

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
SUITE 500, 2100 CLARENDON BOULEVARD
ARLINGTON, VA 22201
(703)228-3410

REQUEST FOR PROPOSALS NUMBER 37-08

Sealed proposals will be received in hand in the Office of the Arlington County Purchasing Agent, in Suite 500, #1 Courthouse Plaza, 2100 Clarendon Boulevard, Arlington, VA 22201, until 3:00 p.m. on the 25th day of March, 2008 for:

ARLINGTON COUNTY WILL RECEIVE PROPOSALS FOR PROVISION OF COMPREHENSIVE WORKFORCE SERVICES UNDER THE WORKFORCE INVESTMENT ACT FOR YOUTH RESIDING IN ARLINGTON COUNTY AND THE CITY OF ALEXANDRIA, FOR UP TO A FIVE-YEAR PERIOD.

At time, date, and place above, proposals will be opened.

AN ADVANCE NONREFUNDABLE FEE OF \$5.00 IS REQUIRED FOR EACH HARD COPY SET OF THE SOLICITATION DOCUMENTS.

Arlington County reserves the right to reject any and all proposals, cancel this solicitation, and to waive any informalities or irregularities in procedure. Arlington County does not discriminate against faith-based organizations.

Arlington County, Virginia


Maryam Zahery
Procurement Officer

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INTRODUCTION

Arlington County, Virginia is soliciting proposals from offerors having experience and qualifications in the area identified in this solicitation. Proposals must contain evidence of the offeror's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by the County includes the submission of profiles and resumes of the staff to be assigned to the project, references, illustrative examples of similar work performed, and other information which will clearly demonstrate the offeror's expertise in the area of this solicitation.

A selection committee will review and evaluate all proposals and identify firms that may be invited to submit more detailed proposals, conduct oral presentations, or both. The selection committee will rely primarily on the proposals submitted in selection of finalists and, therefore, offerors must emphasize specific information considered pertinent to the project and submit all information requested. The County may make award of this Contract or initiate negotiations with one or more offerors without further contact with other offerors. Evaluation of the proposals will include the following criteria:

The extent to which the proposal meets the requirements of the solicitation and the extent to which the offeror is likely to be able to achieve the desired results;

Experience and history of the offeror in the particular disciplines covered by the solicitation;

Qualifications and experience of assigned staff members;

The capability, integrity, and reliability of the offeror;

The methodology proposed;

Identification of any exceptions to the County's General Terms and Conditions, including any proposed revision(s), and an explanation of why any such revision is needed;

Other evaluation criteria described or included by reference in this solicitation.

Understanding of the project and the County's objectives; and

The cost of the services to be provided;

SCOPE OF SERVICES

OBJECTIVE

Workforce Investment Act ("WIA") of 1998, Public Law 105-220 requires that a local workforce area provide services in collaboration with the Workforce Investment Board that provides leadership and guidance to the local workforce development system in Arlington County and the City of Alexandria. Arlington County serves as the administrative entity and grant recipient of the local workforce area governed by the Alexandria/Arlington Workforce Development Consortium.

The funding to support this program for Fiscal Year 2008 is approximately \$98,000.

SERVICE REQUIREMENTS

- A. The Contractor shall tailor their services towards two distinct age groups:
 1. Younger Youth (aged between 14 and 18 years old)
 2. Older Youth (aged between 19 and 21 years old)
- B. The Contractor shall:
 1. Develop a marketing strategy and information dissemination tools targeting eligible youth to inform and educate them about the type of available services.
 2. Assist eligible youth to achieve academic and employment success through comprehensive activities which at a minimum shall include:
 - a. Options for improving educational competencies and credentials of youth
 - b. Instilling the youth with job specific skills which would lead to gaining work credentials such as certifications, licensure, degrees, certificates, etc.
 - c. Establishing effective partnership with local businesses and employers to provide youth with full or part time opportunities for job shadowing, internship and other on the job training programs that would prepare them for future labor force participation.
 - d. On-going mentoring opportunities for youth with caring adults.
 - e. Services that support each youth's opportunity to participate in needed services and activities.
 - f. Opportunities to develop and use leadership skills.
 - g. Recognition of and incentives for youth pursuing the educational, occupational and leadership goals individually established for each youth.
- C. The Contractor shall provide case management services for youth enrolled in the program, which at a minimum shall include the following:
 1. The contractor shall be responsible for all record keeping
 2. The Contractor shall provide support to the youth on multiple levels which may include the following:
 - a. Individual and group counseling and referrals to ensure successful participation and goal attainment.
 - b. The Contractor shall submit all case notes, documentation of level of effort and the time spent with each enrolled youth to the County Project Officer upon request.

