAL CAPABLILITIES CHECKLIST

Please respond to each statement or question with a “yes” or “no” answer.
Briefly explain any “no” answer on another page or in the limited space provided.

	<u>YES</u>	<u>NO</u>
1. All positions with the proposing agency have up-to-date job descriptions.	_____	_____
2. All employees meet the minimum qualifications specified in their job descriptions.	_____	_____
3. All W-2's and I-9's with appropriate documentation are on file.	_____	_____
4. Withholding and FICA deposits have been made in full on a timely basis.	_____	_____
5. Insurance and bonding policies are current and all appropriate staff are covered.	_____	_____
6. The facilities of this agency and any training locations are accessible to the disabled. Attach a completed ADA facility checklist.	_____	_____
7. The books of accounts are auditable.	_____	_____
8. Administrative and internal accounting controls are adequate to safeguard program assets.	_____	_____
9. The accounting system adequately accounts for program funds.	_____	_____
10. Financial reports fairly present accrued program expenditures by established cost categories.	_____	_____
11. Budgetary procedures are adequate to control expenditures.	_____	_____
12. The agency has a written accounting procedures manual that includes procedures for:		
a. Coding of expenditures by:	_____	_____
i. Contract year or program year	_____	_____
ii. Funding source	_____	_____
iii. Cost category	_____	_____
b. Bank reconciliation's	_____	_____
c. Posting to books	_____	_____
d. Monthly close-out	_____	_____
e. Trial balancing	_____	_____
f. Development of accruals	_____	_____
g. Segregation of duties	_____	_____
h. Cost allocation	_____	_____
i. Budgetary control	_____	_____
j. Cash management	_____	_____

k. Cash receipt and disbursement	_____	_____
l. Payroll	_____	_____
m. Reconciliation of any petty cash fund	_____	_____
13. The procedures in the accounting manual are being followed.	_____	_____
14. Internal controls		
a. For cash receipts:		
i. Cash is properly controlled and promptly deposited when received	_____	_____
ii. Funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security	_____	_____
b. Checks are:		
i. Pre-numbered	_____	_____
ii. Adequately safeguarded	_____	_____
iii. Properly mutilated when voided	_____	_____
iv. Not allowed to be written for cash	_____	_____
v. Not allowed to be signed in advance	_____	_____
c. For cash disbursements:		
i. Invoices are approved prior to payment	_____	_____
ii. Documentation accompanies checks to be signed	_____	_____
iii. Documentation is stamped to prevent reuse	_____	_____
iv. Control over signature machine is adequate	_____	_____
v. Disbursements are made only by check	_____	_____
vi. Checks are not returned to preparer after signing	_____	_____
d. For bank reconciliations:		
i. They are performed on time	_____	_____
ii. They are performed by someone who does not perform cash functions	_____	_____
iii. Unusual items are investigated promptly	_____	_____
e. For payroll		
i. Time sheets are used and signed by both the employee and supervisor	_____	_____
ii. Payrolls are approved by management for accuracy and existence of bonafide employees	_____	_____
iii. Preparation and check distribution functions are segregated	_____	_____

- iv. Leave time is properly controlled _____
- f. For purchase: _____
 - i. Purchase orders are pre-numbered and controlled _____
 - ii. Receiving reports are prepared and compared to P.O. and invoice _____
 - iii. Returned purchases are controlled _____
 - iv. Payments are made within discount periods _____
- 15. The agency's budget has no areas for potential cost overruns. _____
- 16. The agency is not trying to make up for a shortfall in another program by using the funds from this program. _____

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing agency, accept responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Signature

Date

Typed Name and Title

Standards for “Job Ready”

1. Basic work habits and behaviors

- Dresses and grooms appropriately for professional environment
- Demonstrates ability to be on time and reports as scheduled
- Follows rules and procedures
- Stays on task
- Meets established deadlines

2. Work attitudes and values

- Stays positive and motivated about work
- Takes initiative and pride in their work
- Demonstrates respect for authority
- Willingness to learn new skills

3. Communication and interpersonal skills

- Able to work effectively with co-workers, customers and supervisors
- Understands and is able to follow written or verbal directions or instructions
- Effectively handles conflicts with co-workers or customers
- Ability to accept constructive criticism
- Demonstrates adequate verbal skills

4. Basic Skills

- Able to read, write and compute at level needed to perform job
- Possesses adequate experience / skill for the job

5. Life Skills

- Has addressed potential barriers to work (i.e. health, transportation, family concerns, criminal background and substance abuse, etc.)
- Able to cope with everyday job demands / is reliable and dependable
- Uses appropriate problem solving techniques
- Ability to adapt to change and learn new skills

September 3, 2002

