



**City of Shreveport  
Department of Community Development  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**



**YOUTH SERVICES  
REQUEST FOR PROPOSAL  
March 13, 2017**

**CITY OF SHREVEPORT  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
WIOA REQUEST FOR PROPOSAL**

**I. GENERAL BACKGROUND AND PURPOSE**

The City of Shreveport, Department of Community Development, and the Shreveport Local Workforce Development Board (LWDB 71), is requesting proposals from qualified organizations that are interested in providing year-round services to eligible youth in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, which hereby supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973; the State of Louisiana Interpretations, the LWDB plans and policies, and in accordance with the Local Workforce Development Area 71 (LWDA 71) requirements. Youth contracts are awarded through a competitive process. The term of this agreement shall be from July 1, 2017 through June 30, 2018. This agreement may be extended for an additional year based upon mutual consent of all parties. The LWDB 71 is seeking coordination between organizations and funding sources to provide a skilled, trained, workforce of eligible youth to meet the needs of local employers. Interested organizations must have at least two years of sustained documented success as a provider of tutoring & study skills training, occupational skills training, work experience and follow-up services to youth. The City of Shreveport will retain administrative, intake, monitoring and participant payroll functions for the WIOA programs. This RFP is to solicit proposals for youth services only.

Title 1 of the WIOA authorizes services for Out-of-School youth, ages 16-24, and low income, In-School youth, ages 14-21. The Act requires a comprehensive program of services for youth on a year-round basis, including summer employment activities. The Act specifies that if the LWDB procure program services for youth then services must be attained on a competitive basis. All eligibility determinations and selections for enrollment will be the decision of the Department of Community Development, the administrative entity for the Grant Recipient. The program activities will be administered through the Workforce Development Bureau and its contracted Service Providers. Verbal agreements or instructions from any other source are not authorized or binding on the City of Shreveport Department of Community Development.

Proposals funded under this solicitation must be geared toward the benefit of the WIOA participants to be enrolled. Title 1 of the WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. WIOA reinforces the partnerships and strategies necessary to provide youth with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

Programs should be aimed at ensuring that economically disadvantaged youth in-school and out of school have the opportunity and support needed to become productive members of the workforce and achieve economic self-sufficiency. Benefits to the community or other agencies should be secondary to that of the participants.

Department of Community Development/Local Workforce Development Board reserve the right to award contracts to successful bidders based on a satisfactory rating and availability of funds. Only programmatic activities will be considered for funding.

## **II. LIMITATIONS**

Submission of a proposal does not commit the City of Shreveport, Department of Community Development (DCD) to award a contract or to pay any costs incurred in the preparation of a proposal. The Workforce Development Bureau reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel, in part or whole, this RFP. The City of Shreveport also reserves the right to request additional information; to extend the submission deadlines should such extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended. DCD also reserves the right to conduct a pre-award review of any agency or organization requesting funding.

Any agency applying under this RFP must be willing to submit revisions to its proposal to adapt the project to specific funding guidelines or changes in State or Federal regulations. Contracts negotiated as a result of this RFP may be extended, modified or de-obligated to successfully utilize uncommitted funds.

The copying, paraphrasing or other use of substantial portions of the work product of others and submitted as original work of the proposer is not permitted. Violations of this provision will cause a proposal to be rejected.

## **III. SERVICES SOLICITED BY THE RFP**

The City of Shreveport, Department of Community Development, is soliciting proposals that target in and out-of-school youth. The overall goal of the program is to help the City of Shreveport's youth complete a high school diploma or equivalent (HiSET) or a certificate, and to transition into skilled employment and/or post secondary education. This Request for Proposals (RFP) is being released to solicit proposals from organizations interested in establishing collaborations with LWDB71 and LWDA71 to provide:

- Basic Education and instruction for a Secondary School diploma or High School Equivalency Test (HiSET) via a one-on-one instruction and skill-based design;

- Occupational Skills and Job Readiness Training Services via hands on and/or classroom instruction and skill-based design;
- Youth Work Experience activities which include any employer based activities such as On-the-Job Training (OJT), Work Experience, Pre-Apprenticeship, Apprenticeship, and Summer Employment opportunities directly linked to academic and occupational learning year round with a direct employer connection; and
- Follow-up services for not less than 12 months after the completion of participation.

The proposal must meet the needs of eligible In-School (14-21) and Out-of-School (16-24) youth. At least 75% of youth funds must be expended to provide activities to out-of-school youth. Respondents may choose to apply to serve in-school youth or out-of-school youth. The training provider is responsible for recruitment of eligible youth including advertising and development of related material.

It is the intent of the LWDB 71 to fund programs that help empower youth with the education and skills necessary to overcome obstacles and optimize opportunities. Furthermore, through the training and education, youth are enabled to find and maintain employment as they advance in the workforce. Programs funded under this RFP will contribute to an increase in the number of youth successfully engaged in a career pathway closely linked to local labor market needs; forge strong connections between community youth programs, academic and occupational learning; and, provide for a holistic approach to the development of youth.