- c. The Contractor shall submit monthly reports that list the various activities and services provided and the number of clients enrolled or benefited from those activities.
- D. The Contractor shall deliver the following required Workforce Investment Act program elements as appropriate for each individual youth enrollee:

1. ELIGIBILITY DETERMINATION

The Contractor shall determine the eligibility of all applicants prior to their participation to the program. An applicant's eligibility for enrollment in the program shall be based on the applicant's family size and income. The Contractor shall be responsible for establishing eligibility and providing documentation that supports the determination of eligibility. The County Project Officer will train the Contractor on federal Workforce Investment Act eligibility determination requirements. The one-stop center(s) will issue the final certification of eligibility prior to enrollment. The Contractor shall not enroll non-certified youth to the program.

2. ASSESSMENT (ALL YOUTH)

The Contractor shall perform an objective assessment of the academic level, occupations skills, work readiness and support service needs of each applicant and the result(s) of the assessment(s) shall be recorded in the youth's individual service strategy to be submitted to the County Project Officer. The Contractor shall use Attachment "A" (Youth Individual Service Strategy).

The Contractor may require the youth to take the Test of Adult Basic Education and or the Official GED Practice Test as a part of this assessment.

The Contractor may use an assessment conducted within six months of the application for the Workforce Investment Act services if it was conducted by another education or training program and provides information needed to develop an individual service strategy that addresses goals and support services.

3. INDIVIDUAL SERVICE STRATEGY

Assessment results shall be used to develop an individual service strategy for each youth. The service strategy shall address the educational goal(s), the leadership goal(s) and the employment objective supported by the results of the assessment(s). The array of services the Offeror shall provide to ensure that the youth reaches goals must be delineated and described in detail in the individual service strategy, including the time line(s) and individual service costs, as appropriate and determinable for training and support services beyond the Contractor's services. In developing the individual service strategy, the Contractor shall include in the information included an evaluative statement related to the need for any and all program components and how providing or not providing the needed service contributes to the comprehensive outcomes addressed in the Introduction of this RFP.

4. MONITORING AND EVALUATION

The Contractor shall have systems in place to monitor and record the youth's progress in achieving established goals in education, leadership and employment and shall have systems in place to amend and modify the service strategy and service mix to ensure goal attainment. The Contractor shall also have the ability to conduct a

formal follow-up for each youth completing the service strategy who exits the Workforce Investment Act paid services for one full year (12 months from the date of exit). The Contractor shall follow-up and record all contacts with the youth and to provide information on any additional goals/credentials, etc. obtained by the youth. Follow-up also requires the Contractor shall provide information on the status of the youth such as return to school, or joining the military, etc.

5. EDUCATIONAL SERVICES

The Contractor shall document which educational activity(s) will be pursued by the youth as part of the individual service strategy and shall be prepared to document participation and the resulting credential. Educational goals for younger youth may include improved proficiency in reading, math or writing skills than can be documented. Pre and post testing shall be used to capture entry and exit scores. Younger youth determined to be basic skills deficient must be provided educational services to improve their skill level. The Contractor shall document youth participation and successful or non-successful participation in a secondary or post secondary educational activity. Educational Services must include the following:

Tutoring; study skills training; instruction leading to improved competencies in reading, math and writing; completion of secondary school, including high school graduation, receipt of GED or receipt of the secondary school certificate of completion; instruction leading to meeting post secondary educational pre-requisites and successful post secondary education participation.

Documentation of successful completion is required by issuance of an appropriate credential as defined by state policy.

Alternative Secondary School Services - Youth who are out of school, but still of school age or in school and not progressing satisfactorily in the traditional classroom or through the traditional college bound or vocational curriculum may return to school in alternative education programs already in place in the school district, or may be connected to Alternative Adult Education programs as a means to strengthen needed math, reading, technology and communication skills, and/or to obtain the skills needed to enter employment or to pursue post secondary education. The Contractor may provide its own alternative education program designed to achieve the same outcomes. Such services are expected to lead to attainment of a GED for non-high school completers or to a high school diploma for those in school or returning to traditional school and to appropriate employment.

6. OCCUPATIONAL SKILLS TRAINING

Training shall be made available to youth requiring such training to achieve their employment goal. Such training may be made available through the local school district's vocational/technical education programs or may be delivered through the community college system or through institution/program as approved by the Workforce Investment Board.

