REQUEST FOR PROPOSALS

One-Stop Career Center Operator

Workforce Innovation and Opportunity Act (WIOA)

Published March 6, 2015

Submission Deadline
April 14, 2015 @ 12:00 PM PST
Late submissions will not be accepted

Workforce Connections is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities.
Nevada Relay 711 or (800) 326-6868

Workforce Connections’ hours of operation are Monday - Friday, 8:00 a.m. to 5:00 p.m.
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## Request for Proposal Timeline

(*All dates are subject to change*)

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal (RFP) Release</td>
<td>March 6, 2015</td>
</tr>
<tr>
<td>Mandatory Bidders’ Conference</td>
<td>March 18, 2015 @ 10:00 AM PST</td>
</tr>
<tr>
<td>Workforce Connections</td>
<td></td>
</tr>
<tr>
<td>6330 West Charleston Blvd., Suite 150</td>
<td></td>
</tr>
<tr>
<td>Las Vegas, NV 89146</td>
<td></td>
</tr>
<tr>
<td>Statement of Qualifications (SOQ) Due</td>
<td>March 27, 2015 @ 5:00 PM PST</td>
</tr>
<tr>
<td>Last day to submit RFP Questions</td>
<td>April 3, 2015 @ 5:00 PM PST</td>
</tr>
<tr>
<td>Notification(s) of SOQ Approval</td>
<td>April 3, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>April 14, 2015 @ 12:00 PM PST</td>
</tr>
<tr>
<td>Public Proposal Opening</td>
<td>April 14, 2015 @ 1:00 PM PST</td>
</tr>
<tr>
<td>Evaluation of Proposals and Oral Presentations</td>
<td>April 21, 2015 – May 1, 2015</td>
</tr>
<tr>
<td>Contract Recommendation(s) Presented for Approval</td>
<td>May 13, 2015 – Committee May 26, 2015 – Board</td>
</tr>
<tr>
<td>Contract Negotiations</td>
<td>June 1-26, 2015</td>
</tr>
<tr>
<td>Contracts/Programs Commence</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>
SECTION 1 RFP INTRODUCTION

1.1 Solicitation

The purpose of this solicitation is to select an entity to serve as Operator for and deliver career and training services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) out of the One-Stop Career Center (OSCC). The goal is to receive a wide variety of high quality, innovative proposals that meet the needs of the Southern Nevada Workforce Development Area. Respondents are invited to submit a proposal for the following:

<table>
<thead>
<tr>
<th>Target Population:</th>
<th>Eligible Adult and Dislocated Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Stop Career Center Location:</td>
<td>6330 W. Charleston Blvd., Suite 190, Las Vegas, NV 89146</td>
</tr>
<tr>
<td>Start Date:</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>End Date:</td>
<td>June 30, 2016</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Cost-Reimbursement Contract</td>
</tr>
<tr>
<td>Option to Extend (if applicable):</td>
<td>WC may extend the contract up to an additional three (3) years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of WC.</td>
</tr>
<tr>
<td>Estimated Total Funding Available for this RFP:</td>
<td>An amount not to exceed $2,450,000</td>
</tr>
</tbody>
</table>

*Additional funds may be awarded if additional funding becomes available to WC.*

Workforce Connections (WC) is soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards career and training services using evidence-based practices. Eligible respondents may include:

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations.

WC encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women’s business enterprises whenever possible. WC is committed to Equal Opportunity in its contracting process.
A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP; however, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity serving as the fiscal agent and that there is a minimum of three (3) WIOA required programs in partnership (i.e. Titles I-IV). The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that document the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

Organizations that have not previously been awarded a WIA contract but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. A responsive proposal is one that complies with all format and content requirements and amendments of the RFP. This RFP provides information regarding eligibility and the format requirements in which proposals must be submitted.

Successful respondents will serve as sub-grantees of WIOA funds administered by DOL, Nevada Department of Employment Training and Rehabilitation (DETR) and WC.

1.2 Mandatory Bidders Conference

For any organizations that intend to submit a proposal, a Mandatory Bidders Conference to present the RFP requirements and address questions will be held at:

<table>
<thead>
<tr>
<th>Date:</th>
<th>March 18, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>10:00 AM PST</td>
</tr>
</tbody>
</table>
| Location:    | Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146 |

Questions asked at the Mandatory Bidders Conference, along with responses, will be put in writing and posted to the WC website.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the Mandatory Bidders Conference must be submitted via e-mail.
Written questions will be accepted via the email provided below through the following date:

<table>
<thead>
<tr>
<th>Date:</th>
<th>April 3, 2015</th>
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<tbody>
<tr>
<td>Time:</td>
<td>5:00 PM PST</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:onestopoprpf@snvwc.org">onestopoprpf@snvwc.org</a></td>
</tr>
</tbody>
</table>

Questions that are received after the deadline will not be answered. The respondent must include the RFP title in the email subject line (e.g., “One-Stop Career Center Operator’’). Written responses to questions received by WC will be posted on the website. **It is the respondent’s responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

