

ST. LOUIS CITY

WORKFORCE INVESTMENT BOARD



**REQUEST FOR PROPOSAL**

FOR:

**Workforce Investment Act (WIA)**

**2014 Business Services Staffing**

Opening Date

8:00 a.m., Central Time, February 7, 2013

Closing Date

5:00 p.m., Central Time, March 22, 2013

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NOTE: This Request For Proposal (RFP) is available for pick-up, in person, at the City of St. Louis Agency on Training and Employment Office (SLATE), 1520 Market Street, 3<sup>rd</sup> Floor, St. Louis, MO 63103, 314-589-8000, beginning **February 7, 2013**, 8:00a.m. (local time) – 5:00 p.m. (local time), Monday – Friday, except holidays. The RFP packet is mailed only when the potential bidder prepays the postage or the potential bidder can arrange for a private carrier to pick-up the RFP packet with billing to the recipient. The RFP can also be downloaded from our website: [www.stlworks.com](http://www.stlworks.com).

## GENERAL POLICIES & INSTRUCTIONS

This Request For Proposal (RFP) is being released **February 7, 2013** contingent upon fund availability by the City of St. Louis and the Workforce Investment Board of St. Louis City, under the Workforce Investment Act of 1998 (WIA), Title I, Public Law 105-220. THE CITY OF ST. LOUIS WILL NOT CONTRACT WITH ANY ORGANIZATION, SCHOOL, ETC. WITH UNRESOLVED QUESTIONED COSTS IN PAST SUBCONTRACTS WITH THE CITY OF ST. LOUIS THROUGH THEIR TRAINING AND EMPLOYMENT OFFICE.

Response to RFP: To be considered for funding, all program applications must be submitted in **complete and accurate format**, as herein described, to Kelley Bernardi, Deputy Director, City of St. Louis, Training and Employment Office (SLATE), 1520 Market Street, 3<sup>rd</sup> Floor, St. Louis, Missouri 63101. Applications must be received by SLATE no later than 5:00 P.M., (local time), on **March 22, 2013**. No fax copies or email copies will be accepted. **Applications received after this date and time will not be considered.** One original and five copies in a sealed package must be submitted.

**A mandatory pre-bid conference will be held Wednesday, March 5 at 8:30 AM at SLATE-Downtown, 1520 Market Street, 3<sup>rd</sup> Floor, St. Louis, MO 63103.**

Limitation: This RFP does not commit the City of St. Louis to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to contract for services. The City of St. Louis and Workforce Investment Board reserve the right to accept or reject any or all proposals received as a result of this request without negotiation; to negotiate with all qualified sources; or to cancel in part or in its entirety. The City of St. Louis or Workforce Investment Board may require the agencies or companies submitting proposals to participate in presentations, in negotiations, or to submit any cost, technical or other revisions of their proposals that may result from negotiations.

Request for Interpretation: You may submit **questions**, in writing, to the City of St. Louis, SLATE up to 5:00 p.m., **March 15, 2013**. Written inquiries should be addressed to City of St. Louis, SLATE, Attn: Kelley Bernardi, Deputy Director, 1520 Market Street, Room 3050, St. Louis, Missouri 63101 or e-mailed to [kbernardi@stlworks.com](mailto:kbernardi@stlworks.com). A copy of the written inquiry and response will be posted on the website [www.stlworks.com](http://www.stlworks.com). No instruction and/or any part of this RFP, which is in violation of, or in conflict with, Federal Regulations will be valid. Each respondent is responsible for the compliance of their application to such regulations. **Telephone inquiries regarding an interpretation of the contents of the RFP are not permitted.**

Program Proposers: Services or activities may be operated under a contract with any private, non-profit agency, governmental organization, education facility, or private-for-profit organization with certain restrictions. To be eligible to operate such a program, an agency or organization must have the management capacity to administer a complicated Federal Grant Program and experience in operating employment and training programs.

Cost Limitations and General Information: Proposers should understand that costs must be reasonable and competitive. Only costs directly related to the operation of the grant program, and properly supported with all back-up documentation and records will be allowable charges to this program. The cost of contracts awarded for the purpose of providing program services may be charged to the program category. The City of St. Louis reimburses contractors generally on a monthly basis. We will not pay for indirect costs. Required back-up documentation such as

properly completed time cards, time sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under WIA shall not be used to duplicate facilities or services available in the area from federal, state, or local sources. Proposers should make certain that in responding to this RFP that the appropriate application/budget fact sheet(s) are completed and that their narrative is responsive to the proposal format. **Proposers should be prepared to fund the program until the contract is approved through the City of St. Louis Board of Estimate and Apportionment, which could take up to three months.**

Review Criteria: All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage.

A bidder will be notified in writing if the bid submitted failed the reviewer stage by not receiving enough points for consideration for funding. If the bid failed this reviewer stage, the bidder may request, in writing, to Kelley Bernardi (see prior address), within ten working days from the date of our letter, a copy of the written reviewer comments, if any, and the points awarded (by category and total). A response will be prepared within five working days from the receipt of the request by the bidder. If an error in totaling the points is discovered, the revised total will stand. If the revised total is enough points for consideration for funding the bidder would be so informed in writing.

Reporting: Upon approval of any program or activity for funding, the agency or organization administering that program will be subject to an extensive set of fiscal and programmatic reporting requirements. These reports will be required as necessary to carry out the City of St. Louis' and Workforce Investment Board's required monitoring and evaluation of programs as mandated by the regulations. Agencies and organizations submitting a proposal to operate a WIA program should be familiar with the basic requirements outlined in the regulations and should provide the necessary staff support in their proposal to see that these requirements are met.

Records and Audits: The contractor/contractee shall maintain records and accounts necessary for the effective operation of the program. This shall include, at a minimum, fiscal records which account for the reimbursement requests submitted, names of all persons who have received services, and the services which they received. Once a contract is issued, that organization becomes fully responsible for administration of the program or activity. Each organization will be liable for any disallowed or illegal expenditure of funds or program operations conducted under their contract.

