

PY2023 REQUEST FOR PROPOSAL ATTACHMENTS

*Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities*

PY 2023 WIOA PROPOSAL COVER SHEET

Organization Name: _____

Street Address: _____

Mailing Address: _____

Contact Person(s): _____

Title of Contact Person: _____

Telephone Number(s): _____

Fax Number(s): _____

E-Mail: _____

Federal ID#: _____

Requested Funding: _____

Check the box that most appropriately describes your organization

- Unit of Local Government Private Non-Profit Organization
 For Profit Organization Other

Check the box that identifies the programs the Agency will operate

Program	Indicate by "Yes" for Programs Agency Proposes to Serve
One Stop Operator	
Adult	
Dislocated Worker	
Youth	

*Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities*

The following proposal is hereby submitted in response to the Cape Fear WDB RFP issued **March 27, 2023** to provide WIOA Title I(B) services to include NC Works Career Center Operator, Adult, Dislocated Worker, and/or Youth Services. Please indicate in the chart below which counties where you are proposing to provide the WIOA services.

County	Indicate by "Yes" for county/counties you are proposing to serve
New Hanover	
Pender	

Summary of Proposed Budget

Cost Objectives/Categories	Amount
Total Cost of Proposed Services	
For Program Services Only	Amount
Total Number of People Planning on Serving <i>(Note: Carryover Participants should be excluded from your projected enrollments)</i>	
Total Cost Per Participant	

Are funds from other funding sources being requested in order to implement this proposed WIOA Program?

Yes No

If the answer to above question is **yes**, please complete the following information to indicate sources, amounts and expected dates of funding approval. Provide explanation of how the other funding source will be used in the WIOA program.

Other Expected Funding Sources	Expected Amount	Expected Date of Approval
Total Other Funds Expected		

CERTIFICATION: I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed services and program activities described herein. I acknowledge that I have read and understand the requirements of the RFP and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating there from on behalf of the entity submitting the proposal.

_____/_____
 (SIGNATURE and DATE of Signatory Official) Date

_____/_____
 (Typed or Printed NAME and JOB TITLE of Signatory Official) Date

Complete a separate form for each activity marked with YES. (Career Center One Stop Operator, Adult, Dislocated Worker, and Youth)

ATTACHMENT B

AGENCY LEADERSHIP

Instructions: Please complete the following section. List the person who will be responsible for the following activities. Add any comments you find necessary for clarification.

•Supervisor for This Grant:

Staff Name	
Email	
Phone Number	

•Invoicing and Financial Reporting:

Staff Name	
Email	
Phone Number	

•Equal Employment Opportunity (EEO):

Name of EEO Officer	
Position Title	
Phone Number	

•Person Responsible for Overseeing Inventory Purchased with WIOA Funds:

Staff Name	
Email	
Phone Number	

List the banking institution holding WIOA funds:

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

**PLANNED OUTCOMES
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

WIOA formula funds allocated to Workforce Development Areas for in school and out of school youth programs must be used to provide services to individuals who are 16-24 years of age and meet the eligibility criteria. The goal is to provide workforce innovation opportunity activities that increase the employment, retention, and earnings of job-seeking customers.

Please complete the following to indicate the number of participants you plan to serve and the performance you plan to achieve during the contract period.

PY 22-23 Cape Fear Youth Participant New Enrollment Projections				
COUNTY	Budget Total Youth	Enrolled In -School Youth	Enrolled Out-of-School Youth	Cost Per Participant
New Hanover				
Pender				
Totals				
PY 22-23 Cape Fear In-School Youth Participant Activity Projections				
County	OJT	Work Experience	ITA	
New Hanover				
Pender				
PY 22-23 Cape Fear Out-of-School Youth Participant Activity Projections				
County	OJT	Work Experience	ITA	
New Hanover				
Pender				

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YOUTH OUTCOMES	CFWDB PY23 Goal	Your Agency's Proposed Goal for PY23
Employment Rate (2nd Quarter) - participants obtaining employment by the end of 2 nd quarter after program exit	72.5%	
Employment Rate (4th Quarter) - participants obtaining employment by the end of 4 th quarter after program exit	74.5%	
Median Earnings (2nd Quarter) – median earnings for those who obtained employment the 2 nd quarter after exit should be \$6,000	\$3,400	
Credential Attainment – Number of participants in a training program who will obtain a credential during the program year, or within one year after exit	48.0%	
Measurable Skills Gains – a percentage of participants who, during a program year, are in education or training programs that lead to recognized post-secondary credential or employment and who are achieving measurable skills gains, defined as documented academic, technical, occupation, or other forms of progress, towards such a credential or employment	46.5%	