**NOTE:** With the exception of the Mandatory Bidders Conference, oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

**No other sources of responses or clarification are considered valid.**

**1.4 Addenda to this RFP**

At the discretion of WC, if it becomes necessary to revise any part of this RFP, an addendum will be posted on WC’s website, [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by WC of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

**1.5 Ex-Parte Communication**

It is the policy of WC to prohibit ex-parte communication with any board member (Local Elected Officials, ADW Committee, Youth Council, Budget Committee, etc.), WC staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.
Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC’s Executive Director for review and appropriate action. Applicants who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

**NOTE:** Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not communicated or collaborated with any respondent.

### 1.6 Right to Cancel

WC reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. WC also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit WC to accept any proposal, nor is WC responsible for any costs incurred by the respondent in the preparation of responses to this RFP. WC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of WC. WC reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of WC.

### 1.7 Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by WC to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

### 1.8 Protests

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC **within 10 calendar days of WC Board of Directors approval of award**. Untimely protests will not be considered. The written protest must be submitted to:

Ardell Galbreth, Executive Director  
Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146
The protest must be in a format as outlined in WC’s Procurement Grievance policy 5.07. This policy is located at: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Failure by the respondent to request clarification of any inadequacy, omission, or conflict will not relieve the applicant of this responsibility. The signing of Form 4 – Proposal Affirmation, Certification, and Conflict of Interest will be considered as implicitly denoting that the respondent has a thorough comprehension of the full intent and scope of this RFP.

1.9 Statement of Qualifications (SOQ)

WC will use a Statement of Qualifications (SOQ) to establish a respondent’s eligibility to bid for WIOA funds. The submission of an SOQ determines an organization’s legal, administrative, and fiscal capacity to meet WC, state, and federal government requirements. The SOQ allows the organization to be eligible to respond to RFP’s and to be awarded a contract with WC. If it is determined that a respondent is not qualified the respondent will be notified in writing no later than April 3, 2015. **One (1) PDF file of the SOQ with all required attachments must be submitted via email to WC no later than:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>March 27, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>5:00 PM PST</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:soq@snvwc.org">soq@snvwc.org</a></td>
</tr>
</tbody>
</table>

An auto response will be provided to validate your email submission. **Any SOQ that is submitted after the deadline will not be accepted. No faxed, mailed, or hand-delivered copies will be accepted.**

Detailed information and the necessary forms will be available for download from WC’s website at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org). If you have any questions regarding the SOQ, please contact MaryAnn Avendano, Sr. Financial/Procurement Analyst II, at: mavendano@snvwc.org.

1.10 Submittal of Proposals

Each respondent is required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent’s ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must be delivered on or before:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>April 14, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>12:00 PM PST (Noon)</td>
</tr>
</tbody>
</table>
| Location: | Workforce Connections  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV  89146 |
All proposals must be submitted in a sealed envelope and plainly marked, “Request for Proposal,” with the RFP title and the name and address of the applicant clearly marked on the outside in the upper left hand corner of the sealed envelope.

All proposals shall be time-stamped by WC upon receipt. Please provide one (1) unbound proposal, and one (1) electronic PDF copy submitted on a USB flash drive, of the proposal. Each respondent’s USB flash drive will be inspected at the technical review to ensure PDF file is found on the device submitted. Proposals will not be accepted via facsimile or email.

If a respondent sends their proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

Proposals received after the denoted closing date and time will not be considered for funding.

The respondent may modify their proposal in writing at any time prior to the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in the same manner required for the original proposal.

1.11 Proposal Preparation Costs

The entire cost for the preparation of a proposal, and any related costs shall be borne by the respondent.

SECTION 2 PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Technical Review

All proposals submitted must first undergo a technical review using Attachment A – Technical Review Requirements. Organizations that submit proposals that do not pass the technical review will be notified no later than:

Notification Date: April 20, 2015

This review is conducted to ensure that all the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. Those proposals that fail any requirement of the technical review will not be forwarded to the Evaluation Committee for further consideration.
2.2 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC’s Procurement Policy and all other applicable state and federal regulations.

All proposals will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals receiving an overall rating of 75 points or above will be considered as qualified to receive an award. Proposals will be scored based on an assessment by the Evaluation Committee. Proposals determined to be most advantageous to the Local Workforce Development Area per the discretion of WC’s Executive Director as well as overall costs and other factors may be considered in this determination. Priority may be given to those proposals that illustrate the most comprehensive range of services for the target population.

WC may select a proposal based on the initial information received without modification; however, WC reserves the right to request additional data, conduct oral interviews, and/or conduct a WC management review of the evaluation process prior to making a recommendation of an award to the applicable committee and WC’s Board. Respondents whose proposals score 75 points or above may be requested to participate in oral presentations. WC staff will schedule the time and location for these interviews. The objectives of the oral interviews are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.