All books, records, documents and papers of the contractor in regard to this program shall be retained by the contractor for a minimum period of three (3) years following submission of the final expenditure report, or until such time as any litigation, audit findings or other claims have been resolved and so certified by the City of St. Louis. Participant files shall also be retained for a minimum of three (3) years from date of enrollment or until any litigation, audit findings or other claims have been resolved.

Indemnifications/Assurances and Certifications: Organizations or agencies submitting proposals under the RFP must be willing to sign a contract which will provide a full indemnification and hold harmless of any liability to the City of St. Louis or its governing bodies for any activities conducted by the contractor. This includes a full statement of responsibility for reimbursing the City of St. Louis for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIA participant or

other interested party. As a part of each contract, each organization will be required to subscribe to the assurances and certifications.

Application Procedures: All applications for funding (1 original and 5 copies) must be submitted typed on 8 1/2 x11 inch paper in the format described in the Proposal Format included herein. Exclusive of attachments, the entire proposal may not be more than 15 pages.

## OVERVIEW

The Workforce Investment Board (WIB) of the City of St. Louis, in partnership with the City of St. Louis is seeking an agency(ies), organization(s), firm(s), or unit(s) of government to provide staffing services for focused career development and employment and training services to adults and dislocated workers 18 and older. This Request For Proposal (RFP) incorporates the mission, requirements and objectives of the Workforce Investment Board, and other workforce initiatives. Resources to be made available under this RFP are dependent upon Federal and State allocations. The WIB may, at its discretion, award none or only a portion of these allocations based on its decisions as to the proposals meeting minimum program standards, quality, and appropriateness.

In implementing this and other federally supported programs under the Workforce Investment Act (WIA) the City of St. Louis serves as the local grant recipient of funds for the Workforce Investment Region (WIR) with liability for said funds and has designated a Department of the City of St. Louis government, the St. Louis Agency on Training and Employment (SLATE) to perform these functions as defined in City Ordinance 57035 and as amended by Ordinances 57270 and 62209, under the leadership of the Director of SLATE, an appointee of the City of St. Louis. The City of St. Louis Workforce Investment Board is the policy development body under WIA and will make decisions regarding Adult issues based upon recommendations from SLATE staff.

The WIB will accept proposals for Workforce Investment Act of 1998 (WIA) Title I Adult and Dislocated Worker programs with a planned implementation date of **July 1, 2013**.

**Potential bidders are strongly encouraged to carefully read the entire RFP and all attachments.** All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage. The WIB and the City of St. Louis/SLATE will perform continuous monitoring and oversight of contracted providers, and the WIB and the City of St. Louis/SLATE will determine performance measures, subsequent eligibility, and require corrective action when needed to ensure continuous improvement of eligible providers of services. Exclusive of attachments, the entire proposal may not be more than 15 pages.

## Section I: Background and General RFP Information

A. The City of St. Louis/SLATE is issuing this Request for Proposals (RFP) to procure a contractor that will provide staffing in Missouri Career Centers within the region for the Business Services Team only. These staff will deliver workforce development services to business customers as required by this RFP. Bidders should note that the following are fundamental principles of the Missouri Career Center system. You may refer to DWD Issuance 05-2009, Strategic Framework for Missouri's Next Generation Career Centers.

**Integrated Service Delivery:** The City of St. Louis/SLATE Missouri Career Center system will deliver workforce development services through an integrated service delivery model. Included in this integration model will be staff who deliver state funded services through Workforce Investment Act (WIA), Wagner-Peyser, Trade Adjustment Assistance (TAA), Missouri Employment and Training Program (METP) and Veterans Services programs. The purpose of this RFP is to identify a contractor that can provide staffing through WIA funding in the context of this integrated environment.

**Functional Supervision:** In the City of St. Louis/SLATE Missouri Career Center system integrated model, functional supervision will play a key role within the operations. To implement this supervisory approach, each full-service Career Center will have a Functional Leader who is directly responsible for day-to-day operational activities. The Functional Leader will make operational decisions concerning customer flow, deploy staff as necessary to manage the customer flow, and be responsible for the overall quality and effectiveness of Missouri Career Center services. The functional supervision model recognizes that the contracting organization is considered the employer of record and has internal human resource functions that must be managed within their organization. Such functions would include final hiring and firing decisions, benefits administration, and time and attendance reporting. However, it should be noted that even in these critical human resource areas, the Functional Leader will have input and the opportunity to influence decisions.

**Team-Based Staff Deployment:** In the City of St. Louis/SLATE Missouri Career Center system integrated model, staff will be deployed in functional teams that work together to meet the needs of job seeker customer. The specific functional teams that will operate in each Missouri Career Center, at a minimum, will include the **Welcome Team**, the **Skills Team**, the **Jobs Team** and the **Business Services Team**. Through this RFP, the City of St. Louis/SLATE is seeking a contractor that can staff **JUST the Business Services Team** with professional employees who can deliver high quality services to both business and job seeker customers.

## Section II: Contractor Requirements

The City of St. Louis/SLATE has identified the following key functions of Business Team staff that will work in the City of St. Louis/SLATE Missouri Career Center:

- Interview job seekers for specific job openings created through the Business Services Team.
- Deliver a variety of information sessions during one-on-one meetings with employers, or group meetings with business associations or other groups.