Occupational Skills training may also be delivered through apprenticeships, and on-the-job training, as appropriate for the youth to achieve the employment goal and credential which shall be included in the individual service strategy.

All classroom-based apprenticeship and on-the job occupational training is expected to result in an approved credential. The Contractor may recommend to the Youth Council of the Workforce Investment Board credentials for consideration and approval.

The Contractor is expected to establish strong linkages between employers and the work readiness preparation of youth. All training, including employer provided training, shall be clearly delineated in the individual service strategy and shall be training institution and/or industry/business specific and shall include anticipated cost of training.

All youths pursuing post secondary occupational training shall apply for financial aid, particularly the PELL Grant, as appropriate. The PELL Grant shall be used as the primary payment method if awarded. Documentation of the application and decision on the PELL Grant shall be maintained and included in the youth's Workforce Investment Act record by the Contractor.

7. EMPLOYMENT BASED TRAINING (Paid and/or Unpaid Work Experience)

The Contractor shall provide opportunities for the youth to participate in work experience in the public and private sectors, whether paid or unpaid, for all youth in need of work experience. The Contractor shall develop a set of expected competencies for the participating youth while engaging in work experience and to document their progress during the activity. A written agreement that includes the competencies and the level of proficiency to be achieved shall be developed and maintained and successful competency attainment recorded. Adherence to Virginia Child Labor Laws and work permits for any 14 or 15 year olds involved in paid work in the public or private sector is required. A youth competency checklist format is provided as ATTACHMENT B.

8. INTERNSHIPS AND JOB SHADOWING

The Contractor shall have written agreement with the clients that have clearly stated educational and career objectives, duration and connection to the employment; and leadership goals. Internships must fulfill the objects states in the Individual Service Strategy.

9. LEADERSHIP DEVELOPMENT

Leadership development opportunities may be provided. Opportunities include community service and/or peer centered activities that encourage personal responsibility and other positive social behaviors during non-school hours may be made available. Contractors shall ensure that such opportunities are made available and negotiate such opportunities based on the needs of the individual youth for personal development. The individual service strategy shall show the leadership development activity(s) and the expected outcome.

10. ADULT MENTORING

Adult mentors may be made available and provided to any youth requiring the support and involvement of a responsible caring adult. Mentoring may be provided during the period of the youth's involvement in WIA services and after termination from all WIA services for a total of not less than 12 months. The Contractor is required to document the need for mentoring and the goals of the mentoring in the youth's individual service strategy.

11. COMPREHENSIVE GUIDANCE AND COUNSELING

Comprehensive guidance and counseling may include life skills and personal health matters. All youth shall receive on-going counseling and case management while participating in WIA paid services. Contractors shall ensure documentation of the counseling and guidance activities in the records of the youth through the individual service strategy, case notes, appointments and other notations incorporated in the youth's record.

12. SUPPORT SERVICES

Support services shall be provided as appropriate and available. Contractors shall either provide or arrange to have provided the services that allow the youth full participation in the activities included in the service strategy and to achieve the employment, education, and leadership goals included in the service strategy. Support services may include child care, transportation, health screenings, assistance with financial aid applications, and other services to allow full WIA participation.

13. FOLLOW-UP SERVICES

Follow-up services are required for a period of not less than 12 months for all youth after completion of participation in all services detailed in the individual services strategy. Follow-up services may include a return to WIA core services through the One-Stop Center(s) or through mentoring and other non-training services. Youth not completing their individual service strategy or not achieving the goals established shall also be included in the follow-up process. The Contractor shall be prepared to provide additional non-training related services to youth during the twelve month follow-up period.

14. YOUTH ELIGIBILITY REQUIREMENTS

In accordance with WIA, all youth participants must meet specific program eligibility requirements. These requirements are:

- a. Age
- b. Income
- c. Qualifying Barriers

The requirements are defined as follows:

- A. Age Requirements - Participating youth shall meet one of the requirements below:
 - 1. Younger Youth - not less than age 14 and not more than age 18: or
 - 2. Older Youth - not less than age 19 and not more than age 21
- B. Income Requirements - Participating youth shall meet the following income criteria:

1. Receives or is a member of a family that receives cash payments under federal, state or local income-based public assistance program; or
2. Receives an income, or is a member of a family that receives a total family income for the 6 month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and old-age and survivors insurance benefits received under section 202 of the Social Security Act), that in relation to family size does not exceed the higher of the poverty line, for an equivalent period, or 70 percent of the lower living standard income level for an equivalent period; or
3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps; or
4. Is an individual with a disability whose own income meets the requirements for low income, even if the family income exceeds such requirements; or
5. Qualifies as a homeless individual; or
6. Is a foster child on behalf of whom State or local government payments are made; or