**The Purposes of the Title I Youth funds are to:**

- Provide an assessment of academic levels, skills levels and occupational skills, prior work experience, employability, interests and aptitudes.
- Provide activities leading to the attainment of a secondary school, or its recognized equivalent or a recognized postsecondary credential.
- Provide preparation for postsecondary educational and training opportunities.
- Provide strong linkages between academic instruction and student academic achievement standards that lead to postsecondary credentials.
- Provide preparations for unsubsidized employment opportunities.
- Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities.
- Provide continued supportive services for eligible youth.
- Provide incentives for recognition and achievement to eligible youth.
- Provide opportunities for eligible youth in activities related to leadership, personal development, decision-making, citizenship, and community service.
- Develop service strategies for each participant that directly links to one or more of the established performance indicators.

## **Target Population**

### **A. Out of School Youth:**

Eligible individuals to be served through WIOA youth funding as an Out-of-School (OSY) youth defined under the WIOA is an individual who is:

- Not attending any school (as defined under State law).
- Not younger than age 16 or older than age 24 at the time of enrollment.

And meets one or more of the following criteria:

- School dropout (no longer attending school and has not received diploma).
- An individual, who is out-of-school at the time of enrollment. A youth attending an alternative school (as defined by the State) at the time of enrollment is not a dropout.
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent completed school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner.
- An individual who is subject to the juvenile or adult justice system.
- Homeless, runaway, or an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- A youth who is an individual with a disability.
- A low-income individual that requires additional assistance to enter or complete an educational program or to secure or hold employment:
- NOTE: as defined by LWDB 71.

Requires an additional assistance means:

A client who is experiencing difficulty in passing the Louisiana Education Assessment Program (LEAP) Test or (GEE) General Exit Exam. Verification is documented by results of LEAP or GEE scores or;

A client who's Academic Performance in one or more subjects is determined to fall below his or her capabilities, i.e., a student who is not basic skill deficient.

To secure or hold employment is defined as meaning:

An individual who has never held a job or never held a full time job more than thirteen consecutive weeks. The Board has made this determination on the basis that factors such as having no high school diploma or GED certificate, functioning below the ninth grade level, working fewer than 13 consecutive weeks in the past 12 months, or manifesting limited English-speaking ability severely impact on a youth's capacity and motivation to effectively enter the labor market or to sustain employment.

An individual who resides in an unhealthy home life, who has a history of domestic violence, or who suffers from low self-esteem. The Board has made this determination on the basis that many social service agencies tend to identify the hard to employ as individuals with these characteristics.

Information or records obtained from WIOA youth service providers, school personnel, social service agencies, faith-based organizations, law enforcement or court officials, may be used in making a determination as to an individual's possession of this barrier.

WIOA youth program may consider a youth to be an out-of-school youth for purposes of WIOA youth program eligibility if they are attending Adult Education provided under title II of WIOA, Youth Build, or Job Corps.

#### **B. In School Youth:**

An eligible In-School youth (ISY) as defined under the WIOA is an individual who is:

- Must be attending school
- Not younger than age 14 (unless an individual with a disability who is attending school under State law) or older than age 21
- Low-income individual (includes youth living in a high-poverty area [Sec 129 (a) (2)] and
- Meets one or more of the following criteria:
  - Basic skills deficient.
  - English language learner.
  - An individual subject to the juvenile or adult justice system.
  - A homeless youth or a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.

- An individual who is pregnant or parenting.
  - A youth who is an individual with a disability.
  - An individual who requires additional assistance to complete an educational program or to secure or hold employment.
- NOTE: as defined by LWDB 71.

Youth program providers must ensure that eligible applicants who do not meet the enrollment requirements of the program or who cannot be served by the program are referred for additional assessment and placed in appropriate training and educational programs to meet their needs.

*\*Eligibility of Youth Participants (WIOA Sec. 129)*

### **Elements of the Youth Program:**

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the proposer can make available as many of the 14 program elements as necessary.

This category will evaluate how well the proposer links youth to Program Elements: Alternative Secondary School, Tutoring & Study Skills Training, Education in Workforce preparation activities and training, Supportive Services, Paid/Unpaid Work Experience, Occupational Skills Training, Leadership Development Opportunities, Adult Mentoring, Follow-up Services, Comprehensive Guidance & Counseling Services, Financial Literacy Education, Entrepreneurial skill training, Labor Market Information, and Post-Secondary education and training.

Collaborations must be demonstrated through signed memorandums of understanding or contracted services from partner agencies with responsibilities of each party clearly identified. Proposer will be responsible for assuring that basic educational skills deficiencies are addressed. Services offered to each participant shall be based on youth needs and goals. **Service providers will be required to document activities, attendance, and progress of participants enrolled in each youth program element.** NOTE: Service Providers must be willing to alter program designs in the event subsequent directions received from the U.S. Department of Labor, Louisiana Workforce Commission, or Office of Employment and Training dictate such a change.