- Facilitate and deliver off-site workshops and group sessions at job or community fairs, where needed, including dressing for success, how to work a job fair, and more.
- Assessing business customer needs for labor market information, tax credit benefits, on-the-job training and committing financial resources to support those needs, when possible.
- Maintain documentation of business and job seeker customer activities in the Missouri Career Center management information system, currently known as Toolbox.
- The City of St. Louis/SLATE may also require the contracted staff to perform other duties as deemed necessary.
- The successful bidder should seek out recognition and award opportunities through the workforce system to be recognized and promoted in order to demonstrate the breadth and scope of work and service. This recognition may come from organizations such as the National Association of Workforce Boards (NAWB), the National Association of Workforce Development Professionals (NAWDP), the Missouri Association of Workforce Development (MAWD), the Missouri Division of Workforce Development, and other such entities.
- The successful bidder will be required to assist and cooperate with all efforts of the City of St. Louis/SLATE to meet WIA performance under the current WIA Common Measures as negotiated with the Missouri Department of Economic Development-Division of Workforce Development. The measures include:
  - Entered Employment Rate: Measures the number of adult workers who got a job after services.
  - Employment Retention Rate: Measures the number of workers who are employed in both the second and third quarter after services.
  - Average Earnings: Measures total earnings in the second and third quarters after services.

The successful bidder will be evaluated on their understanding of the Next Generation Career Center model and their willingness to cooperate with the City of St. Louis/SLATE within the NGCC model in assisting Adults and Dislocated Workers in achieving the performance goals of the WIB.

The City of St. Louis Region consists of St. Louis City. There are full-service Missouri Career Centers at 1520 Market Street and 4811 Delmar Boulevard. Interested organizations should understand that the City of St. Louis/SLATE region is looking for a contractor that can ensure staffing in the 1520 Market Street location with occasional travel and work to be done at the 4811 Delmar Boulevard location.

The City of St. Louis/SLATE is seeking interested organizations that demonstrate the objectives listed below:

- Competent and cooperative management with a vision for staffing and supporting the Missouri Career Center system
- A commitment and ability to ensure that customer service oriented staff are available to serve job seekers and employers
- A willingness to integrate resources and activities with other organizations
- Flexibility in deploying human resources and an ability to adapt to change as economic conditions and operational needs evolve

The City of St. Louis/SLATE intends to be as inclusive as possible in this solicitation. The goal is to receive several high quality proposals that articulate clear and aggressive strategies for staffing Missouri Career Centers and ensuring the delivery of workforce services to customers. The resulting contract with the successful bidder will be for a one-year period which can begin any time after contract execution. The City of St. Louis/SLATE may elect to renew the contract for up to two one-year periods, based on region evaluation of the contractor.

All interviews must be held at one of the two SLATE locations: 1520 Market Street or 4811 Delmar Boulevard.

The minimum hours of operation for each Missouri Career Center are 8:00 am to 5:00 pm, Monday through Friday.

No funding for parking will be made available to staff working at a Career Center where no daily, free parking exists.

**The contractor is required to provide staffing in all positions on all days the Career Center is open to the public. The City of St. Louis holiday schedule is:**

**New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day**

In the event of staff turnover the contractor will replace full time staff within a maximum of **45** days, and part time staff within a maximum of **14** days. Selections and terminations are to be made with the needs of the Career Center taking precedence over tenure.

The successful bidder must have the ability to discipline and terminate ineffective employees within a reasonable amount of time. If SLATE determines the employee is no longer effective in their position, the contractor would need to remove the employee from the contract.

The successful bidder will also need to identify a single point of contact who will work with the Deputy Director on all staffing issues. Regular weekly meetings must occur in person; additional communication can occur via e-mail and by phone.

All job openings of the successful bidder must be posted with the SLATE Missouri Career Center. Any new hires must be registered with SLATE Missouri Career Center, unless already enrolled in another Missouri Career Center.

The successful bidder must be willing to follow the mission and vision of SLATE and the Executive Team.

No offsite meetings for frontline, subcontracted staff will be permitted during the Career Center operating hours of Monday through Friday, 8 AM to 5 PM.

The City of St. Louis/SLATE has identified the potential for approximately **5 positions** to be funded through this contract. Initial staffing needs are for just the Business Services Team.

The contractor should provide staffing for the Business Services Team as follows:

- The Business Services Team works with area businesses to provide a qualified pool of applicants to businesses looking to recruit for job vacancies. The Team will also conduct job fairs and other hiring events for all Centers. The Team will provide labor market, tax credit and other economic and human resource related information to business customers. The Team will work closely with The Jobs Team for recruitment efforts.
- The Business Services Team should be made up of a Team Lead who will manage the day-to-day activities and overarching goals of the department. Each member should be experienced in working with human resource professionals, company owners, or high-level officials responsible for hiring in their companies. A Business Team member should have excellent communication skills including written and verbal communication, and should be comfortable speaking to a crowd or to an individual. Experience in working with computers and Microsoft Office products is a must.

The contractor, as required under WIA, will provide core, intensive and training services at the Missouri Career Centers to WIA Title I Adult and Dislocated worker customers.

Core Services are made available to everyone. Various strategies are utilized in linking the job seekers with employment and training services. The following services are to be available at the core level by the Business Services Team:

- assessment of skill levels, aptitudes, and abilities through resume referrals and internal interviews

- job search and placement assistance
- current labor market information

Intensive services to Adult and Dislocated Workers are designed for the unemployed and underemployed who are unable to obtain employment through core services, and have been determined by the NGCC staff to be in need of intensive services to obtain and retain employment that allows self-sufficiency. Intensive services include, but are not limited to:

- comprehensive and specialized assessments of skill levels: may include diagnostic testing and in-depth interviewing and evaluation
- individual and group interviewing

Training (On-the-Job) services will be provided to those who:

- have met the eligibility requirements for intensive services and are unable to obtain or retain employment leading to self-sufficiency
- after an interview, evaluation, and assessment, customer has been determined by SLATE to be ready for employment
- select programs that are directly linked to employment opportunities that exist in our community or have been identified as priority areas by SLATE

Customers:

Within the job seeker customer base, concentration will be on reaching the following segments:

- Those who have been terminated or laid-off or received a notice of lay off or termination from employment
- Those who have been terminated or laid-off or received a notice of lay off or termination from employment due to permanent plant closure or substantial layoff
- Self-Employed but is unemployed as a result of general economic conditions
- Displaced Homemakers
- Public assistance recipients
- Individuals with special needs, in need of skill development
- Incumbent workers seeking to improve their employment situation by upgrading their skills either for assignment within their current employer's workforce or to find higher-skilled, higher wage jobs
- New entrants to the labor marker
- All veterans

The staffing contractor will be required to complete and document customer activities in compliance with WIA and LWIB established standards and be responsible for entering required data into the State's information management system.