C. Qualifying Barriers Participating youth shall meet one of the requirements below:

1. Deficient in basic literacy (English, reading, writing or computation skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test); or
2. Secondary school drop out; or
3. Homeless, runaway, or a foster child; or
4. Pregnant or a parent; or
5. An offender; or
6. Requires additional assistance to complete an educational program or to secure and hold employment; or
7. All youth shall meet the WIA eligibility criteria in order to be enrolled in the Contractor's services; or
8. In-School means a youth still enrolled in a secondary school system or alternative program; or
9. Out-of-school means an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed or a drop-out

PERFORMANCE STANDARDS - The successful offer must demonstrate knowledge about all youth performance measures as prescribed by the Workforce investment Act.

The Contractor shall meet the performance standards as stated in the Workforce Investment Act, Section 136. . The individual service plan should reflect activities and services that will lead to success in achieving the performance standards.

Arlington County will monitor progress toward achieving the standards and will request corrective action as deemed appropriate to achieve the standards in any component. Customer satisfaction surveys will be conducted by the Consortium.

Contractors shall be required to report the outcomes of the activities and services for all youth served on a monthly basis. The reporting format shall be provided to the Contractor.

The following performance standards have been established for the Alexandria/Arlington Workforce Investment Area:

For Younger Youth (ages 14 -18)	
Skill Attainment Rate	48 - 60%
Diploma or Equivalent Rate	38 - 47%
Retention Rate	36 - 45%
For Older Youth (ages 19 - 21)	
Entered Employment Rate	44 - 55%
Employment Retention Rate	54 - 67%
Earnings Change	\$1,680 - \$2,100
Credential Rate	34 - 42%

1. PERFORMANCE MEASURES CALCULATIONS

The following formulas shall be used to measure performance, "registration" shall mean entry into the program and "exit" shall mean leaving the program. Operational parameters and definitions are provided in the U.S. Department of Labor, Training and Employment Guidance letter No. 7-99, "Core and Customer Satisfaction Performance Measures for the Workforce Investment System."

2. YOUNGER YOUTH SKILL ATTAINMENT RATE

Of all in-school youth any out-of school youth assessed to be in need of basic skills work readiness, and/or occupational skills: Total number of basic skills goals attained by younger youth plus number of work readiness skill goals attained by younger youth plus number of occupational skills goals attained by younger youth, divided by the total number of basic skills goals plus the number of work readiness goals, plus the number of occupational skills goals.

To determine whether youth meet the skill attainment goals, a pre-assessment and post-assessment of skill level is required. A standardized assessment procedure such as a standardized test or a performance-based assessment with a standardized scoring method (such as the Test of Adult Basic Education - TABE) should be used. In cases where a standardized test or a performance-based assessment is not available (e.g. work-readiness skills), assessment techniques shall be objective, unbiased and conform to widely accepted, clearly defined criteria. In addition, the assessment techniques shall be field tested for utility, consistency and accuracy, as well as provide for the training/preparation of all raters/scorers. Methods to determine achievement of skill attainment goals shall be documented and are subject to audit.

3. YOUNGER YOUTH DIPLOMA OR EQUIVALENCY RATE

Number of younger youth who attained secondary school diploma or equivalent by the end of the quarter, divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit).

4. YOUNGER YOUTH RETENTION RATE

Number of younger youth found in one of the following categories in third quarter following exit:

- Post-secondary education
- Advanced training
- Employment
- Military service
- Qualified apprenticeships divided by the number of younger youth who exited services during the quarter (except those still in secondary school at exit).

5. OLDER YOUTH ENTERED EMPLOYMENT RATE

Of those who are not employed at registration and who are not enrolled in post-secondary education or advanced training in the first quarter after exit: number of older youth who have entered employment by the end of the first quarter after exit, divided by the number of older youth who exit during the quarter.

6. OLDER YOUTH EMPLOYMENT RETENTION RATE AT SIX MONTHS

Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit: number of older youth who are employed in the third quarter after exit, divided by the number of older youth who exit during the quarter.

7. OLDER YOUTH AVERAGE EARNINGS CHANGE IN SIX MONTHS

Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit: Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exit during the quarter.

8. OLDER YOUTH CREDENTIAL RATE

Number of older youth who are in employment, post-secondary education or advanced training by the end of the first quarter after exit and received a credential by the end of the third quarter after exit, divided by the number of older youth who exited during the quarter.