The LWDB 71 must make the following elements available to participants. Proposer must determine and describe which elements are chosen to be made available to participant and how they plan to implement. A program doesn't need to provide every service to each participant.

## **PROGRAM ELEMENTS:**

### 1. Alternative Secondary School

Participants may be referred for scheduled alternative secondary school services, or dropout recovery services, as appropriate for Alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school or graduation. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies. Service providers will be required to document activities conducted and the progress of students participating in this element.

### 2. Tutoring & Study Skills Training

This element is designed to improve the basic academic and study skills of the eligible population. Tutoring and/or study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.

### 3. Comprehensive Guidance and Counseling

This element provides eligible youth with intensive guidance and counseling related to career exploration, goal setting, personal counseling; which may include drug and alcohol abuse counseling, as well as, referrals to counseling, as appropriate to the needs of the individual youth. Specialized counseling and services may be conducted through a referral to an appropriate organization or counselor experienced in counseling and guidance in the particular area of concern. This may be an ongoing activity throughout the duration of services and follow-up; noting barriers as outlined in WIOA.

### 4. Paid/Unpaid Work Experience

Work experience is planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience is designed to enable youth to gain exposure to the world of work and its requirements. Work experience should be designed to help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide youth participants with the opportunities for career exploration and skill development. It is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. **Work experiences should be in a high demand or high growth industry cluster(s).** Work experience may be subsidized or unsubsidized (consistent with Wage and Hour Laws) and may include the following elements:

- Summer employment opportunities and other employment opportunities available throughout the school year.



- Pre-apprenticeship programs
- Internships and job shadowing (unpaid work experience)
- On-the-Job Training opportunities
- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS)  
<https://wdr.doleta.gov/SCANS>
- Exposure to various aspects of an industry
- Progressively more complex tasks
- The integration of basic academic skills into work activities
- Supported work, work adjustment, and other transitional activities
- Entrepreneurial training
- Other elements designed to achieve goals or work experience

Work experience can occur in the public, private, for-profit, or non-profit sectors where the objective assessment and individual service strategy indicate that work experience is appropriate. Service providers will be responsible for the following: developing work experience sites, providing orientation to worksite supervisors and participants, completing a worksite agreement between worksite and service provider, with participants, supervising and documenting work experience activities and progress, maintaining time sheets of participants, and regular reporting of activities under this element. The LWDA71 will maintain payment of work experience wages at no less than the current federal minimum wage rate, completing necessary tax forms (I-9, W-4, etc.) and issuing W-2 forms at the end of each calendar year.

Internships may be made available for a limited duration as an unpaid introduction to a particular occupation or industry. This activity is designed to provide informational training and experience for youth to determine their interest in a specific occupation. It is not designed to provide work activities similar to those of hired employees within an organization. Service providers will be responsible for documenting internship activities throughout the duration of an internship.

Work sites that are not to be considered as work experience sites include: casinos or other gambling establishments, aquariums, zoos, golf courses or swimming pools. In addition youth must not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship.

## 5. Occupational Skills Training

Occupational skills training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved. Youth may be eligible for assistance with the cost of occupational skills training which may be available through the Title I Youth fund (WIOA Proposal).

Occupational skills training include programs not exceeding 2 years in duration, to be completed in the contract award period, for a specific occupation shown to be in demand in Region7. All occupational skills training programs must be completed within the contract term should the proposer receive an award. Training is dependent upon LWDA71 program funding availability.

#### 6. Leadership Development Opportunities

Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors for youth may include the following:

- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work training, including team leadership training
- Training in decision-making, including determining priorities
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources  
Employability skills improvement
- Positive social behaviors, often referred to as soft skills, may include, but are not limited to, the following: positive attitudinal development; self-esteem building; cultural diversity training; and work simulation activities

#### 7. Adult Mentoring

This element shall be available to participants as a means of career exploration and personal development. Service providers will be responsible for identifying adult mentors who are interested in the advancement of youth in the community. Adult mentoring activities may include:

- Job shadowing and guidance provided by an adult to assist the participant in increasing their academic performance
- Goal-setting
- Support meetings to increase the motivation of the youth served
- Career Exploration assistance
- World of Work and social skills improvement

#### 8. Supportive Services

Supportive services will be made available based on the needs of the individual if other sources of funding or services can be documented as not available. It is the responsibility of the service provider to ensure that other sources of supportive service funding are coordinated and accessed before utilizing Title I WIOA funds.