### **Section III: Additional Requirements**

- A. This RFP is not in itself an offer of work nor does it commit the City of St. Louis/SLATE to fund any proposals submitted. The City of St. Louis/SLATE is not liable for any costs incurred in the preparation or research of proposals. The City of St. Louis/SLATE reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of City of St. Louis Region. In addition, the City of St. Louis/SLATE reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals, and 3) re-issue this RFP.
- B. The City of St. Louis/SLATE may negotiate the proposal with the successful bidder before the City of St. Louis/SLATE will make any final commitment. All commitments made by the City of St. Louis/SLATE are contingent upon the availability of funds.
- C. Bidding organizations should note that under the requirements of the Freedom of Information Act (FOIA), the contents of your proposal or other information submitted to the City of St. Louis/SLATE is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the City of St. Louis/SLATE. If there is a request from the public under FOIA to inspect any part of the proposal so marked, the City of St. Louis/SLATE will advise the bidder and request further justification in support of the "proprietary" marking. If the City of St. Louis/SLATE determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- D. Affidavit and E-Verify – Please see Exhibit A. The winning bidder must subscribe to and use E-Verify to ensure all staff and potential staff working under this contract meet the illegal immigrant policies set forth by the State of Missouri.
- E. Confidentiality- The successful bidder must have all staff that work with WIA participants, files and related information complete a State of Missouri-approved Confidentiality Agreement before working with any confidential information, whether verbal or written.
- F. Contractor Status - The contractor staff shall not represent himself/herself to be an employee of the State of Missouri or City of St. Louis Region. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri and City of St. Louis Region, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The contractor will be responsible for informing their staff of the above statements.
- G. Contractor will submit invoice in triplicate to Attn: Fiscal Department, SLATE, 1520 Market Street, Room 3050, St. Louis, MO 63103.
- H. Program Monitoring --The City of St. Louis will be responsible for administrative functions and program oversight of the contracts. This will include monitoring of contracts, overall program assessment, management of information system access, and implementation of the continuous improvement process.

- I. Management Capacity -- The successful bidder must have the management capacity to administer a complicated Federal grant program, and will be subject to completion of an extensive set of reporting requirements as developed by the City of St. Louis. These reports will be required as necessary to carry out reimbursements, monitoring and evaluation of the programs as mandated by federal regulations. Detailed reports will be expected on at least a monthly basis. Agencies and organizations submitting a proposal to operate an adult program should be familiar with the basic requirements outlined in the regulations and should provide necessary staff support in their proposal to see that these requirements are met. The selected contractor(s) must fully comply with the requirements of the adult programs provided under the provisions of the Workforce Investment Act of 1998.
- J. Living Wage Ordinance -- Contracts for services in excess of \$50,000 may be subject to the City's Living Wage ordinance (Ordinance #65597). The Ordinance requires that, unless specific exemptions apply, all individuals performing work pursuant to a contract between the City and a contractor must be paid a minimum of the applicable wage rates set forth in the Living Wage Bulletin. If rates are adjusted during the term of the contract, then the applicable wage rates must also be adjusted by the contractor. The Living Wage Ordinance can be found at <http://www.slpl.lib.mo.us/cco/ords/data/ord5597.htm>.

## Section IV: Submission of Proposal

In order for the Committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals will be submitted in accordance with the below format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested.

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

|                                       |                         |
|---------------------------------------|-------------------------|
| RFP Issued                            | <u>February 7, 2013</u> |
| Mandatory Pre-Bid Conference          | <u>March 5, 2013</u>    |
| Questions & Answers Deadline          | <u>March 15, 2013</u>   |
| Proposals Due                         | <u>March 22, 2013</u>   |
| Proposal Review Completed             | <u>April 8, 2013</u>    |
| Workforce Board Approval              | <u>April 17, 2013</u>   |
| Contractor Begins Delivering Services | <u>July 1, 2013</u>     |

- B. Proposals must be received by **March 22, 2013**.
- C. Attachments – All attachments must be completed, signed (where applicable) and submitted.
- D. Your response to the narrative section of the proposal is limited to no more than 15 pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as Attachments A-K, your audit or annual financial reports, and other attachments such as resumes and organizational charts.
- E. Proposals may be hand delivered or mailed to the following address:  
Kelley Bernardi

SLATE  
1520 Market Street, Room 3050  
St. Louis, MO 63103

- F. Questions regarding this RFP may be submitted in writing to Kelley Bernardi at the address above. Questions will be addressed until **March 15, 2013**.
- G. All items in this section must be answered as part of the RFP requirements. Use this as a checklist to ensure that you have included all items required in this RFP. Failure to include all required information could result in rejection of your proposal.

**Executive Summary Form (Must Use Attachment A in this RFP)**

- Name of the applicant
- Purpose and mission of applicant organization
- Management capabilities
- Experience of applicant
- Approach in hiring staff
- Total Amount Requested

**Proposer's Statements (Must Use Attachment B in this RFP)**

Complete the attachment in this RFP entitled Proposer's Statements and include in your submission.

**Provide Narrative Description of the following:**

**Experience**

- A. Describe staff experience with interviewing job seekers to identify appropriateness for referring to employers.
- B. Describe delivery of a variety of information sessions to employers or business groups regarding Business Development Services provided by the Career Centers.
- C. Describe facilitation and delivery of workshops and group sessions instructing customers on various topics including dressing for success, how to work a job fair, and any other mini-workshops that may be appropriate for job seekers attending a job fair or other special event.
- D. Describe assessment of customer readiness for employment and potential on-the-job training placement.
- E. Describe assessment of business customer needs for labor market information, tax credit benefits, on-the-job training and committing financial resources to support those needs.
- F. Describe experience with maintenance of documentation of customer activities in the Missouri Career Center management information system, currently known as Toolbox.