ASSURANCES AND CERTIFICATION

General Assurances

- A. The Program Applicant (hereinafter referred to as the “Contractor”) assures that it will fully comply with the requirements of the Workforce Innovation and Opportunity Act (Public Law 113-128) and its regulations, and the WIOA Area Plan approved by the Cape Fear Workforce Development Board (CFWDB), the Chief Elected Official for the Cape Fear Workforce Development Consortium, and the North Carolina Division of Workforce Solutions.
- B. The Contractor assures that it will administer its services under the WIOA in full compliance with safeguards against fraud and abuse as set forth in WIOA and the WIOA regulations; that no portion of its WIOA service will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that it will target employment and training services to those most in need of them.
- C. The Contractor assures that it will administer its services funded under the WIOA in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) On-The-Job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable State Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.
- D. The Contractor assures that it will administer its services under the WIOA in full compliance with health and safety standards established under State and Federal law and that conditions of employment and training be appropriate and reasonable in light of such factors as the type of work, geographical area and proficiency of the participant.
- E. The Contractor assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State law; that enrollees in WIOA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

- F. The Contractor assures that no funds available under the WIOA will be used for contributions on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.
- G. The Contractor assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.
- H. The Contractor assures compliance with all federal rules and regulations which prohibit the use of WIOA funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the contractor agrees to file a disclosure report if applicable.
- I. The Contractor assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
- J. The Contractor assures and certifies that the Contractor has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, subgrantees, and subcontractors and other interested parties.
- K. The Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
- L. The Contractor will comply with the provisions of the Hatch Act which limits the political activity of certain State and local government employees.
- M. The Contractor will comply with NC-GS-234 which contains a provision that prohibits public officials and employees from having a personal interest in any contract to which she/he is also a party in an official capacity.
- N. The Contractor assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency's List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the Division of Workforce Solutions has determined that orders under an 'indefinite quantity financial agreement' in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the

Contractor assures that: (1) no facility to be utilized in the performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the CFWDB, prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.

O. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:

- | | |
|---|---|
| <input type="checkbox"/> The Drug Free Workplace Act | <input type="checkbox"/> The Davis-Bacon Act |
| <input type="checkbox"/> The Immigration Reform Act | <input type="checkbox"/> Child Labor Laws |
| <input type="checkbox"/> The American's with Disabilities Act | <input type="checkbox"/> The Fair Labor Standards Act |

Nondiscrimination Assurances

(i) As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

(a) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

(b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

(c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(e) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

(ii) The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity.

The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

(iii) The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, whether it is explicitly incorporated in such document and whether there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance also may be incorporated in such grants, cooperative agreements, contracts, or other arrangements by reference.

(iv) The CFWDB also requires the following specific assurances from all contractors:

- (a) The applicant assures that Veterans will be afforded employment and training activities;
- (b) The applicant assures compliance with the confidentiality requirements of 29 CFR 38.45;
- (c) The assurance that no WIOA funds will be used to assist, promote, or deter union organizing;
- (d) Assurance of compliance with all of the nondiscrimination provisions of WIOA Section 188, including the assurance that a Nondiscrimination plan has been developed and implemented under 29 CFR 38.54;
- (e) The applicant assures the proper data collection and maintenance necessary to show compliance with the nondiscrimination provisions of WIOA section 188.

Certification

This is to certify that all specifications contained herein have been read, understood, and addressed in the attached document; that the required format has been followed; that all of the information contained herein is true and correct; that the Contractor organization will comply with all of the above assurance; and that this document has been duly authorized by the governing body of the Contractor organization.