Supportive services should be made available through referrals to the appropriate agencies as needed. They include but are not limited to the following:

- Linkages to community services
- Assistance with transportation costs
- Assistance with child care and dependent care costs
- Assistance with housing costs
- Referral for medical services
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear

#### 9. Follow-up Services

Follow-up services for youth:

- All youth participants must be offered follow-up services and follow-up services must be provided for a minimum of 12 months unless participant declines them or cannot be located
- Type of follow-up services based on needs of individual (and may be longer than 12 months if needed)  
Follow-up services must be more than a contact attempted or made for sole purpose of securing documentation for reporting
- Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems
- Assistance in securing better paying jobs, career development and further education
- Leadership development and supportive service activities listed above
- Follow-up services may include the following program elements:
  - 1) Supportive services;
  - 2) Adult mentoring;
  - 3) Financial literacy education;
  - 4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  - 5) Activities that help youth prepare for and transition to post-secondary education and training.

#### 10. Education in Workforce preparation activities and training

Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

- Workforce preparation activities, basic academic skills, and hands-on occupational skills training taught within the same time frame

## 11. Financial Literacy education

Financial literacy is the education and understanding of various financial areas such as:

- Create budgets, initiate checking and savings accounts
- Manage spending, credit, and debt, including student loans, consumer credit, and credit cards
- Teach participants about the significance of credit reports and credit scores
- Understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions
- Educate about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft

## 12. Entrepreneurial skill training

Educational skill training that provides the following knowledge, skills and attitudes in entrepreneurship.

- Seek out and identify business opportunities
- Develop budgets and forecast resource needs
- Understand various options for acquiring capital and the trade-offs associated with each option
- Communicate effectively and market oneself and one's ideas

## 13. Labor Market Information

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career awareness, career counseling, and career exploration services. Labor market information is available at [www.laworks.net](http://www.laworks.net) .

## 14. Post-Secondary Education

Activities that help youth prepare for and transition to post-secondary education and training.

## IV. PERFORMANCE MANAGEMENT

- (a) The performance measurement system goals reflect continuously improving performance over time both in terms of quantity and quality. The following Performance Measures must be achieved where applicable during each program year:

- (1) **Placement in Employment, Education or Training.** Definition: The number of participants who are in education or training activities, or in unsubsidized employment during second quarter after exit.

- (2) **Retention in Employment, Education, or Training.** Definition: The number of participants who are in education or training activities, or in unsubsidized employment during fourth quarter after exit.
- (3) **Earnings after entry into unsubsidized employment (Median Earnings).** Definition: The goal of this measure is to determine the median earnings of participants who are in unsubsidized employment during the second quarter after exit. The wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit. This indicator also includes participants who are verified to be self-employed.
- (4) **Attainment of a Credential.** The number of participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program (participants who obtained a secondary school diploma or its recognized equivalent are included only if they have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program). **Excluding those in OJT and customized training.**
- (5) **In Program Measurable Skill Gains.** Participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving **measurable skill gains**, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Depending upon the type of education or training program, documented progress is defined as one of the following:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
- Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or

- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

(6) Indicator (s) of effectiveness in serving employers.

### **Performance Measures**

WIOA requires a comprehensive performance accountability system to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities funded under Title I of the Act. The intent of continuous improvement is to optimize the return on investment of Federal funds in statewide and local workforce investment activities, as such LWDB71 and LWDA71 requires a comprehensive accountability system for its sub-recipients based on the following primary indicators:

1. 75% of program participants who, during a program year, are achieving measurable skill gains toward a credential or employment.
2. 75% of program participants who obtained a recognized postsecondary credential or secondary school diploma.
3. 75% of program participants who are in education or training activities or in unsubsidized employment.

### **V. RFP TIMETABLE/RESPONSE DEADLINE**

1. Proposal Deadline: Friday, April 21, 2017 at 5:00 p.m.  
All proposals must be received by this date and hour, or postmarked a minimum of three (3) days prior to the due date to be responsive to this RFP. Proposals will not be accepted after 5:00 p.m. deadline on the due date. Any modifications to the original proposal must be received prior to the closing date deadline. Proposals may be hand delivered to:

Janice Moran-Evans  
Department of Community Development  
Workforce Development Bureau  
401 Texas Street, Shreveport, Louisiana 71101

Or mailed to:

Janice Moran-Evans  
Department of Community Development  
Workforce Development Bureau  
P. O. Box 31109, Shreveport, Louisiana 71130

2. Funds available under this RFP will primarily be for program training costs. Actual funding levels may vary, based on allocation levels administered by the U. S. Department of Labor and the Louisiana Workforce Commission
3. Pre-Bidder's Conference: **Monday, March 20, 2010 @ 5:30 p.m.**  
Department of Community Development  
Workforce Development Bureau  
401 Texas Street, Shreveport, Louisiana 71101