G. Describe the administrative structure that will be utilized for all operations, including contract administration, and its relationship to the administrative structure of your programs.

H. Describe any special administrative procedures that might be adapted for this program.

I. Describe linkages within your organization or with other organizations that will result in additional assistance or services to participants. Be sure to list private sector linkages. Describe the coordination and integration of the proposed program with other Career Center partners.

### **Approach of Hiring Staff**

A. Describe the qualifications of your staff to administer the proposed program. Include your agency's organizational chart.

B. Describe how you would recruit staff to provide services for the Business Services Team. Priority interviewing should be given to those experienced employees that would be potentially impacted by a staffing contract change. In addition, 25% of interviewees should be City of St. Louis residents.

C. Describe your hiring and disciplinary procedures, including your probationary period, and how it aligns with the request of the RFP. Please provide a copy of your Human Resource regulations on this matter.

D. Describe how you will provide for the required staffing of all Career Center departments during any holidays or days off provided by your organization, but not the Career Centers.

E. Describe your provision for a staffing liaison who must communicate regularly with the Deputy Director.

### **Cost—Staffing/Administration Overhead**

A. General justification on the reasonableness of costs (i.e., \$15,000 for supplies with overall budget of \$50,000 is not reasonable).

B. Explain the proposed costs and how they support the planned services (i.e., the services are reasonable/realistic for amount requested and the amount requested is reasonable and realistic for the services the agency plans to deliver).

- a. The budget should include only the costs for staff time and overhead related to the delivery of the Business Services Team services.
- b. The contracting agency must maintain an accounting system which meets all current generally accepted accounting principles (GAAP) applicable to the agency.
- c. The contracting agency shall refer to the applicable OMB Circular A-87 or A-133 for cost principles unless it is specifically indicated by WIA, DOL, or Missouri's Division of Workforce Development. Refer to allowable cost

categories as defined in Section 134 of WIA. Note: All elements of cost are subject to negotiation.

- d. The contracting agency will complete an annual audit under the single audit act, OMB Circular A-133.

C. The contracting agency shall agree to periodic monitoring on site for the program fiscal records and other related records. Describe how your agency will allow for access to records for periodic monitoring.

**Completed Certification of Documentation—See Attachment**

**Completed and Signed Application/Budget Fact Sheet – See Attachment**

**Budget Sheet – See Attachment**

**Worksheet for Wages—See Attachment**

**Living Wage Ordinance—See Attachment**

**Copy of Last Audit (not more than 2 years old) or independent financial review**

## **Section V: Evaluation**

Responsive proposals will be evaluated based on the following criteria:

- A. Experience of bidding organization (20 points)**
- B. Approach of Hiring Staff (30 points)**
- C. Cost (45 points) – Staffing/Administrative Overhead**
- D. Other (5 points)**

## Attachment A--Executive Summary Form

Please use form below to summarize your proposal. Use the space allotted in order to keep essence of proposal concise and specific for reviewers. You may attach up to two additional budget sheets only to explain Funding of Program Components (see below).

|  |  |
|--|--|
| <b>Name and Contact Information of Applicant</b>     |  |
| <b>Purpose and Mission of Applicant Organization</b> |  |
| <b>Management Capabilities</b>                       |  |
| <b>Experience of Applicant</b>                       |  |
| <b>Approach in Hiring Staff</b>                      |  |
| <b>Total Amount Requested</b>                        |  |

**Attachment B  
PROPOSER'S STATEMENTS**

A. Proposers Background

1. Public/Private Status

- Public
- Private Non-Profit
- Private for Profit

A copy of the organization's designation (as a private, non-profit, for profit, public corporation, etc.) as granted by the U.S. Internal Revenue Service must be attached.

2. Type of Business Organization

- Sole Proprietorship
- Partnership
- Corporation
- Public Agency

3. The organization is established in accordance with State statutes and is authorized to conduct business in the State of Missouri?

- Yes  No

A copy of the organization's most recent state corporation certification must be attached.

4. Provide a brief overview of the proposer's organization. Include its mission, purpose, and any experiences and/or capabilities that it may have had in operating employment and training programs/or similar training programs (add no more than two (2) 8-1/2 x 11 typed pages of no smaller than 12 pt. print with 1-inch margins).

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5. What is your total estimated organizations' budget for the current fiscal year?

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6. If this proposal is funded, what percentage will it provide of your organization's total income from all sources for the current fiscal year?

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7. Has your organization been audited within the last three (3) years?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, by whom? \_\_\_\_\_

8. For all audits identified above, indicate what action has been taken in regard to the letters and opinions?

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9. Has your organization had any contracts (WIA or other) that were either not renewed or terminated since July 1, 2008?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide a brief explanation of what changes are being proposed to overcome deficiencies or problems identified with previous contracts.

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10. Indicate the organization's experience over the past four years (2007-2010) in reference to the following items:

a. Were grievances or complaints filed against the organization (not including discrimination)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

b. Were lawsuits or judgments filed?

\_\_\_\_\_ Yes \_\_\_\_\_ No

c. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?

\_\_\_\_\_ Yes \_\_\_\_\_ No

d. Was there a default or breach of contract?

\_\_\_\_\_ Yes \_\_\_\_\_ No

e. Was bankruptcy or receivership by this organization or a parent organization declared?

\_\_\_\_ Yes \_\_\_\_ No

f. Were there any discrimination complaints or rulings against the organization?

\_\_\_\_ Yes \_\_\_\_ No

If any one of the above occurred, information must be provided which should include, at a minimum:

- Date item checked was initiated
- Party or parties involved with specific reference to federal funds
- Brief description of the circumstances
- Final disposition and date
- A brief explanation if action is still pending.