Respondents will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

- The ability to successfully pass the review process to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing;
- The ability to participate in an oral interview if deemed appropriate by WC. The results of the oral interview may be considered when determining final funding recommendations;
- The ability to submit to a site inspection and/or telephone conference if deemed appropriate by WC;
- The successful submission, review and approval of an SOQ.

Note: Any bids may be rejected if it is determined to be in the best interest of the Southern Nevada Workforce Development Area.
2.3 Award Process

Each respondent submitting a proposal will be notified in writing of WC’s decision concerning their proposal. Formal notification to award contracts and the actual execution of a contract are subject to the following conditions:

- Approval by the applicable committee and WC Board;
- Receipt of WIOA funds from federal and state administering agencies; and
- Continued availability of WIOA funds.

If the results of the review indicate, in the opinion of WC, that the proposed service provider may not be able to fulfill contract expectations, WC reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the applicant’s proposal.

WC may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of WC the services proposed are not needed, the goals of the proposal do not align with goals of WC, or the costs are higher than WC finds reasonable in relation to the overall funds available.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by WC may be used to expand existing contracts or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WC.

Respondents are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing their program designs. The activities and services described in the proposals can be provided by a lead agency or through partnerships.

SECTION 3 OVERVIEW

3.1 Workforce Innovation and Opportunity Act

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA
by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

For more information on WIOA and specific information on the seven (7) WIOA job-driven elements found in Training and Employment Guidance Letter 3-14, please visit http://www.doleta.gov/wioa/.

3.2 WC’s One-Stop Delivery System Roles and Responsibilities

- Overseeing and evaluating the management and operations of all programs funded by WC;
- Allocating and awarding funds;
- Monitoring service providers’ One-Stop Affiliate Sites (OSAS) and OSCC operator’s performance, quality of service, cost effectiveness, and reporting on performance to the Board;
- Providing front line staff for the OSCC, including two (2) full-time front desk representatives and one (1) full-time Resource Room coordinator;
- Developing and providing technical assistance to service providers staff;
- Informing service provider of federal and state policies, procedures, and rules that may impact the operations of the program(s), and giving assistance as needed to implement them accordingly;
- Designating local Management Information System (MIS) and providing technical assistance and support;
• Ensuring compliance with all rules, regulations, policies, procedures, including the use of standardized forms issued by each funding source;
• Processing payments for selected training expenditures, including all occupational skills training, on-the-job training (OJT), incumbent worker training and customized training payments;
• Overseeing the OSAS to ensure compliance with WIOA regulations pertaining to the One-Stop Delivery System and WC policy;
• Convening and facilitating regular partner meetings to address issues affecting the delivery of services (e.g. partner collaboration, process improvement, improvement of customer service, development of Career Pathways, etc.);
• Acting as a liaison between the OSCC Operator and other co-located partners (e.g. resolving disputes, addressing grievances, modifying MOUs, etc.);
• Coordinating the costs of operations of the OSCC and billing seated partners;
• Ensuring that WC’s strategic initiatives are implemented in the delivery of services; and
• Designating, implementing and maintaining appropriate customer flow software.

3.3 Roles and Responsibilities of the OSCC Operator

3.3.1 General Duties

Duties associated with the operation of the OSCC include, but are not limited to:

• General coordination of all seated partner staff at the OSCC;
• Working with WC staff to design and implement the integration of partners’ staff and systems;
• Implementing WC-approved Internal Operational Policies for the OSCC (e.g. days/hours of operation, dress code, customer service expectations, etc.);
• Fostering partnerships within the OSCC to promote function as a multi-agency team, and promotion of and participation in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
• Maintaining Equal Employment Opportunity (EEO) compliance in the provision of and access to OSCC services;
• Ensuring that the OSCC is in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and is easily accessible to individuals with disabilities;
• Ensuring that all partners co-located at the OSCC implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by DOL;
• Coordinating staff training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
• In conjunction with appropriate WC staff, developing and executing a Resource Sharing Agreement (RSA) between required partners to specify how system costs are being shared, how costs are allocated and which organizations are contributing in-kind services or other resources;
• In conjunction with appropriate WC staff, recruiting additional partners and/or in-kind or other resources to support the OSCC, as appropriate; and
• In conjunction with appropriate WC staff, coordinating the signing and implementation of cooperative agreements (MOUs) with all mandated partners.

3.3.2 Career and Training Services

Duties associated with the provision of career and training services at the OSCC include, but are not limited to:

• Ensuring the provision of all required WIOA services to participants including meeting minimum enrollment benchmarks for special populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
• Utilizing standardized forms provided by WC (e.g., initial assessment, individual employment plan, individual training account (ITA), OJT Contract, Worksite Agreement, budget, etc.);
• Ensuring proper certifications for staff that may be required for any assessment tools;
• Ensuring that WC’s strategic initiatives are implemented in the delivery of services;
• Ensuring the proper use of WC’s Management Information System (MIS) for client tracking and case management; and
• Managing fiscal responsibilities.

