

ST. LOUIS CITY

WORKFORCE INVESTMENT BOARD



REQUEST FOR PROPOSAL

FOR:

Workforce Investment Act (WIA)

2010 Vocational Rehabilitation Referral Staffing

Closing Date
5:00 p.m., Central Time, March 26, 2010

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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, 3rd Floor, St. Louis, MO 63103, 314-589-8000, beginning **March 4, 2010**, 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.

GENERAL POLICIES & INSTRUCTIONS

This Request For Proposal (RFP) is being released **March 4, 2010** 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, 3rd Floor, St. Louis, Missouri 63101. Applications must be received by SLATE no later than 5:00 P.M., (local time), on **March 26, 2010**. 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.

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 19, 2010**. 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. A copy of the written inquiry and response will be posted on the website 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 10 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 a liaison to refer individual to vocational rehabilitation services, as well as other pertinent programs, and with assistance in navigating the Career Centers 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, 2010**.

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 10 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. The staff will deliver referral services to the job seeker as required by this RFP. Bidders should note that the following are fundamental principles of the Missouri Career Center system.

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 and employer customers. The specific functional teams that will operate in each Missouri Career Center at a minimum will include the **Welcome Team**, the **Skills Team**, and the **Jobs Team**. Through this RFP, the City of St. Louis/SLATE is seeking a contractor that can assist each of these functional teams in providing information and referral services to job seekers with disabilities. This position is located at 1520 Market.

Section II: Contractor Requirements

- A. The City of St. Louis/SLATE has identified the following key functions of staff that will work in the City of St. Louis/SLATE Missouri Career Center:
- Assess employment and training needs of individuals with disabilities
 - Refer client with disabilities to vocational rehabilitation
 - Act as liaison between Vocational Rehabilitation and contracting agency for clients that choose services of contracting agency

- Serve as Career Center resource on pertinent workforce development issues and policies for job seekers with disabilities by assisting Career Center staff who also serve job seeker.
 - Assessing customer readiness for training and committing financial resources to support customers with tuition, books, and other training-related expenses.
 - The City of St. Louis/SLATE may also require the contracted staff to perform other duties as deemed necessary.
- B. 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. There are satellite Missouri Career Center sites at Union 70 Plant (REOS), the United Way (Professionals in Transition) at 910 N. 11th Street and Carondelet Career Center at Lyon@Blow in South City. Interested organizations should understand that the City of St. Louis/SLATE region is looking for a contractor that can ensure staffing at the 1520 Market Street location.
- C. 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
- D. 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.
- E. The City of St. Louis/SLATE has identified the potential for approximately **1** position to be funded through this contract at the SLATE Missouri Career Center located at 1520 Market Street.
- F. The minimum hours of operation for each Missouri Career Center are 8:00 am to 5:00 pm, Monday through Friday.
- G. The contractor is not required to provide staffing on holidays where the State of Missouri or City of St. Louis is closed.
- H. In the event of staff turnover the contractor will replace staff within a maximum of **70** days.

- I. The successful bidder will also need to identify a single point of contact who will work with the Functional Leader on all such issues.

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.

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.

- B. 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.
- C. 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 meets the illegal immigrant policies set forth by the State of Missouri.
- D. 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.
- E. 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.
- F. Contractor will submit invoice in triplicate to Attn: Fiscal Department, SLATE, 1520 Market Street, Room 3050, St. Louis, MO 63103.

- G. 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.
- H. Eligibility Determination -- The successful bidder will be responsible for initial intake and eligibility determination and will be responsible for maintaining files related to this intake and eligibility determination as determined by SLATE.
- 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.

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>March 4, 2010</u>
Questions & Answers Deadline	<u>March 19, 2010</u>
Proposals Due	<u>March 26, 2010</u>
Proposal Review Completed	<u>April 7, 2010</u>
Workforce Board Approval	<u>April 21, 2010</u>
Contractor Begins Delivering Services	<u>July 1, 2010</u>

- B. Proposals must be received by **March 26, 2010**.
- 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 10 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-E, 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 19, 2010**.
- 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 Attached Form at end of RFP)

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

Provide Narrative Description of the following:

Experience

- A. Describe staff experience with interviewing job seekers to identify barriers to employment and identify Missouri Career Center services that will help address these barriers.
- B. Describe delivery of a variety of skill development and job seeking services for customers addressing their needs in the areas of education and employment. These services are delivered primarily through group settings; however, services can also be delivered in one-on-one settings as appropriate.
- C. Describe method of referral to Vocational Rehabilitation. How will staff assist job seekers in locating appropriate services and refer these individuals to these services.
- D. Describe experience with maintenance of documentation of customer activities in the Missouri Career Center management information system, currently known as Toolbox.
- E. Describe the administrative structure that will be utilized for all operations, including contract administration, and its relationship to the administrative structure of your programs.
- F. Describe any special administrative procedures that might be adapted for this program.