Signature of Authorized Representative

Date

Printed Name

Title

ATTACHMENT E

STATEMENT OF COMPLIANCE

As the authorized signatory official for:

Submitted Organization

I hereby certify:

1. That the proposer is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act (P.L. 113-128).
2. That the proposer does hereby agree to execute all work related to this application in accordance with the WIOA regulations, the NC Division of Workforce Solution Issuances and Policy Statements, Cape Fear WDB policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The proposer shall notify the Cape Fear WDB within thirty (30) calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
3. The proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct with may or may not be fraudulent in nature; and
4. That the contents of the application are truthful and accurate, and the above-named vendor agrees to comply with the policies stated in this application; and
5. That this application represents a firm request subject only to mutually agreeable negotiations; and
6. That the proposer agrees that the Cape Fear WDB reserves the right to accept or reject any proposal for funding; and
7. That the proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no sub-contracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive order 12549; and
8. That the above-named proposer waives any right to claims against the members and staff of the Cape Fear Workforce Development Board and the Cape Fear Workforce Development Consortium in their individual capacities.

Authorized Representative Signature

Date

Authorized Representative Printed Name/Title

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ATTACHMENT F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

(BEFORE COMPLETING THIS CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this certification 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 of 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 governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) 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.

Printed Name and Title of Authorized Administrative Entity Signatory Official

Signature

Date

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INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out above.
2. The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the department or agency'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 department or agency 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 to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that 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, participants, 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 Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. 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.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

ATTACHMENT G

DRUG-FREE WORKPLACE CERTIFICATION

Organization: _____

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

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

Certification

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

Signature of Authorized Representative **Date**

Printed Name **Title**

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JOB DESCRIPTIONS

Submit a separate Job Description for each Position/Job Classification that will provide WIOA services under the terms of this agreement, whether funded in full, in part, or not at all, with WIOA funds from this program. Additionally, please include a cover page for each job description containing the following information about each position:

1. Job Title
2. Is this person 100% dedicated to this program?
 - a. If not, what percent are they allocated to this program?
 - b. What other programs are they allocated to?
3. Name of Immediate Supervisor: (If position needs to be filled, indicate this.)

For Proposer Review Only

REQUEST FOR PROPOSALS - EVALUATION REVIEW CRITERIA

**For Providing Services to Opportunity Youth
Through the Cape Fear Workforce Development Board Integrated One-Stop Delivery System
Program Year 2023 - July 1, 2023 to June 30, 2024**

Proposals will be scored and ranked based on evaluation criteria outlined in the next section. The scores and rankings will be used as a guide for discussion and determination of recommendations.

Note: The Cape Fear WDB retains the right to request additional information from any proposer, request oral presentations or conduct site visits before a contract award. If no response adequately addresses the services and outcomes requested, the Cape Fear WDB may recommend that no award be made.

The recommendations of the Cape Fear WDB staff or a Review Committee, if any, will be presented to the full Cape Fear WDB board for approval and award of contracts. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, the successful completion of contract negotiations, and the availability of funds.

Listed below are the criteria along with their point values. A total of 100 points is possible. A respondent must achieve a minimum score of 75 points in order to be considered for recommendation.