3.3.3 Economic Development Initiatives

Duties associated with economic development initiatives as coordinated by the Business Engagement Specialist Team (BEST) include, but are not limited to:

• Ensuring dedicated career service staff to coordinate employment and training services resulting from BEST partnerships;
• Enrolling eligible participants referred by BEST staff in support of local economic development initiatives;
• Coordinating work-based training activities for enrolled participants (e.g., OJT, Registered Apprenticeships, incumbent worker training, customized training, etc.); and
• Providing full scope of WIOA Career Services to ensure positive performance outcomes.
3.4 Location of Service Delivery

The successful respondent to this RFP will be required to deliver Title I services, including operator services and all career and training services, out of the OSCC office currently located at:

6330 West Charleston Blvd., Suite 190
Las Vegas, NV  89146

The successful respondent will be expected to maintain a fully functioning One-Stop Career Center at this location.

Should the entity selected as OSCC Operator have other offices located with the Southern Nevada Workforce Development Area they will be required to provide full staffing at the OSCC at all times, to include on-site supervision and assurances that staff will not be shared across multiple locations. Staff hired for and stationed at the OSCC will not be able to participate in meetings or other events away from the OSCC unless replacement staff is provided.

3.5 WC and OSCC Branding

The entity selected as OSCC Operator will be required to exclusively use the logos and branding of WC and the OSCC. The use of other logos or branding will be prohibited.

The OSCC Operator will also be responsible for assisting in the promotion of Workforce Connections as the Southern Nevada Workforce Development Area’s foremost expert in matters regarding workforce development and the One-Stop system.

3.6 Required Assessments

The OSCC Operator will be required to use a uniform comprehensive assessment tool (e.g. WorkKeys) to be determined by WC.

3.7 Special Projects

As part of the contract award, the successful respondent will be tasked with working in tandem with WC to administer any current and future special projects within the context of the overall service delivery strategy at the OSCC. These may include but are not limited to:

- AARP Foundation Back-to-Work 50+ Program
- CFPB Veterans Financial Coaching Program
3.8 Resource Room

The OSCC Operator will make available to the public and oversee a computer lab/resource room that is universally accessible to all self-directed job seekers. While WC will provide a full-time Resource Room coordinator, the OSCC Operator must ensure appropriate staff levels in the computer lab/resource room as dictated by customer flow.

3.9 Workshops

The OSCC Operator must develop and implement a strategy for making available to all appropriate job seekers, at minimum, the workshops below. The OSCC Operator’s strategy to deliver the workshops should include the number of times per week or month each workshop is expected to be offered based on the needs of the customers seeking services at the OSCC:

- Workshops that provide basic information and lead to the completion of a competitive resume that meets today’s employer standards;
- Workshops to develop interviewing skills, which include the use of mock interviews;
- Workshops to provide information on successful job search strategies for the contemporary job market;
- Workshops to develop interpersonal skills that lead to success in the workplace upon placement into employment;
- Job Clubs to provide additional assistance to individuals having difficulty finding work on their own;
- Workshops that cover basic digital literacy concepts, such as turning on a computer or navigating the internet;
- Workshops that progress beyond basic digital literacy concepts and introduce the participant to the core Microsoft Office Suite programs such as Word, Excel, Outlook and PowerPoint; and
- In coordination with WC staff, career exploration workshops that allow participants the opportunity to engage “hands on” with current technologies, competencies and skill-sets involving STEM principles that are utilized across Nevada have targeted industry sectors.

3.10 Career Services Delivery

Section 134(c)(2) of WIOA outlines a number of required Career Services to be performed at the OSCC. The entity selected as OSCC Operator will be responsible for ensuring that each is made available to appropriate job seekers, although it is not expected that one entity can provide all of them directly. In collaboration with WC, the OSCC Operator will be charged with developing a plan that includes identifying those services that will be
delivered directly by the OSCC Operator’s staff, those that will be provided through sub-contracting with an appropriate entity, and those that will be provided in coordination with other required partner programs in WIOA (i.e. Titles II-IV). See Attachment B – WIOA Career Services for a complete listing of the required services.

### 3.11 Responsibility Revisions

The roles and responsibilities of WC and the OSCC Operator may be refined and changed as:

- Federal, state and local law or requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by the U.S. Department of Labor;
- WC’s governing boards adopt local direction and procedures; and
- WC develops and coordinates mandatory strategic initiatives for the local workforce development area (e.g., Business Engagement activities, Mobile One-Stop, Workforce Development Academy, etc.).
SECTION 4 REQUIRED PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the format and content requirements of the RFP. The RFP provides information regarding the format, in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents’ responsibilities, and the documents to be included.