The information above must be included as an addendum and may be submitted as a table, if desired. Failure to include the above information, to provide false information or to omit relevant information may be grounds for not awarding a contract or canceling a contract, if awarded.

11. Describe the overall management of the project. Identify the fiscal agent's capability to administer and be accountable for Federal and State funds (add no more than two (2) 8-1/2 x 11 typed pages of no smaller than 12 pt. print with 1 inch margins).

12. Do you currently use the public workforce system to post all of your job openings? If so, how many years? If not, why? And, if not, are you willing to do so and how will you ensure it is accomplished?

\_\_\_\_ Yes      \_\_\_\_ Number of years

\_\_\_\_ No      Explain: \_\_\_\_\_

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13. Do you agree to ensure all areas of the Career Centers have coverage on any and all days the Centers are open, Monday – Friday, 8am to 5pm, including your organization's holidays that are not observed by the Career Centers, for both professional and clerical/administrative positions?

\_\_\_\_ Yes      \_\_\_\_ No      If no, why not? \_\_\_\_\_

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14. Will you fill full-time position openings within 45 days and part-time openings within 14 days of the day you are notified of the needed position?

Yes       No      If no, please explain.

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15. Do you agree to make hiring and termination decisions based on the needs of the Career Center, taking precedence over tenure?

Yes       No      If no, how will you determine hiring and termination?

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16. If SLATE determines an employee is no longer effective in their position, and discipline, up to and including termination is suggested, do you agree to take the ineffective employee off the contract and replace the opening with a new employee in a timely manner (within days or weeks)?

Yes       No      If no, how would you deal with ineffective employees that SLATE is not interested in retaining on the contract?

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17. Do you agree to identify a single point of contact that will meet regularly with the Deputy Director on all staffing matters, including weekly in-person meetings and as needed phone and e-mail conversations?

Yes       No      If no, how would you handle staffing communication?

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**Attachment C--Certification of Documentation Checklist**

DO NOT SUBMIT ANY DOCUMENTS THAT RELATE TO ANY OF THE ITEMS BELOW WITH YOUR PROPOSAL SUBMISSION. Applicable documentation will have to be provided during the contract negotiation phase if approved for funding. For bid submission, please circle "YES", "NO" or "N/A".

|  |     |    |     |
|--|-----|----|-----|
| 1. Articles of Incorporation/By-laws   | YES | NO | N/A |
| 2. Board members, positions on board, and their terms of office.   | YES | NO | N/A |
| 3. Certificate of Corporate Good Standing (Must be issued within 6 months prior to anticipated contract start date). If organization is a sole proprietorship or partnership, then a Registration of Fictitious Name should be obtained from the State of Missouri.  | YES | NO | N/A |
| 4. Federal Identification Number   | YES | NO | N/A |
| 5. Personnel Policy and Grievance Procedures Policy  | YES | NO | N/A |
| 6. Affirmative Action Plan   | YES | NO | N/A |
| 7. Contractee must have the following clearances through the City before any contract can be executed.<br>City Business License (License Collector's Office)<br>Taxes Paid & Current (Collector of Revenue)  | YES | NO | N/A |
| 8. Job Descriptions for each position to be paid under the City contract with Appropriate percentage allocation between Administration and Training and Other sources if position is not 100% funded by the City.  | YES | NO | N/A |
| 9. Fidelity Bond (only required if Contractee is to receive an advance).   | YES | NO | N/A |
| 10. Documentation for all items to be paid under the contract must be submitted. Following are those items which can be included in a contract with a brief description of the documentation needed to be submitted to the City for support of the cost requested.   |     |    |     |
| a. Workmen's Compensation – documentation shall include a current copy of the policy and a copy of the most recent invoice with the rate quotation attached.   | YES | NO | N/A |
| b. Unemployment Compensation – documentation must be a copy of the official State notification of the rate. If the Contractee is on a reimbursable basis, a copy of the State notification acknowledging such along with a letter from the organization giving details on the policy computation for setting aside funds for this purpose must be submitted.   | YES | NO | N/A |
| c. General Liability Insurance – documentation should include a copy of the current policy along with a copy of the most recent invoice or rate quotation.   | YES | NO | N/A |
| d. Health Insurance – documentation must include a copy of the current invoice along with rate quotations detailing premiums per employee. The City will only approve payment for individual coverage.   | YES | NO | N/A |
| e. Life Insurance – documentation must be a copy of the most recent invoice along with rate questions.   | YES | NO | N/A |
| f. Retirement – This will only be approved by the City if it is a company wide policy where every employee is automatically covered and the company's policy is to pay a standard amount into a fund for each employee with a specific policy for payment of said retirement. Documentation shall include a copy of the rate paid and the most recent invoice. | YES | NO | N/A |

## ATTACHMENT D ASSURANCES

1. The Contracting Agency assures that it and its subrecipients will establish in accordance with WIA Section 184, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of and accounting for funds made available by the Contract Agreement.
2. The Contracting Agency assures that it and its subrecipients will comply with the requirements of the common rule Uniform Administrative Requirements (or as amended) applicable to the type entity receiving WIA Title I funding under this agreement.
  - 29 CFR, Part 97 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; or
  - 29 CFR, Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
3. The Contracting Agency assures that it and its subrecipients will comply with the federal allowable costs/cost principles that apply to the type entity receiving WIA Title I funding under this Contract Agreement. The regulations at 29 CFR 95.27 and 29 CFR 97.22 (and 20 CFR 667.200(c)(1-5) identify the federal principles for determining allowable costs.
4. The Contracting Agency assures that it and its subrecipients will comply with restrictions regarding Lobbying codified at 29 CFR Part 93.
5. The Contracting Agency assures that it and its subrecipients will comply with requirements for a Drug Free Workplace codified at 29 CFR Part 98.
6. The Contracting Agency assures that it and its subrecipients will comply with requirements for Debarment and Suspension as codified at 29 CFR Part 98.
7. The Contracting Agency assures that it and its subrecipients will comply with requirements of the Americans with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri.
8. The Contracting Agency assures that it and its subrecipients will comply with Title VI of the Civil Rights Act of 1964, as amended, and implementing regulations at 29 CFR part 31, which prohibit discrimination and require provision of equal opportunity on the basis of race, color, or national origin.
9. The Contracting Agency assures that it and its subrecipients will comply with Section 504 of the Rehabilitation Act of 1973, as amended (including amendments made by the Americans with Disabilities Act Amendments Act of 2008), and U.S. Department of Labor’s implementing regulations at 29 CFR part 32, which prohibit discrimination and require provision of equal opportunity on the basis of disability.
10. The Contracting Agency assures that it and its subrecipients will comply with Title IX of the Education Amendments of 1972, as amended, and implementing regulations at 29 CFR part 36, which prohibit discrimination and require provision of equal opportunity on the basis of sex in education and training programs.