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 this position.

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).

Budget Sheet – See Attachment

Completed and Signed Application/Budget Fact Sheet – See Attachment

Completed Certification of Documentation

Signed Resolution on Assurances and Certifications

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 (30 points)**
- B. Approach of Hiring Staff (30 points)**
- C. Cost (35 points) – Staffing/Administrative Overhead**
- D. Other (5 points)**

ATTACHMENT A

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. | | | |
| City Business License (License Collector's Office) | | | |
| 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
- g. Building Rental – documentation shall include a copy of the lease along with a copy of the most recent invoice. If the Contractee owns the building, a portion of the electricity and/or gas usage of the building may be payable under the contract. The portion of the amount payable must be based on the total square footage of the building rationed against the space utilized by the City-funded program. YES NO N/A
- h. Travel – Local travel will be approved at the currently allowable St. Louis City rates and specific positions that will be traveling must be designated under the contract with a specific mileage allotment given for each position. Out of Town travel for contract related activity only may be approved and paid in accordance with the current St. Louis City policies. YES NO N/A
- i. Telecommunications – This includes payment for telephone service only (possible long distance service and internet lines)
Documentation shall include a copy of the most current invoice (summary as well as detail pages). YES NO N/A
- j. Supplies – documentation shall include a listing of the supplies needed separated by the Office Supplies and the actual supplies needed for the training of participants along with a computation basis for the cost assigned to each. YES NO N/A
- k. Postage – documentation shall include a description of usage and a computation basis for assigning an amount. YES NO N/A
- l. Printing Reproduction – documentation shall include an explanation of services to be provided along with a copy of the most recent invoice and/or a computation basis for the charge. YES NO N/A
- m. Professional Services – documentation shall include a copy of the services with a copy of the most recent invoice. Such items to be included under this item are ADP services and accounting services. YES NO N/A

Attachment B

1. RESOLUTION ON ASSURANCES AND CERTIFICATION

As a Contractee under the auspices of the City of St. Louis
and the Workforce Investment Board of St. Louis City,

(Organization Name)

Hereby assures and certifies that:

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.
 - Requirements for a Drug Free Workplace codified at 29 CFR Part 98.
 - Requirements for Debarment and Suspension as codified at 29 CFR Part 98.
 - 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.
 - 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.
 - 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.
 - 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.

- 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.
 - Nondiscrimination and Equal Opportunity provisions codified at 29 CFR Part 37.
5. 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.
 6. 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.
 7. 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.
 8. The Contracting Agency assures that it and its subrecipients shall comply with the confidentiality requirements of WIA Section 136(f)(3).
 9. 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).
 10. The Contracting Agency assures that it and its subrecipients shall comply with 20 CFR 667.200(g)(1)(2) regarding nepotism.
 11. 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.
 12. The Contracting Agency assures that it and its subrecipients receiving WIA Title I funds will provide services through the City of St. Louis Workforce Investment Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).
 13. 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.
 14. 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 revised 1996 form can be found at www.whitehouse.gov/omb/grants/index.
- 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.

15. The Contracting Agency assures that it and its subrecipients will comply with Public Law 111-8, 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.

16. 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.

17. The Contracting Agency assures that it and its subrecipients will comply with the Privacy Act of 1975, as amended.
18. 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 certain 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 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 certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the USDOL. In addition, the states are required to provide assurances that they will comply with the Veterans’ Priority Provisions established by the Jobs for Veterans Act (38 USC 4215).

ATTESTED BY:

(Officer with Signatory Authority—Typed Name)

(Signature of Above Official)

(Date)

Attachment C

INSTRUCTIONS FOR COMPLETING THE BUDGET SHEET

1. Project costs for one fiscal year (7/01/10 – 6/30/11).
2. Include contractor (your) costs, only. Do not include any costs to be paid for by the City of St. Louis (i.e., work experience participant wages, tuition payments for occupation-specific skill training) or from some other funding source.
3. Payments for the adult program will be made by line item. No advance payments will be provided. Plan your budget for the entire period (July 1, 2010 – June 30, 2011).
4. 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.
5. 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.).
6. Provide cost breakouts and indicate items, where applicable, for travel, telecommunications, rent, utilities, office supplies, testing and instructional supplies, postage, printing and reproduction, and other direct costs. Make certain to identify any profit or program income under the “Other” item.
7. For purposes of this budget calculate your follow-up costs through **June 30, 2011**, only.
8. If this application is a collaboration with one or more partners a separate Application/Budget Fact Sheet and a separate Budget for Adult 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 Adult Program must also be completed and identified as the COMBINED budget totaling the dollars requested from all the partners.