REFERENCE ONLY - TO BE FILLED OUT BY CAPE FEAR WORKFORCE DEVELOPMENT BOARD STAFF

PY 2020 REQUEST FOR PROPOSALS - EVALUATION REVIEW CRITERIA

Program Year 2023 - July 1, 2023 to June 30, 2024

Required Forms

Proposer's General Information	
Name of Proposer:	Type of Organization: Unit of local Government <input type="radio"/> Non-Profit <input type="radio"/> For Profit <input type="radio"/> Other <input type="radio"/>
Service(s): Career Center Operations <input type="radio"/> Adult <input type="radio"/> Dislocated Worker <input type="radio"/> Youth <input type="radio"/>	County(s) To Be Served: Brunswick <input type="radio"/> Columbus <input type="radio"/> New Hanover <input type="radio"/> Pender <input type="radio"/>
Date/Time Proposal(s) Received: Received Late: Yes <input type="radio"/> No <input type="radio"/>	Current Service Provider: Yes <input type="radio"/> No <input type="radio"/>
Amount Requested:	Previous Workforce Development/WIOA Experience: Yes <input type="radio"/> No <input type="radio"/>
Required Documents Checklist	
2020 WIOA Response Package Cover Sheet Yes <input type="radio"/> No <input type="radio"/>	Staffing Positions Descriptions Yes <input type="radio"/> No <input type="radio"/> #of staffing positions
Functional and Services Plan of Work Yes <input type="radio"/> No <input type="radio"/>	Budget Summary Yes <input type="radio"/> No <input type="radio"/>
Assurances and Certification Form Yes <input type="radio"/> No <input type="radio"/>	Budget Back Up Pages Yes <input type="radio"/> No <input type="radio"/>
Statement of Compliance Form with Notary Seal Yes <input type="radio"/> No <input type="radio"/>	Financial Statement and Copy of Last Audit Yes <input type="radio"/> No <input type="radio"/>
Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions Yes <input type="radio"/> No <input type="radio"/>	Federal ID Number Yes <input type="radio"/> No <input type="radio"/> Proposal Identification/Certification Yes <input type="radio"/> No <input type="radio"/>
Copy of Bond Coverage (or explanation of planned coverage if an award is made) Yes <input type="radio"/> No <input type="radio"/> if yes amount \$	Copy of Agency's Grievance/Complaint Procedure Yes <input type="radio"/> No <input type="radio"/> Drug Free Workplace Certification Yes <input type="radio"/> No <input type="radio"/>
Copy of current Organizational Chart Yes <input type="radio"/> No <input type="radio"/>	Copy of Charter and Bylaws of Organization Yes <input type="radio"/> No <input type="radio"/>
Copy of Cost Allocation Plan (if applicable, provide a copy of the agency indirect cost plan) Yes <input type="radio"/> No <input type="radio"/>	List of Current Board Members (if applicable) Yes <input type="radio"/> No <input type="radio"/>

Evaluation Review - The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 100 points is possible. A proposer must achieve a minimum score of 75 points in order to be considered for recommendation. The criteria can also be used by the proposer to ensure all items in the RFP are addressed.

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WIOA Title 1 Programs: RFP Evaluation Matrix

Reviewer Name: _____ **Date:** _____

Reviewer Signature: _____

Proposer Name: _____

Evaluation Criteria Breakdown		Points Possible	Proposer Points
Completeness of Response to RFP (Pass/Fail)			
	ALL required schedules, forms and informational items have been submitted.	Pass/Fail	
A. Experience and Capacity		20 Points	
	Does the proposal demonstrate previous experience and expertise in managing similar programs	0-5	
	Does the proposal demonstrate that the agency's mission aligns with the spirit of legislation and the vision of the CFWDB	0-5	
	Is the quality of accomplishments clearly identified in the proposal	0-5	
	Does the proposal demonstrate that the agency has adequate staffing/capacity to manage the program	0-5	
B. Program Design		20 Points	
	Does the proposal demonstrate that the program is structured to ensure all services are provided	0-5	
	Does the proposal demonstrate the ability to describe and understand Work Based Learning Opportunities	0-5	
	Does the proposal describe adequate outreach to the populations specified in the RFP	0-5	
	Does the proposal demonstrate that the agency has adequate procedures/tools to assure accurate data management and meet customer service standards for customers and partners?	0-5	

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C. Performance		10 Points	
	Does the proposal demonstrate an understanding of USDOL indicators and the ability to achieve performance goals	0-5	
	Does the proposal demonstrate that internal processes are in place for monitoring and evaluation of the program and demonstrate effective data management abilities	0-5	
D. Partner Relationships		15 Points	
	Does the proposal demonstrate a direct connection to the NCWorks Career Center and a plan to adequately support the operation of the center with staffing and programming	0-5	
	Does the proposal identify strong collaborative relationships with community partners in the service delivery area	0-5	
	Does the proposal identify a plan to utilize those relationships to achieve goals	0-5	
E. Employer-Driven Services		15 Points	
	Does the proposal demonstrate the agency's knowledge of labor market and talent pipeline management strategies	0-5	
	Does the proposal demonstrate the ability to develop relationships with employers to create and manage Work based learning opportunities	0-5	
	Does the proposal demonstrate the capacity to market Work based learning to employers and keep them engaged while assisting through the development of Work based learning opportunities	0-5	
F. Fiscal Responsibility		20 Points	
	Does the proposal demonstrate budget reasonableness and emphasize expenditures for clients	0-5	
	Does the proposal demonstrate knowledge of eligible expenditures under the grant	0-5	

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	Does the proposal demonstrate that adequate systems are in place to ensure fiscal accountability, including alignment of finance and program staff	0-5	
	Does the proposal demonstrate the ability to successfully operate public funded grants	0-5	
TOTAL		100 Points	

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