11. The Contracting Agency assures that it and its subrecipients will comply with Age Discrimination Act of 1975, as amended, and implementing regulations at 29 CFR part 35, which prohibit discrimination and require provision of equal opportunity on the basis of age, but permit certain distinctions based on or related to age.
12. The Contracting Agency assures that it and its subrecipients will comply with the Privacy Act of 1975, as amended.
13. The Contracting Agency assures that it and its subrecipients will comply with Nondiscrimination and Equal Opportunity provisions codified at 29 CFR Part 37.
14. In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the Contracting Agency and its subrecipients shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
  - the percentage of the total costs of the program or project which will be financed with Federal money;
  - the dollar amount of Federal funds for the project or program; and
  - percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
15. The Contracting Agency assures that it and its subrecipients will comply with the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other non-discrimination statute(s) which may apply to the application.
16. The Contracting Agency assures that it and its subrecipients will comply with the Requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
17. The Contracting Agency assures that it and its subrecipients will comply with provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
18. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

19. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
20. The Contracting Agency assures that it and its subrecipients will comply with Environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
21. The Contracting Agency assures that it and its subrecipients will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
22. The Contracting Agency assures that it and its subrecipients will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
23. The Contracting Agency assures that it and its subrecipients will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
24. The Contracting Agency assures that it and its subrecipients will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
25. The Contracting Agency assures that it and its subrecipients will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
26. The Contracting Agency assures that it and its subrecipients will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations.”
27. The Contracting Agency assures that it and its subrecipients will annually monitor and resolve monitoring findings of subrecipients receiving funds under WIA Title I. Such monitoring shall be done in accordance with WIA Section 184(a)(4), 20 CFR 667.400, 20 CFR 667.410, 20 CFR 667.500 and

additional requirements as issued by the Contractor.

28. The Contracting Agency assures that it and its subrecipients will establish and maintain a procedure for grievances and complaints according to the requirements of 20 CFR 667.600 and additional requirements as issued by the Contractor.
29. The Contracting Agency assures that it and its subrecipients shall not use funds received under WIA to displace any currently employed employee or previously laid off employee from the same or substantially equivalent job in accordance with WIA Section 667.270.
30. The Contracting Agency assures that it and its subrecipients shall comply with the confidentiality requirements of WIA Section 136(f)(3).
31. The Contracting Agency assures that it and its subrecipients will not use funds received under WIA to assist, promote, or deter union organizing in accordance with WIA Section 181 (b)(7).
32. The Contracting Agency assures that it and its subrecipients shall comply with 20 CFR 667.200(g)(1)(2) regarding nepotism.
33. The Contracting Agency assures that it and its subrecipients will not expend funds provided under WIA Title I for those activities identified and prohibited in 20 CFR 667.260, 667.262, 667.264, 667.266, 667.268, and 667.270.
34. The Contracting Agency assures that it and its subrecipients receiving WIA Title I funds will provide services through the Local Workforce Investment Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).
35. The Contracting Agency assures that it and its subrecipients will comply with Public Law 111-117 (Division D, sec. 107), none of the funds appropriated in the Act under the heading 'Employment and Training' shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.
36. The Contracting Agency assures that it and its subrecipients will comply with Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requiring that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. USDOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by USDOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).
37. The Contracting Agency assures that it and its subrecipients will comply with the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to

veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) and TEGL 10-09 requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and eligible spouses) who otherwise meet the eligibility requirements for qualified employment and training programs funded in whole or in part by the USDOL. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09.

38. The Contracting Agency assures that it and its subrecipients will comply with 285.530 RSMo.

- Pursuant to section 285.530.2, RSMo, the Contracting Agency shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein.
- Pursuant to section 285.530.5, RSMo, neither the Contracting Agency nor any subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that:
  - a. the direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo and
  - b. shall not henceforth be in such violation and
  - c. the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

39. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 04-09. No award of a contract shall be made to a vendor who contemplates performing work pursuant to the contract at a site outside the United States, unless one of the conditions of Executive 04-09 is met. Reference Department Procurement Authority Delegation and Procedures located at <http://oa.mo.gov/purch/governance.html>.

40. The Contracting Agency assures that it and its subrecipients will expend funds provided by the Contract Agreement in accordance with WIA, WIA regulations, USDOL, DWD guidance, and all other applicable federal, state, or local laws.

41. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Lobbying in accordance with 29 CFR Part 93 and certifies that to the best of his or her knowledge and belief:

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

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the signatory shall complete and submit Standard Form –LLL “Disclosure of Lobbying Activities”, in accordance with its instructions.
  - The signatory shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  - This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
42. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding a Drug Free Workplace in accordance with 29 CFR Part 98 and certifies that it will or will continue to provide a drug free workplace by:
- (1.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (2.) Establishing an ongoing drug-free awareness program to inform employees about:
    - A. The dangers of drug abuse in the workplace;
    - B. The grantee’s policy of maintaining a drug-free workplace;
    - C. Any available drug counseling, rehabilitation, and employee assistance programs;
    - D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (3.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
  - (4.) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
    - A. Abide by the terms of the statement;
    - B. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (5.) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (B) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;

(6.) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (B), with respect to any employee who is so convicted:

- A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7.) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

43. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Debarment and Suspension in accordance with 29 CFR Part 98 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this Contract Agreement been convicted 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;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Contract Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Contractor.