In order to simplify the review process and obtain the maximum degree of comparison the proposal must be organized as follows:

Proposal Content:

<table>
<thead>
<tr>
<th>Title Page</th>
<th>Form 1 – RFP Title Page</th>
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</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>Required with page numbers included.</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>One page summary that must include an organizational overview related to workforce development and qualifications.</td>
</tr>
<tr>
<td>Proposal Narrative</td>
<td>Demonstrated Ability, Program Narrative, and Fiscal Narrative. The total cannot exceed 20 pages (excluding executive summary, required attachments, and budget forms). Additional pages immediately following the 20th page will be removed prior to evaluation. Tables and graphs are not allowed in this section. Label each section and applicable subsection with the section number and title.</td>
</tr>
<tr>
<td>Letters of Support/MOUs</td>
<td>Include letters of support or memorandums of understanding detailing partner roles, responsibilities, and resources provided. (This does not count toward the 20 page narrative limit.)</td>
</tr>
<tr>
<td>Resumes/Job Descriptions/Org. Chart</td>
<td>Include resumes or job descriptions of all staff, funded in whole or in-part, for this project, as well as an organizational chart. (This does not count toward the 20 page narrative limit.)</td>
</tr>
<tr>
<td>Budget Forms</td>
<td>Form 2 – OSCC Budget Template</td>
</tr>
<tr>
<td>Funder Reference</td>
<td>Form 3 – LWIB Evaluation Form</td>
</tr>
<tr>
<td>Signature Sheet</td>
<td>Form 4 – Proposal Affirmation, Certification, and Conflict of Interest</td>
</tr>
</tbody>
</table>

Proposal Format Requirements:

| Font       | 12 Point – Times New Roman |
| Pages      | Single-Sided |
| Margins    | One (1) Inch – This applies to ALL margins. |
| Spacing    | Double-Spaced |
| Footer     | The name of the organization submitting the proposal and the page number on each page. |
SECTION 5 PROGRAM DESCRIPTION

5.1 Background

Clark County, Nevada, the region housing the largest, urban communities of southern Nevada has long suffered from high levels of unemployment. Census reports for the metropolitan area detail a workforce that is poorly educated and struggling to climb back into a competitive workforce following the Great Recession. Over 16% of workers do not have the equivalent of a HS education, and less than a quarter of the population has a 4-year degree. (US Census Bureau, 2015) Employers in Nevada’s fast growing private sector will need to fill 134,000 jobs by 2017 in occupations that require secondary education (HS Diploma) and some degree of higher education. (State of Nevada, 2014)

While the unemployment rate has decreased with recovery efforts, Nevada is striving to better connect those workers most in need with the valuable services offered by the Workforce Innovation and Opportunity Act. Nevada has the highest rate of labor underutilization in the nation, which means that not only do we have high unemployment, workers are taking part time jobs in lieu of full-time opportunities and workers are giving up and leaving the labor force. (U.S. Department of Labor, 2014) Sites providing WIOA services must be able to establish dynamic partnerships with employers and the community to connect employment, education and job training opportunities.

References

5.2 Statement of Need

Nevadans are in need of career services to align their skills with those needed by today’s employers. To address this need, WC is seeking an entity to serve as Operator for the OSCC, as well as deliver some or all of the following career services to meet the individual needs of customers in our workforce system:

- Workforce preparation services;
- Occupational training opportunities, including full range of secondary and post-secondary options;
• Supportive service assistance;
• Career counseling;
• Career Pathways grounded in employer partnerships;
• Actively implements WC’s strategic initiatives for the One-Stop Delivery System; and
• Maintain administrative and program obligations associated with receipt of WIA/WIOA funds.

The OSCC Operator is expected to coordinate partner services inside the OSCC and serve those most in need of career services including those formerly involved with the justice system, adults with disabilities and veterans of our military forces. In addition, the entity selected as the OSCC Operator must ensure the facility, services and OSAS are correspondingly branded as part of WC’s OSCC, a proud partner of the American Job Center Network.

In order to meet the needs of our workforce and the employers in our community, the selected proposal responding to this OSCC Operator RFP must demonstrate organizational capacity to design and execute an evidence-based program that addresses the needs of the system and meets all of the requirements outlined in the RFP.

5.3 WIOA Programmatic Elements

The following details WIOA or local process requirements related to direct service delivery and operational oversight of WC funded programs. It is the responsibility of the service provider to seek out technical assistance when and if needed to execute the following programmatic elements.

**Outreach and Communications:** Service providers must work to inform the greater community of services, resources and programs funded by WC. Activities will include:

• **Community Outreach:** Service providers shall establish and maintain key community relationships to ensure that their funded programs are known by the general public. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations;

• **Online Presence:** Service providers shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by Workforce Connections” should appear on any and all communications for funded programs;

• **Special Events:** Service providers shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WC, especially with regional employers. Special events may include, but are not limited
to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs; and

- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans’ Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans’ Priority Provisions of the “Jobs for Veterans’ Act,” Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans’ priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.).

WC may provide technical assistance and training on the following elements to the service provider prior to contract execution and on an ongoing basis.