In addition to the aforementioned performance measures, US Department of Labor requires that "Common Measures" be reported in accordance to Employment and Training Administration issued Training and Employment Guidance Letter #15-03. The Common Measures will eventually replace Workforce Investment Act performance measures.

PROGRAM DESIGN REQUIREMENTS

- The Contractor's program design shall include a thorough description of the services to be delivered.
- The program design shall clearly demonstrate a structure that can accommodate the needs of the youth to be served and produce the outcomes-goals attainments, employment, leadership skills, and enhanced educational ability.
- The program design shall include work readiness preparation, academic instruction, summer and year round work opportunities, mentoring and other services and activities that will lead to the self-sufficiency of the youth served.

ONE-STOP CENTERS

- The Alexandria/Arlington Workforce Investment Area has two full service One-Stop centers, Alexandria JobLink and the Arlington Employment Center, that serve as additional locations for youth to connect to the services to be delivered by the Contractor.
- The Contractor shall make available all types of informational booklets and literature at these One-Stop Centers that describe the availability of different type of services for the youth.
- The Contractor shall work in partnership with the One-Stop Centers to ensure efficient eligibility screening and referrals process.

COMMUNITY COLLABORATIONS

The Contractor shall have established links to community resources, and shall have WIA and non-WIA community partnerships that support the proposed program design. The Contractor shall have established formal Memorandum of Understanding with any community collaborators that have agreed to deliver any portion of the proposed services. The Memorandum of Understanding shall include a description of what services will be provided by the community collaborator, the cost of the services, whether WIA funded or not, the method of referral between the Contractor and the community collaborator, the duration of the Memorandum and procedures for amending, any other provisions that would clarify how the service is to be provided.

Contractors are required to complete the paperwork necessary to enroll, register and track all eligible youth through all program services to program completion and follow-up.

AWARD AMOUNT

The amount of the award is dependent upon federal allocation to the Alexandria/Arlington local workforce area under the Workforce Investment Act.

Workforce Investment Act legislation is currently authorized under a Continuing Resolution any maybe reauthorized with changes that may impact youth activities

REPORTING REQUIREMENTS

A. YOUTH PARTICIPATION REPORTS

Each month the Contractor shall submit to Arlington County a report that includes specific information regarding youth program activity. The report will be consistent with youth performance outcomes.

B. FINANCIAL REPORTS

The Contractor shall submit monthly expenditures reports for services delivered. The report may include specific cost categories as they relate to Workforce Investment Act. The report may also include specific percentages of expenditures for in and out of school youth as required by Workforce Investment Act. Arlington County will conduct periodic program reviews of case files and of program activities.

QUALIFICATIONS REQUIREMENTS

The following are the criteria established by the Workforce Investment Board for the local workforce delivery system:

- A. Offeror(s) shall have offices or locations within the boundaries of the City of Alexandria and/or Arlington County for the delivery of services; and
- B. The location where services are delivered shall be conveniently accessed by the public transportation; and
- C. Offeror(s) shall have successful experience in federal grant program performance in the areas of enrollment, job placement, job retention and wage at placement; and
- D. Offeror(s) shall have successful experience in federal grant program financial management; and
- E. Offeror(s) shall offer a wide array of services including employment counseling for youth that would result in lifting barriers and increasing their chances of success; and
- F. Offeror(s) shall have established links and partnerships with local business and employers; and
- G. Offeror(s) shall have knowledge and expedient access to local supportive services to promote economic self-sufficiency such as child care and financial assistance; and
- H. Offeror(s) shall have experience in case management and proven success in working with youth.

PROPOSAL REQUIREMENTS

Offeror(s) submitting a proposal in response to this solicitation shall follow the formatting requirements. The proposal shall clearly and concisely state how the Offeror proposes to achieve the stated objectives and to provide the services defined in the Scope of Work section. The proposals at a minimum shall address the criteria listed below:

A. PROGRAM ABSTRACT

Double spaced abstract of the proposed program

B. TABLE OF CONTENTS -

Immediately following the abstract, and listing major sectional headings. Offeror(s) shall include subheadings as deemed appropriate. All attachments shall be listed and identified.

C. EXCEPTIONS

The response shall identify any exceptions that the Offeror has taken including any requirements that cannot meet.

D. CAPABILITY STATEMENT

1. Offeror(s) shall present evidence that it has the administrative capacity to deliver the proposed services and manage the Workforce Investment Act funds awarded by the contract.
2. Offeror(s) shall attach copies of resumes of the proposed personnel illustrating their qualification and profession trainings to meet the demands of serving a culturally and linguistically diverse geographical area.
3. Demonstrate a thorough knowledge of the requirements of this solicitation.
4. Present evidence that it has experience serving youth with documented results.