## VI. PROPOSAL SUBMITTAL INSTRUCTIONS

1. Proposals
  - (a) Five (5) copies of each proposal are to be submitted, with at least one original signature. Xerox copies with original signatures are acceptable. All copies must be legible and complete to be considered responsive or for review. **You must follow the attached proposal response format.**
  - (b) Proposals must be typed and submitted on 8 1/2 by 11 inch paper, following the attached Proposal Response Format. **Please do not utilize fancy bindings, colored displays and promotional material.** Emphasis must be placed on addressing all the requirements of the RFP in a clear, consistent, and concise manner. A completed copy of the Proposal Fact Sheet must be attached. (See Proposal Response Format.)
2. Required Information

All respondents to this RFP must complete the attached Proposal Response Format. In addition, the proposer must submit one set of the following documents:

  - (a) IRS Employer Identification Number, or copy of the application;
  - (b) Charter for the organization (registry number is required) and bylaws, if applicable;
  - (c) List of current governing body and terms of office, principles of incorporation and current officers, if different from those listed in the charter;
  - (d) Certification of accountability by an independent accountant, or latest audited financial statement prepared by an independent accountant with applicable footnotes;

- (e) Job descriptions, resumes, and staffing chart for all persons performing contract services;
- (f) A signed copy of the attached form for Debarment Certification.
- (g) For proposals which request funds for equipment, materials or supplies, a copy of the purchasing procedures utilized for all such purchases.
- (h) Must address handicap accessibility.
- (i) Must include the following EEO statement:

WIOA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIOA's equal opportunity and nondiscrimination policy, contact 673-5900 (TTD or Louisiana Relay 1-800-846-5277).

- (j) Each service provider must have General Liability Insurance in the amount of \$1,000,000.00; General Aggregate \$1,000,000.00; \$300,000.00 in Auto Liability; and \$1,000,000.00 in Workman Compensation provided by the proposer. Certificate of Insurance will be required during the contract negotiating process. The City of Shreveport must be listed as a Certificate Holder. There must be a waiver of Subrogation in favor of the City of Shreveport with respect to Workers Compensation. The City of Shreveport must be added as an additional insurer.

## **VII. EVALUATION CRITERIA**

The following criteria will be used to evaluate and approve proposals:

- A. Youth program elements. (50 points)
- B. Statement of Work (50 points)
  - 1. Program design (e.g. appropriateness of training, content, curriculum, sequence and schedule of activities, linkages, target groups, etc.);
  - 2. Qualification of Personnel and Personnel Policies.
  - 3. Fiscal accountability and overall management capacity;
  - 4. Quality of training; materials to be utilized, training outline, and timetable.
  - 5. Methods used to measure progress.



6. Potential for job placement and/or participant achievement of a degree or certificate.

7. Strategy (or plan) for providing post-exit follow up services for youth participants.

C. Bonus Points (5 points)

Priority will be given to those agencies who have demonstrated experience in meeting performance standards and contract goals and objectives of WIOA prior youth contracts.

D. Required attachments/Budgets (Mandatory)

### **VIII. APPEAL PROCEDURE**

Program applicants who are denied funding and wish to protest funding decisions may appeal by requesting a hearing with the LWDB71 Director or designee(s). Such appeals must be lodged within 30 days of notification of the decision not to fund the proposal. Proposal review documents and scoring of the complainant's proposal will be made available. The LWDB71 Director or designee(s) will bring the appeal before the LWDB71 at the next scheduled Board meeting. The LWDB71 will notify the program applicant of the outcome within ten (10) days following the decision of the Board.

### **IX. CONTRACTOR RESPONSIBILITY**

A Subcontractors shall notify the LWDA71 and receive prior approval when:

- (1) Training Staff differ from the individuals named or qualifications given in the original proposal.
- (2) Supply or equipment costs vary in cost from the original proposal.
- (3) The training outline/statement of work is altered.
- (4) The subcontractor wishes to subcontract any part of the activity funded.  
(Prior LWDA71 approval **must** be obtained.)
- (5) The method of evaluating participant progress is changed.

B Upon submission of monthly invoices or invoices for benchmark payments, the subcontractor must:

- (1) Provide participant progress reports, including grades, test scores, or other measures outlined in the Statement of Work.
  - (2) Provide supporting documentation for placements, including place of employment (with address and phone number), job title, wage rate, date of hire, hours per week, and name and phone number of the participant's immediate supervisor.
- C Subcontractors must also ensure compliance with the attached Assurances and Certifications which constitute a part of each training contract. These assurances include compliance with civil rights legislation, child labor laws, prohibitions against nepotism, political and sectarian activity, and conflict of interest.
- D Subcontractors must also agree to comply with the Office of Management and Budget Circular A-128, which establishes audit requirements for state and local governments, and subrecipients of state and local government that receive at least \$300,000 a year in federal aid. Federal Assistance means assistance provided by the federal agency in the form of grants, contract, cooperative agreements, loans, etc. pursuant to OMB Circular A-128, A-133 and other applicable city requirements. The Subrecipient shall submit a copy of the completed audit to the LWDA71 for review and approval.
- E All records must be maintained for a period of three years following final payment and closure of all pending matters.