**Eligibility:**

- An **Adult** is identified as an individual 22 years of age or older and 72 years of age or younger who is either a US Citizen or has the Right to Work in the US. All males who are born on or after 01/01/1960 must be in compliance with Selective Service registration requirements. The individual must also be a resident within the Southern Nevada Workforce Development area.

- A **Dislocated Worker** is defined as an individual who meets Adult eligibility and the additional criteria of one of the following categories: Laid Off or Terminated; Plant Closure; Formerly Self-Employed; or Displaced Homemaker.

**Individual Employment Plan (IEP) – Adult:** Service providers will be required to develop an IEP with each program participant. The IEP is developed based upon the results of the participant’s assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills, and job retention skills. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Governor’s Economic Development Plan:

- Aerospace & Defense
- Agriculture
- Information Technology
- Clean Energy
- Health & Medical Services
- Logistics and Operations
- Mining
- Manufacturing
- Tourism, Gaming & Entertainment
Based on individual needs, an IEP may also include a plan for the provision of mental health services, drug and alcohol rehabilitation, financial counseling, referrals to housing services, legal aid, and other necessary social services that are employment-focused.

**Services:** The proposal must address the services to be delivered under the program. Services to be provided must include outreach, eligibility determination, assessment, referral to and coordination with support service providers, case management, training, job search and placement assistance, and follow-up services.

**Timely & Accurate Data Entry:** Service providers will be required to utilize the Management Information System (MIS) selected by WC. This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. **Service providers will be required to enter all participant data within eight (8) business days from the date of the service into WC’s MIS.** WC will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the funded partner’s use of the MIS.

**Short-Term Prevocational Services:** Services that are designed to assist with developing participant’s learning skills, communication skills, interviewing skills, and professional conduct that will be essential to securing unsubsidized employment.

**Occupational Skills Training:** Service providers are required to provide training services from approved training providers. A list of training providers can be found on the Eligible Training Provider List (ETPL) located on WC’s website: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

**On-the-Job Training (OJT):** An OJT is a training activity that pays a wage subsidy to employers for a new employee’s pre-determined training period. An OJT is appropriate when the need for training has been identified in the IEP. OJT’s must be with an employer that will commit to full time, permanent employment for the participant at the end of the OJT contract term.

**Customized Training:** Training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training. The employer must pay at least 50% of the total cost of the training.

**Incumbent Worker Training:** Training for an existing employee, or group of employees, to receive upgraded skills training that increases their competencies and is needed to retain or advance in employment.
Internships and Work Experience: A temporary activity (generally six months or less) which provides a person with the opportunity to gain the skills and knowledge necessary to perform a job, including work habits and behaviors, and which may be combined with classroom or other training.

Participant Supportive Services: Based on assessment results and the documented client’s needs for supportive services, providers shall be able provide supportive services that will assist with the barriers in order to successfully complete their WIOA program activities. Please refer to WC’s Policies & Procedures for further details at www.nvworkforceconnections.org.

Follow-Up Services: Successful respondent shall follow up on the status of exited participants for a minimum of (1) year to determine if the services were successful and if the participant remains employed.

5.4 Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled clients meet long-term mandatory DOL performance accountability standards known as Common Measures. See Attachment C – Department of Labor (DOL) Performance Measures for detailed information on the required outcomes set forth for WIOA.

All required performance measures are subject to change at any time and WC may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data.

5.5 WIOA Required Partners

WIOA identifies the following as “core” partner programs:

- Adult, Dislocated Worker and Youth Programs;
- Adult Education;
- Wagner-Peyser Employment Services; and
- Vocational Rehabilitation.

In addition to the core programs, WIOA also identifies the following required One-Stop system partner programs:

- Career and Technical Education;
- Community Services Block Grant;
Indian and Native American Programs;
HUD Employment and Training Programs;
Job Corps;
Local Veterans Employment Representatives (LVER) and Disabled Veterans Outreach Program (DVOP);
National Farmworker Jobs Program;
Senior Community Service Employment Program;
Temporary Assistance for Needy Families (TANF);
Trade Adjustment Assistance Programs;
Unemployment Compensations Programs; and
Youthbuild.

The entity selected as OSCC Operator will be responsible for coordinating with WC staff to ensure that all core and required partners are engaged in the implementation of the One-Stop Delivery System.

SECTION 6 DEMONSTRATED ABILITY AND PAST PERFORMANCE – 30%

6.1 Demonstrated Ability

Respondents must provide a description of their organization in the following areas, clearly articulating any measurable outcomes and outlining the roles of specific partners involved in achieving program goals where applicable:

- The total number of years in existence;
- Past or current experience serving in the role of an Operator for a comprehensive One-Stop/American Job Center, including any contracts in other states or geographic regions;
- Experience implementing resource sharing agreements among all mandatory partners outlined in WIOA;
- Past or current experience leveraging and/or bringing in additional resources (beyond WIOA Title I Adult & Dislocated Worker funds) to the One-Stop Center/System;
- Expertise in operating a comprehensive workforce development program specifically addressing the employment and training needs of adults and dislocated workers, including those with significant barriers to employment (e.g. veterans, ex-offenders, individuals with disabilities, individuals with basic skills deficiencies, etc.);
- Expertise in collaborating in and executing a project with multiple stakeholders, which includes descriptions of the distinct roles of each partner and the steps taken to achieve desired outcomes;
6.2 Local Workforce Investment Board (LWIB) Evaluation Form – Form 3