#### 44. **NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

*Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One Stop delivery system (See 29 CFR 37.2).*

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency and its subrecipients also assure that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIA Title I B financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIA Title IB financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

45. The Contracting Agency assures that it will register in the Central Contractor Registration (CCR) database at [www.ccr.gov](http://www.ccr.gov), and maintain current registration at all times during the pendency of this Contract Agreement. In order to register in CCR, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See [www.dnb.com](http://www.dnb.com).



## Attachment F

### INSTRUCTIONS FOR COMPLETING THE BUDGET SHEET

1. Project costs for one fiscal year (July 1 – June 30).
2. Payments for the NGCC program will be made by line item. No advance payments will be provided. Plan your budget for the entire period (July 1– June 30).
3. Breakout line item costs by activity/services categories. For example, if a staff person will be working on all activities/services, then project what percent of his/her salary is applicable to each category, and then record under the appropriate categories.
4. Attach a list of staff positions and identify them by working title. Indicate the full salary paid by YOUR AGENCY and the percent of time devoted to WIA program. If less than 100 percent, identify the other source(s) of funds. Provide a cost breakout for fringe benefits (i.e., FICA, health & life insurance, etc.).
5. For purposes of this budget calculate your follow-up costs through **June 30**, only.
6. If this application is a collaboration with one or more partners a separate Application/Budget Fact Sheet and a separate Budget for NGCC Programs must be completed and each partner's name must be indicated on the appropriate forms. If you are the fiscal agent for the proposed program, the words "FISCAL AGENT" must be typed in the top right-hand corner of the Application/Budget Fact Sheet. An additional Budget for NGCC Program must also be completed and identified as the COMBINED budget totaling the dollars requested from all the partners.

ATTACHMENT G

AGENCY NAME \_\_\_\_\_

BUDGET FOR ADULT PROPOSALS

| BUDGET ITEM           | AMOUNT |
|-----------------------|--------|
|                       |        |
| Staff Salaries        |        |
| Staff Fringe Benefits |        |
| Staff Travel          |        |
|                       |        |
|                       |        |
|                       |        |
| <b>TOTAL BUDGET</b>   |        |

## Attachment H

### EXPLANATION OF WORKSHEET FOR STAFF WAGES

Attachment B is designed to give specific information about the contractor's staff necessary to staff the Centers. It is to be submitted with the original application and not with subsequent modifications unless there is a change in the number of staff required or in staff position titles, duties, or wage. The worksheet also identifies the percentage of staff time assigned to this program.

Salaries and wages paid to employees of the contractor for full and part-time work, including overtime, is to be considered when computing staff wages. Also include payment for time not worked, including sick leave, vacation, holidays and other paid absences (jury duty, military duty, etc.). Consideration should be given to anticipated increases or decreases in the number of employees, deductions and withholdings, and fringe benefits that are the contractor's responsibility.

1. POSITION TITLE – enter the title of each staff position whose salary is being paid out of this contract.
2. SALARY PER PAY PERIOD – enter the total amount of salary earned for this position  
Example: Total salary of instructor is \$400 per week with 10% of the salary paid from the WIA contract. A figure of \$400 should be entered. Indicate the hourly rate x number of hours worked per week for each position, such as, \$10 x 40 = \$400.
3. # OF PAY PERIODS – enter the number of pay periods for each title position that will be paid out of this proposed program period.
4. TOTAL – Salary per pay period x number of pay periods.
5. % OF COST TO PROGRAM – enter the percent of time that the position will devote to this program.
6. ACTUAL PROGRAM COST – Total salary x Percent of cost to program.





**Attachment K—(Info Only—Actual will be submitted with contract)**

**ST. LOUIS LIVING WAGE ORDINANCE**

**LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE  
DECLARATION**

(To be completed by each respondent to a bid/proposal solicitation  
when that solicitation has included Living Wage Advertisement/Solicitation Language.)

**CONTRACTING AGENCY:** \_\_\_\_\_

**AGENCY CONTRACT NUMBER:** \_\_\_\_\_

**BIDDER'S/PROPONENT'S NAME:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_

**PREPARER'S TELEPHONE NUMBER:** \_\_\_\_\_

**PREPARER'S E-MAIL ADDRESS:** \_\_\_\_\_

**PREPARER'S CELL PHONE NUMBER:** \_\_\_\_\_

**PREPARER'S ADDRESS AND ZIP CODE:** \_\_\_\_\_

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

**AUTHORIZED REPRESENTATIVE  
CERTIFICATION:**

\_\_\_\_\_ (Signature)

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### RFP SUMMARY CHECKLIST

No applicant will be contacted to inform them that their application packet is incomplete and that additional information should be submitted. Therefore, we have developed this RFP Summary Checklist in order for you to double check your proposal before submitting it.

\_\_\_ 1. Application is typed on 8 ½" x 11" sheets and does not exceed 15 pages, exclusive of attachments.

\_\_\_ 2. You have one original and five copies in your sealed packet(s).

\_\_\_ 3. The Executive Summary and Proposer's Statements are completed and attached.

\_\_\_ 4. A completed Certification of Documentation Checklist is included in the original and each of the five copies.

\_\_\_ 5. A signed and completed Application/Budget Fact Sheet, Budget for Adult Proposals, and Worksheet for Wages, with any attachments explaining the costs requested, are included in the original and each of the five copies.

\_\_\_ 6. Copy of last audit (not more than two years old) or independent financial review is attached to the original and each of the five copies.