\*You may gain access to the Workforce Innovation and Opportunity Act (WIOA); Department of Labor-Only; Final Rule (20 CFR Part 681 – Youth Activities Under Title I of the Act) for additional information at [www.doleta.gov/wioa/Final\\_Rules\\_Resources.cfm](http://www.doleta.gov/wioa/Final_Rules_Resources.cfm).

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  - F. Purchasing procedures (if requesting supplies or equipment)
  - G. Non-Discrimination Assurance (form)
  - H. Handicapped Accessibility and Reasonable Accommodation Requirement for WIOA Service Providers
  - I. Equal Opportunity and Nondiscrimination Under the Workforce Innovation and Opportunity Act (WIOA)
  - J. Right to Review and Audit
  - K. Charter and bylaws, resolution of Board of Directors
  - L. Schedule of Events
- IV Line Item Budget (see form)

**Department of Community Development  
P. O. Box 31109  
Shreveport, LA 71130  
WIOA  
PROPOSAL FACT SHEET**

Legal Name of Training Provider:	Type of Training Activity
Address (Office):	Address of Training Site:
Contact Person:	Phone #
Executive Director:	Phone #
Fiscal Contact Person:	Phone #
Total Funds Requested	
Project Number of Participants to be served	
Dates for Proposed Training Activity: From	To

## **STATEMENT OF WORK**

### **A. Training Description:**

- (1) Define and describe the overall concept of the proposed training. Identify unique or innovative aspects. If designed for a particular target group, identify and describe. Describe the facilities and equipment available for the training.
- (2) Describe the qualifications of the proposing agency to deliver the services proposed. Discuss past experience in serving the targeted population. Identify any other funding sources which have funded your organization to serve the targeted population and how the WIOA funds will supplement and be linked with other activities.
- (3) If the proposal is for supplemental funding for a summer component of a Title I project, address how the two activities will interface.

### **B. Qualifications of Personnel:**

- (1) Identify the training personnel to be funded under this proposal. Give job descriptions and minimum qualifications for each position. If existing staff will perform these functions, identify them and supply a copy of their resume.
- (2) Identify other personnel not funded under this proposal who will provide ancillary support to the project.

### **C. Materials to be Utilized:**

- (1) Identify the training materials to be utilized, books, workbooks, etc.) Include a description of the material (new, used, copies, etc.)
- (2) List any equipment or supplies to be purchased with WIOA funds. Project the unit cost for each, and whether the item is to be leased or purchased. (All equipment and supply purchases must have prior LWDA71 approval). Any items with a unit cost of \$5,000 or more must also have prior approval from the Louisiana Workforce Commission. All equipment and training supplies with a unit cost of \$500 or more remain the property of the Louisiana Workforce Commission. Proposals requesting funds for equipment and/or supplies must include a copy of the purchasing procedures used to govern such transactions for review by the City of Shreveport's purchasing agent. (See item VI (2) (g) page 16).

D. Methods Used to Measure Progress:

- (1) If applicable, list the entry qualifications used to select participants for training. Identify and describe tests or screening devices used to admit participants to training.
- (2) Describe the methods to be used to measure participant progress. Measurable outcomes shall include any tests used, time or frequency of testing, acceptable scores, re-testing policy, tutoring, grades, evaluations, or other methodologies used to measure the learning objectives and outcomes as a result of training. The types of measurable outcomes for youth should be consistent with the LWDA71's performance requirement.
- (3) The same assessment tool is administered to the participant for pre-testing and post-testing; The assessment tool and its scores must crosswalk directly to the educational functioning levels so that educational gains can reported in terms of increase in one or more ABE or ESL levels; and tests must be administered in a standardized manner throughout the jurisdiction (i.e., used consistently and reliably across programs and produces observable results). Tests must be administered to individuals with disabilities (as defined in 29 CFR 37.4) with reasonable accommodations, as appropriate.

The National Reporting System (NRS) provides test benchmarks for educational functioning levels. The tests which have been benchmarked include the following:

- Test of Adult Basic Education (TABE, Forms 7-8, and 9-10)
- Adult Basic Learning Examination (ABLE, Forms E - F)
- WorkKeys (for the following ABE levels: High Intermediate Basic Education, Low Adult Secondary Education, and High Adult Secondary Education)
- Basic English Skills Test (BEST) for ESL

E. Personnel Policies:

Describe the agency's personnel policies in brief form. Such description shall include holiday, sick leave, any substitute teachers used to cover instructor absences, and instructor replacement procedures. The LWDA71 will require training contractors to seek LWDA 71 prior approval of instructor replacements to assure that qualifications promised by the contractor are maintained.

F. Training Outline Timetable:

- (1) Provide a timetable and training outline for the project. For classroom instruction, give topics of daily lesson plans by week of training, inclusive of beginning and ending dates for each module of training.