E. PROGRAM OVERVIEW/EXECUTIVE SUMMARY

Offeror(s) shall provide a brief description of proposed program design and the activities to be used to meet the youth's goals and WIA youth program goals. Include in the program description and

program design, a description of how youth assessments will be conducted; include the list of assessment tools to be used. Proposal shall incorporate a clearly articulated program design that addresses the availability and coordination of all required youth program elements and how each will be delivered based on individual youth assessment results. The program design must also include what, if any, credentials will be issued for successful competency attainments and how educational requirements will be met.

F. ACTIVITY CHART

Offeror(s) shall submit a chart to illustrate how a participant will proceed through the proposed youth activities and how youth will avail themselves of the required program elements. Include a narrative description of the chart and referral methods.

G. COMMUNITY NEED/OPPORTUNITY TARGETED

1. Describe the need or opportunity that gave rise to the proposed service strategy. What problem, issue or circumstance in the youth community does this program seek to address?
2. A list of the youth serving organizations the Offeror intends to use to provide the required youth program elements described in Section 5.
3. State the geographic area(s) to be served and any reasons for selection and non-selection of any one of the jurisdictions in the Alexandria/Arlington Workforce Area.

H. TARGET POPULATION

Describe the youth target group(s) and significant segments to be served, demographics, especially age, school performance, and other barriers to success.

I. OUTREACH AND RECRUITMENT

1. Provide a description of the youth outreach and recruitment strategy(s) and expected enrollment pool based on the proposed recruitment strategy.
2. Provide what community awareness initiatives will be undertaken to ensure that the public and area businesses, become aware of and support the proposed program design and service strategy.

J. PROGRAM GOALS/PERFORMANCE

Describe how the program will achieve the performance standards stated in Section D of this RFP, and what steps the Offeror will take to monitor progress toward achieving the performance requirements.

K. BUDGET

Provide a detailed program budget separating out younger youth (in school and out of school) and older youth. A budget template is Attachment C.

PROPOSAL EVALUATION/SELECTION PROCESS

In addition to the general evaluation criteria referenced elsewhere in this solicitation, the criteria to be used in making this evaluation are set forth below:

A. RESPONSIVENESS TO THIS RFP

B. UNDERSTADING OF PROJECT

1. Clarity of what is presented; and
2. Completeness, relevance and credibility of planned actions to the stated Scope of work

C. TECHNICAL APPROACH AND IMPLEMENTATION PROPOSAL

1. Clear statement of the project;
2. Demonstrated knowledge of the client population;
3. Clear statement of program purpose;
4. Understanding of the services to be delivered; and
5. Awareness of potential problems an strategies to overcome them.

D. MANAGEMENT PROPOSAL

1. Clearly demonstrated understanding of the work to be performed;
2. Completeness and reasonableness of the Offeror's program design and plan for accomplishing the Scope of Services
3. Adequacy of the administrative and fiscal management of the program (including personnel policies, administrative procedures, etc.)
4. Adequacy of the proposal to assure acceptable work performance and quality;

E. ORGANIZATIONAL CAPABILITY

1. Experience and qualifications of the Offeror and the individuals assigned to the project
2. Experience in delivering youth services with successful performance in the areas commensurate with the Workforce Investment Act
3. Experience in successful fiscal management and fiscal stability of the organization
4. Linkages to the business community or others for employment opportunities

F. PERSONNEL & STAFFING

1. Appropriate number and type of staff to achieve stated program goals and objectives;
2. Capabilities and qualifications of proposed staff;
3. Understanding of the need for staff training and development;

G. PROGRAM PERFORMANCE MONITORING AND EVALUTION

Clarity of principles and methodology of program evaluation and monitoring approach;

H. PROPOSED COST

Offerors shall provide cost estimate for the proposed services to be provided

ATTACHMENT "A"
YOUTH INDIVIDUAL SERVICE STRATEGY -

Name:					
Address:					
City:			State:		
Telephone:			Message #:		
SSN:			DOB:		
School:					
☐ In-School		☐ Out-Of-School		☐ Highest Grade:	
☐ Initial	Date:	Staff:	☐ Update	Date:	Staff:
☐ Update	Date:	Staff:	☐ Update	Date:	Staff:
☐ Update	Date:	Staff:	☐ Update	Date:	Staff:
Strengths: (Ask youth what things he/she is good at or what things he/she enjoys doing)					
COMPREHENSIVE NEEDS ASSESSMENT (Youth lacks or has inadequate supply of the following:					
☐ Housing			☐ Medical		
☐ Emotional/Mental Health			☐ Legal		
☐ Recreation/Culture/Leisure Activities			☐ Parenting Skills		
☐ Clothing			☐ Income		
☐ Education			☐ Family		
☐ Life Skills			☐ Self Concept/Esteem		
☐ Food			☐ Childcare		
☐ Vocation			☐ Other _____		
☐ Substance Abuse					