Each respondent who has not had funds from WC for the last two complete program years (Program Years 2012 and 2013) must provide one (1) reference from an LWIB. The evaluation must be for projects the respondent has managed within the past two years for at least six months. Each evaluation must be completed by the LWIB and submitted via email to the following email address no later than due date listed below:

<table>
<thead>
<tr>
<th>Due Date:</th>
<th>April 14, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>12:00 PST</td>
</tr>
<tr>
<td>Submission email:</td>
<td><a href="mailto:onestopoprfp@snvwc.org">onestopoprfp@snvwc.org</a></td>
</tr>
</tbody>
</table>

Evaluations emailed by the respondent, not submitted via the email address listed above, or received after the proposal due date will not be accepted. Only one evaluation will be reviewed per respondent. If multiple evaluations are received for any one respondent, only the first evaluation received will be reviewed.

WC will complete an LWIB Evaluation Form for each respondent who has had a contract from WC within the past two years. This will be forwarded to the evaluators as part of the proposal package.

SECTION 7 PROGRAM NARRATIVE – 25%

Respondents must provide a detailed description of their program design incorporating each of the following elements:

7.1 Approach

- A comprehensive program design that includes a description of participant progression from intake and enrollment through exit and follow-up;
- A plan to incorporate the services of other partners into the overall customer flow at the OSCC;
- A description of how integrated service delivery amongst all co-located partner programs at the OSCC will be promoted in order to provide for the most seamless and efficient process possible for customers.

7.2 Staffing and Case Management Strategy

- The management structure to be implemented for the OSCC, including a description of the roles of each position and the experience that existing staff members have in administering projects of similar size and scope (include resumes or job descriptions for all staff funded in-whole or in-part by WC);
• The ways in which the OSCC Operator plans to work closely with WC staff to implement a high-quality, effective, and efficient service delivery strategy;
• The direct career service staffing plan for the OSCC for those with whom customers will be working directly at the frontline level.
• A staffing plan for providing in-depth career counseling and/or career development services to participants which results in identification of appropriate and attainable career goals based on the unique characteristics of the individual being served.

7.3 Eligibility and Assessment

• A description of the intake process that includes eligibility determination and ensuring that customers are routed to the appropriate partners co-located within the OSCC.
• How assessments will be implemented to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs;
• A description of a referral process that ensures that non-WIOA eligible individuals are provided services by other appropriate service providers.

7.4 Individual Employment Plan (IEP)

• Strategies for developing quality IEPs with customers that address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills;
• Detailed strategies for training participants to ensure positive outcomes, with consideration given to the need for any related supportive services and a description of how resources from other community organizations will be leveraged;
• A description as to how participants will be guided toward sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment needs.

7.5 Training and Work-Based Learning Activities

• An approach to offering a wide range of training services to participants, such as occupational skills training and OJT, which will result in positive outcomes;
• An approach to offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants and a detailed strategy for how employers will be engaged to partner in such activities;
• A description of the ways in which sector strategies will be implemented that address the specific needs of the Southern Nevada Workforce Development Area.
7.5 Performance Management Strategies

- A description of the methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention;
- A description of the internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals;
- The exit strategy to be used to ensure participants will achieve required performance measures;
- A description of the method to be used to identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention.

7.7 Follow-Up Strategies

- A description of follow-up services to be offered for a minimum of 12 months after the participants exit from the program;
- A discussion as to how participants will remain engaged and on their targeted career path after exiting from the program.

SECTION 8 INNOVATIVE STRATEGIES – 15%

Respondents must describe the ways in which they have implemented or plan to implement innovative strategies to place individuals into long-term employment, with an emphasis on working with individuals who have significant barriers to employment (SBE); descriptions should include:

8.1 Career Pathways

- Past or current experience implementing Career Pathways approaches, including the specific occupations or sectors that were targeted and a description of all the entry points that were offered to participants;
- A detailed approach to how WIOA Title II – Adult Ed programs, specifically, will be engaged in order to ensure access to Career Pathways for those who lack a high school diploma or equivalent, are determined to be basic skills deficient, lack the digital skills needed to compete in the 21st century workforce, and/or who have limited English language proficiency.
8.2 Apprenticeship and Pre-Apprenticeship

- Any applicable past or current experience participating in apprenticeship programs, including the specific occupations or sectors that were targeted;
- A description of pre-apprenticeship activities that were provided to individuals with basic skills deficiencies in order to increase their chances of successfully competing in the apprenticeship testing and application process.