- (2) How may total students/participants be requested? What is the anticipated class size? What will be the ratio of students to instructors, and/or work experience participants to supervisors? Be sure to distinguish between classroom training components and work experience activities.
- (3) Identify what instructional methodologies will be utilized, (i.e. traditional classroom, computer assisted, "hands-on" or combination).

G. Additional Information:

Please indicate the type of organization/agency proposing this project, (e.g. private non-profit, private for profit, public educational institution, governmental agency, etc.). If you are a minority or women owned business, please indicate so here. Should you wish to make any comments about the information requested, or if you wish to submit additional information not included in the proposal format, please do so here.

H. Subcontractor Assurances:

The proposing agency hereby assures that, should this proposal be funded that;

- (1) All records generated shall be the records of the LWDA71, and the subcontractor shall provide access to such records for ease of monitoring and evaluating of performance outcomes;
- (2) No productive work for sale by the subcontractor shall be performed in the proposed training project;
- (3) The proposing agency/subcontractor is not de-barred from doing business with the U.S. Government and/or the State of Louisiana.
- (4) The subcontractor shall not participate in any union or anti-union activity;
- (5) WIOA funds will not be used on the employment or training of participants in sectarian activities, or to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious work.
- (6) The subcontractor is not in conflict by virtue of any board relationship with the LWDA71, and that no employee of the subcontractor is in the employ of the LWDA71, nor immediate family member of the subcontractor in the employ of the LWDA71.
- (7) No fee or promise of fee or anything of value (U.S. Criminal Code Title 18) has been promised to the LWDA71, or any employee of the LWDA71, for the award of this contract;

- (8) The attached line item budget and the cost upon which the price charged for all training and/or services proposed is accurate, current, reasonable and necessary for the provision of such training and/or services to the LWDA71; and
- (9) That if funded, the proposing agency will adhere to the items under Section IX Contractor Responsibility, page 17 of this Request for Proposal.

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Signature of Authorized Agent	Date	Time
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Agency Submitting Proposal	Date	Time
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**CERTIFICATION REGARDING  
DEBARMENT SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFRPart98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION).

- (1.) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
  
- (2.) Where the prospective recipient of Federal assistance is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

Date

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Louisiana Workforce Commission (LWC) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the LWC.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, not be required to, check the “List of Parties Excluded from Procurement or Non-procurement Programs”.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the LWC may pursue available remedies, including suspension and/or debarment.

## NONDISCRIMINATION ASSURANCE

As a condition to the award of financial assistance under WIOA from the City of Shreveport, the grant applicant assures, with respect to operation of the WIOA funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 1914, as amended (WIOA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1978, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws; including but not limited to 29 CFR Part 38. The United States has the right to seek judicial enforcement of this assurance.

This Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangements whereby Federal Assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the City of Shreveport and the subrecipient. This Assurance may also be incorporated by reference in such grants, cooperative agreements, contract or other arrangements.

WIOA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIOA's equal opportunity and nondiscrimination policy, contact 673-5900 (TDD or Louisiana Relay: 1-800-846-5277).

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WIOA Grant Applicant

Date

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Signature of Grant Applicant Representative

Date

## **Handicapped Accessibility and Reasonable Accommodation Requirement for WIOA Service Providers**

Regulations issued by the United States Department of Labor state that WIOA service providers can not deny a qualified (or eligible) individual with a disability an opportunity to participate in or benefit from any WIOA funded training activity.

The requirements for providing WIOA services to applicants and participants with disabilities are very similar to those under the Americans with Disabilities Act.

Auxiliary aids and services must be provided to individuals with vision or hearing impairments or other individuals with disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.

Physical barriers in existing facilities must be removed if removal is readily achievable (i.e. easily accomplishable and able to be carried out without much difficulty or expense). If not, alternative methods of providing services must be offered, if those methods are readily achievable.

If the exact regulatory requirements of the Americans with Disabilities Act can not be met, it is important to remember that you must make good faith effort to provide alternative methods of eliminating any barriers that might prevent individuals with disabilities from participating in your WIOA funded training activities.

Good sources for information on how to provide suitable accommodations for individuals with disabilities are the Louisiana Rehabilitation Services Office in Shreveport (676-7155), The Disabilities Information Access Line (1-800-922-3425), or the Job Accommodation Network (1-800-526-7234).

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WIOA GRANT APPLICANT

Date

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Signature of Grant Applicant Representative

Date

**EQUAL OPPORTUNITY AND NONDISCRIMINATION  
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT**

Section 188 of the Workforce Innovation and Opportunity Act states:

No, individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age disability, or political affiliation or belief, and for beneficiaries only, citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA.