"CHECKLIST FOR SUCCESS" (Needed Services):

- | | | |
|---|---|---|
| ☐ Short-term Housing (shelter) | ☐ Medical Exam (Physical/Prenatal) | ☐ Identification Documents |
| ☐ Long-term Housing (TLP/Apt) | ☐ Public Assistance | ☐ SAT Prep |
| ☐ Child Care Placement | ☐ Individual Counseling | ☐ Tutoring |
| ☐ Life Skills | ☐ Family Re-unification | ☐ Educational Enhancement |
| ☐ Parenting Classes | ☐ Mental Health Intervention | ☐ High School Diploma |
| ☐ Wellness and Well-being | ☐ Substance Abuse Intervention | ☐ Occupational Training |
| ☐ Cultural Enrichment | ☐ Community Service | ☐ Employment |
| ☐ Career Exploration | ☐ Legal Assistance | ☐ Parenting Classes |
| ☐ Other _____ | | |

"TO DO LIST" (Goals/Action Steps):

Goal #1:

Action Steps	Person Responsible	Project Due Data	Actual Completion Date
1.			
2.			
3.			

☐ Incentive _____ Date Received _____ Youth Signature _____

"TO DO LIST" (Goals/Action Steps):

Goal #2:

Action Steps	Person Responsible	Project Due Data	Actual Completion Date
1.			
2.			
3.			

☐ Incentive _____ Date Received _____ Youth Signature _____

"TO DO LIST" (Goals/Action Steps):			
Goal #3:			
Action Steps	Person Responsible	Project Due Data	Actual Completion Date
1.			
2.			
3.			

☐ Incentive
 Date Received _____ Youth Signature _____

10 Elements	
The current assessment indicates this participant may derive benefit from participation in the following youth activities:	
<u>Provider</u>	<u>Start Date</u>
Tutoring and Study Skills	
Alternative Secondary School	
Summer Employment	
Work Experience	
Follow-Up Services	
Occupational Skills Training	
Leadership Development	
Comprehensive Guidance & Counseling	
Adult Mentoring	
Supportive Services	

STATEMENT OF AGREEMENT

With the assistance of my Adviser, I have set the goals and developed the plan of action that is contained in this Individual Service Strategy (ISS) for my participation in the WIA program. I understand and agree to my ISS. I also agree to put forth my best effort to achieve the goals and objectives listed now or added later to this ISS. I understand that the ISS is not a guarantee of employment or financial support for my service listed and that I have the ultimate responsibility for achieving the goals that I have set. I agree and authorize the release of this and any other information to other service providers that may assist in providing services to me.

YOUTH SIGNATURE

DATE

STAFF SIGNATURE

DATE

Exhibit "A"

Class Title: Employment Service Specialist

Provides a full range of employment services to assist The Job Avenue Clients in career planning and in finding and retaining appropriate employment through the Job Avenue of Department of Human Services. Develops and implements a employment service plan, identifying available employment resources, barriers and service strategies designed to assist clients in achieving their vocational goals.

Major Duties:

- Provides career development and counseling services.
- Job placement services.
- Performs administrative tasks.

Major Duties / Specific Tasks:

B. Major Duties/Specific Tasks:

- Provides career development and employment services.
- Provides a range of employment services, such as career planning and counseling, pre-employment training, resume assistance, vocational assessment, some case management, educational workshops as needed and job search assistance to a wide range of client groups.
- Interviews and assesses individual client needs for employment services.
- Utilizes and interprets vocational interest and aptitude tests when appropriate.
- Determines client eligibility for special programs funded by Federal/State employment grants.
- Develops client's employability development plan.
- Provides some case management services and monitors and evaluates progress of clients in meeting long and short term career objectives.
- Provides information and referral to a range of vocational training and education and employment programs available throughout the County.
- Provides and/or refers specialized clients for vocational interest and aptitude assessment. Follows up with contractor agency for intensive assessment services.
- Interprets and applies programmatic and Federal grant eligibility policies and procedures.
- Job Placement Services.
- Develops a job vacancy listing coordinated from business outreach efforts of Specialized Services Unit.
- Refers clients to appropriate job vacancies. Negotiates with and persuades employers to hire Job Avenue clients.
- Monitors client's progress on job to assist client in retaining job. Counsels clients and mediates with employers in case of potential job loss.
- Performs administrative duties.
- Maintains required case records; completes forms and provides case documentation.
- Prepares monthly statistics and reports.