ATTACHMENT D

AGENCY NAME _____

BUDGET FOR PROPOSAL

BUDGET ITEM	AMOUNT
Staff Salaries	
Staff Fringe Benefits	
Staff Travel	
Telecommunications	
Rent	
Utilities	
Consumable Office Supplies	
Cons. Testing/ Instructional Supplies	
Professional Services	
Postage	
Printing / Reproduction	
Other Direct Costs (Please Identify)	
TOTAL BUDGET	

**SLATE
SUB-CONTRACTOR
UNALLOWABLE COSTS
FOR FISCAL YEAR
2010/2011**

- AUDITS
- TAXES (real estate, personal property, etc.)
- SEWER
- WATER
- LATE PAYMENT FEES OR PENALTIES
- PEST CONTROL
- SECURITY
- TRASH COLLECTION
- SNOW REMOVAL
- EQUIPMENT PURCHASES
- EQUIPMENT RENTAL/LEASE
- MAINTENANCE ON OFFICE EQUIPMENT (includes supplies associated with same)
- PURCHASE OF A BUILDING
- BUILDING MAINTENANCE (including custodial services)
- TELEPHONE EQUIPMENT
- CELL PHONES
- PAGERS
- RECRUITMENT/MARKETING/OUTREACH (this includes staff time, printing, job fair costs or advertising associated with same)
- STAFF INCENTIVES
- FEES FOR RECRUITING NEW EMPLOYEES
- STAFF PARKING
- PAY PHONE CHARGES
- STAFF TUITION REIMBURSEMENT
- CLEANING SUPPLIES
- DEPRECIATION ON EQUIPMENT OR BUILDINGS

This list is not all inclusive. If at any time you are in doubt as to whether a cost is allowable or not please contact the fiscal office before submission of your reimbursement.

Attachment E

APPLICATION/BUDGET FACT SHEET

Vocational Rehabilitation Referral Programs

NAME OF ORGANIZATION OR AGENCY: _____

TYPE OF ORGANIZATION OR AGENCY:

☐ Community Based Organization

☐ Private for Profit

☐ Local Educational Agency

☐ Other _____
(Specify)

BUSINESS ADDRESS: _____
(Street, City, State & Zip code)

TELEPHONE: _____
(Area Code, Number & Ext)

CONTACT PERSON: _____
(Name & Title)

You must complete the attached Budget sheet and attach your cost breakouts as requested.

CERTIFICATION: This proposal is being submitted under the authority of the governing board of the above organization. It has been developed according to policies and procedures governing WIA and a Request for Proposal Application issued by the City of St. Louis and the Workforce Investment Board of St. Louis City. We understand that this RFP Response is subject to revision, in consultation with us, in order to make it compatible with the overall City WIA plan. It is fully understood that acceptance of this application for review in no way assures its approval for consideration for funding. If approved for funding, the above organization will accept full responsibility for all operation, management and financial expenditures and will later reimburse the City of St. Louis for all costs found to be disallowed in an official audit.

Date Submitted

Signature of Authorized Official

Title of Authorized Official

Typed Name of Above Official

Illegal Immigrant Employees

STATE OF MISSOURI)
)SS.
COUNTY OF SAINT LOUIS CITY)

My Commission Expires:

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).

Name and Contact Information of Applicant	
Purpose and Mission of Applicant Organization	
Management Capabilities	
Experience of Applicant	
Approach in Hiring Staff	
Total Amount Requested	

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 10 pages, exclusive of attachments.

___ 2. The narrative description includes the Executive Summary and Management and Administrative Plan, and Staffing Services Plan.

___ 3. You have one original and five copies in your sealed packet(s).

___ 4. A signed and completed Application/Budget Fact Sheet **and** Budget for Adult Proposals with attachments explaining the costs requested are included in the original and each of the five copies.

___ 5. A completed Certification of Documentation Checklist is included in the original and each of the five copies.

___ 6. A signed and completed Resolution on Assurances and Certification is included in the original and each of the five copies.

___ 7. 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.