SECTION 9 FISCAL ELEMENTS

9.1.1 Budget and Budget Narrative

Each applicant is required to submit a project budget using Form 2 – OSCC Operator Budget Template.

The budget template has a summary page and 9 budget detail pages that require line item detail, for a total of 10 pages. There are lines identified at the bottom of each budget detail page for a narrative, and each line item is required to have a concise narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narratives submitted will not be reviewed.

There are detailed instructions contained in the budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

9.1.2 Budget Period and Amount

The Total Project Expenses of this line-item budget must be less than or equal to the estimated total funding available for this RFP for the initial funding period:

| Start Date: | July 1, 2015 |
| End Date:   | June 30, 2016 |
| Estimated Total Funding Available for this RFP: | An amount not to exceed $2,450,000 |
9.1.3 Operator Costs Budget Requirements

The Respondent’s budget must meet the following requirement for required Operator functions:

| Maximum funds for this component | $250,000 |

9.1.4 Economic Development Career & Training Budget Requirements

The Respondent’s budget must meet the following requirements to meet the needs of employers engaged through BEST and economic development outreach efforts:

| Total funds for this component | $500,000 |
| Minimum funds for training activities for this component | $400,000 |
| Minimum full-time equivalents for this component | 2 |

9.1.5 General Career & Training Services Budget Requirements

The Respondent’s budget must meet the following requirements for general career and training services in the OSCC:

| Minimum funds for this component | $1,700,000 |
| Minimum funds for training activities for this component | $850,000 |
| Minimum full-time equivalents for this component | 8 |
| Maximum full-time equivalents for this component | 10 |

The minimum and maximum full-time equivalents are provided as a guideline for the purpose of completing the budget template. Final numbers will be determined during the contract negotiation process and may be revised according to actual need.

9.1.6 Training Expenditures

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. WC authorization is required for customized and incumbent worker training, and those expenses will not be allowed until final regulations are released by DOL. Final regulations are anticipated at some point during program year 2015. The OSCC Operator will be required to submit documentation to WC in order for payments to be processed. All liability will remain with the OSCC Operator for any payments determined to be disallowed for any reason.
A minimum allocation of $1,300,000 of the total funds will be reserved by WC for training expenditures under this contract, which includes a minimum of $400,000 set aside for training activities that support identified economic development initiatives and a minimum of $850,000 set aside for training activities that support general career and training services in the OSCC.

9.1.7 OSCC Costs Covered by WC

WC will continue to employ and pay the salaries and fringe benefits of the following OSCC staff:
- Front desk
- Resource room coordinator

WC will also pay all facilities-related and supply costs of partners and the Operator in the OSCC including:
- Rent;
- Utilities;
- Equipment and IT support;
- Repairs and maintenance;
- Office supplies;
- Postage; and
- Printing.

Costs for use of the facility and day-to-day business activities in the OSCC should not be included in the respondent’s proposed budget. The OSCC Operator will be tasked with negotiating a cost-sharing agreement and enforcing cost shares from all partners, as required by WIOA, to offset expenses of the OSCC. WC will physically collect and deposit all cash payments for cost sharing.

Travel, contractual expenses, non-wage or fringe OSCC Operator staff expenses, and other expenses originating outside the OSCC are not covered by WC and should be included in the respondent’s budget if needed for the project.

9.1.8 Administrative and Program Costs

The OSCC Operator will be responsible for tracking and reporting program and administrative costs of the contract per WIOA regulations. Administrative costs are defined as the allocable portion of costs associated with specific functions and not related to the “direct provision of workforce investment services, including services to participants and employers.” The administrative functions are specified to include the following:
• General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll;
• Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports, or other investigations;
• General legal services;
• Oversight and monitoring of administrative functions;
• Goods and services used for administrative functions;
• Developing systems, including information systems, related to administrative functions; and
• The costs of awards made to subrecipient or vendor organizations for administrative services of the awarding agency (for example, a payroll service for staff or participants).

Programmatic costs are all other costs related to the “direct provision of workforce investment services, including services to participants and employers.”

9.1.9 Allocated Costs

Respondents are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) on the Operator Overhead budget page. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared operating costs among projects. Examples of shared operating costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.

9.1.10 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by WC that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process.
9.1.11 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Operator Overhead budget tab and may not exceed 10% of the Total Project Expenses.

9.1.12 Subcontracts

All subcontracts must be procured according to WC procurement requirements and approved by WC. An award of funds or approval of a budget does not exempt procurement requirements.

SECTION 10 FISCAL NARRATIVE AND BUDGET – 30%

10.1 Fiscal Narrative

Respondents must include the following in the fiscal narrative:

- A description of the organization’s experience with developing, managing, and enforcing OSCC cost sharing agreements.
- A description of the organization’s experience with managing federal funds, the experience that fiscal staff employed by the organization have in administering federal funds, and how the organization ensures compliance with federal financial management standards.

10.2 Budget

The respondent must complete Form 2 – OSCC Operator Budget Template and submit as part of the proposal.