The United States Department of Labor has issued regulations that the City of Shreveport must comply with to assure that WIOA Services will be provided in an equitable and nondiscriminatory manner. To carry out this responsibility the City of Shreveport is required to make all organizations that it contracts with to provide WIOA services aware of the nondiscrimination and equal opportunity requirements of the Workforce Innovation and Opportunity Act. The contents of these regulations, known as 29 CFR Part 38 within the Federal Register, can be summarized into the following topics:

1. Prohibitions against discrimination on the basis of race, sex, age, disability, citizenship status, and religious or political beliefs in the provision of WIOA funded services.
2. Providing auxiliary aids and reasonable accommodations to individuals with disabilities so that they may apply for and participate in WIOA funded training activities.
3. The designation of Equal Opportunity Officers for local WIOA programs who are to assist organizations in complying with the nondiscrimination and equal opportunity requirements of WIOA.
4. The existence of a discrimination complaint procedure that allows individuals who believe they have been discriminated against in having access to WIOA services to file a complaint with the United States Department of Labor's Civil Rights Center.

Ms. Pamela Freeman is the designated Equal Opportunity Officer for the City of Shreveport's WIOA program. If you have any questions concerning the nondiscrimination and equal opportunity requirements of WIOA, and your obligations as a WIOA service provider, contact Ms. Freeman at 673-5900. Detailed information on the non discrimination and equal opportunity requirements of WIOA, as contained in 29 CFR Part 38, can be obtained from Ms. Freeman or the following agency:

United States Department of Labor  
Civil Rights Center  
200 Constitution Avenue, NW  
Washington, D.C. 20210  
Telephone: 202-219-8927  
TDD: 1-800-326-2577

**FOR CONSULTANT CONTRACTS**

Right of Review and Audit

CITY may review any and all of the services performed by CONSULTANT under this Contract. CITY is hereby granted the right to audit, at CITY's election, all of CONSULTANT's records and billings relating to the performance of this Contract. CONSULTANT agrees to retain such records for a minimum of three (3) years following completion of this Contract, except that records that are subject to audit findings shall be retained for three years after such findings have been resolved.

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Name and Title of Authorized Representative

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Signature

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Date

**RESOLUTION OF BOARD OF DIRECTORS**

**(Name of Corporation)**

**Be it resolved by the Board of Directors of  
a corporation organized and existing under the laws of the State of  
\_\_\_\_\_ and domiciled in \_\_\_\_\_,  
that \_\_\_\_\_ is hereby authorized to sign any and all  
contracts and/or agreements with the City of Shreveport and to do any and  
all things necessary to execute the contracts and/or agreements on behalf of  
this corporation.**

**That I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Position of Authority)**

**hereby certify that the above and foregoing resolution is a true and correct  
copy of a resolution of the Board of Directors of this corporation which was  
passed at a meeting, duly call on \_\_\_\_\_ at which a  
quorum was present. The foregoing resolution has been entered into the  
records of this corporation, has been rescinded or modified, and remains in  
full force and effect on this date.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_





### BUDGET

A budget summary is required and will be used during the proposal rating process to determine the reasonableness of cost in delivering proposed services. The budget may be made a part of the contract. Cost identified in the budget may require negotiation.

ITEMS	AMOUNT
Personnel (Complete Personnel Service Distribution Form Attached)	
Fringe Benefits (Identify)	
Communications: Telephone	
Postage	
Materials and Supplies:	
Office Supplies (Identify item and cost)	
Training Supplies (Identify item and cost)	
Equipment (Identify Leased or Purchased Equipment):	
Miscellaneous:	
<b>TOTAL WIOA BUDGET</b>	

**PROGRAMMATIC STAFF ONLY**

**PERSONNEL SERVICE DISTRIBUTION**

<b>Position Title</b>	<b>No. of Positions</b>	<b>Hourly Rate</b>	<b>Hours/Week</b>	<b>No. of Weeks</b>	<b>Total Cost</b>	<b>% of Project</b>	<b>% Other</b>	<b>Specify Other</b>

## Schedule of Events

Item	Schedule
<b>RFP Released – to Prospective Proposers</b>	Monday, March 13, 2017
<b>Pre-Bidder’s Conference</b>	Monday, March 20, 2017 @ 5:30 p.m. 401 Texas Street
<b>Proposal Submission Deadline</b>	Friday, April 21, 2017 @ 5:00 p.m.
<b>Department Review and Rating of Proposals</b>	Monday, April 24, 2017 – Friday, April 28, 2017
<b>Presentation of Recommended Grant Recipient (s) to LWDB 71</b>	Tuesday, May 9, 2017
<b>Send Award Notice</b>	Thursday, May 11, 2017
<b>Contract Negotiations</b>	Monday, May 15, 2017
<b>Generate Contracts</b>	Tuesday, May 16, 2017
<b>Effective Date of Awarded Contracts</b>	July 1, 2017 through June 30, 2018

*\* The City of Shreveport, Department of Community Development reserves the right to deviate from these dates.*