Supervision:

- Received: Direction - work assignments are completed with negligible advice or review from the immediate supervisor.
- Given: None

Minimum Qualifications:

Knowledge, Skills, and Abilities/Examples of Specific Tasks.

- Reading comprehension to read standard business English.

Develops outreach strategies and provides outreach services to recruit applicants from the community.

Provides some case management services and monitors and evaluates progress of clients in meeting long and short term career objectives.

- Writing skills to compose and edit reports, proposals, procedures and recommendations, etc.

Maintains required case records; completes forms and provides case documentation.

Prepares monthly case load statistics and reports.

- Interpersonal skills to explain rules and procedures clearly.

Interviews and assesses individual client needs for employment services.

Utilizes and interprets vocational interest and aptitude tests when appropriate.

Refers clients to appropriate job vacancies. Negotiate with and persuade employers to hire Job Avenue clients.

Provides information and referral to a range of vocational training and education and employment programs available throughout the County.

- Problem solving skill to gather relevant information to solve vaguely defined practical problems.

Determines client eligibility for special programs funded by Federal/State employment grants.

Develops outreach strategies and provides outreach services to recruit applicants from the community.

- Knowledge of the administration of employment services programs.

Education and Experience

- Education: Completion of the requirements for graduation from an accredited college or university with a degree in psychology, sociology, human services, education or a related field.

- Experience: 1 years' experience in employment related counseling and placement or a closely related field. Preference may be given to candidates possessing vocational assessment development and administration experience.

SPECIAL CONDITIONS

CONTRACT DOCUMENTS

Unless a separate formal Agreement is entered into between the parties, the Contract Documents consist of the response of the Contractor and this solicitation. The Contract Documents set forth the entire Agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the Contract Documents which is not contained in the Contract Documents, and that all terms and conditions with respect to the Contract Documents are expressly contained herein.

PROJECT OFFICER

The performance of the Contractor is subject to the review and approval of the County Project Officer who shall be appointed by the Director of the agency requesting the work under this solicitation. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work under the Contract Documents.

CONTRACT EXTENSION WITH PRICE ADJUSTMENTS NEGOTIATED UP TO CPI-U

The Contract unit price(s) shall remain firm for the first twelve (12) months of the Contract Term. The Contract unit price(s) for each ensuing Contract year, if the County elects to extend the Contract, shall be negotiated by the County and the Contractor. Increases in the price(s) for ensuing years shall not exceed the percentage of change in the U.S. Department of Labor, Consumer Price Index, All Items, Unadjusted, Urban Areas (CPI-U) for the twelve (12) month period ending in December of each Contract Year.

If the Contractor and the County do not agree on a price using the procedure set forth above by the thirtieth (30th) day prior to the end of the initial Contract Term or the end of ensuing renewal term or terms, the County will terminate the Contract whether or not the County has previously elected to extend the term. The Contract unit price(s) changed as a result of this procedure shall become effective on the anniversary date of the Contract and shall be binding on the Contractor for the ensuing renewal term or terms.

TERMINATION FOR DEFAULT

The Contract will remain in force for the full period specified and until the County determines that all requirements and conditions have been satisfactorily met and the County has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work under the Contract Documents following the Initial Contract Term and all Subsequent Contract Terms, including warranty and guarantee periods. However, the County will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the Work required, as determined by the County in its discretion.

In the event the County decides to terminate this Contract for failure to perform satisfactorily, the County will give the Contractor at least fifteen (15) days written notice before the termination takes effect. Such fifteen (15) day period will begin upon the mailing of notice by the County. If the Contractor fails to cure the default within the fifteen (15) days specified in the notice and the Contract is terminated for the Contractor's failure to provide satisfactory Contract performance, the Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination. However, an amount equal to all additional costs required to be expended by the County to complete the Work covered by the

Contract, including costs of delay in completing the project, shall be either subtracted from any amount due the Contractor or charged to the Contractor in the event the County terminates the Contract.

Except as otherwise directed by the County, or in the case of termination for default (in which event the Contractor may be entitled to cure, at the option of the County), the Contractor shall stop Work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

In the event any termination for default shall be found to be improper or invalid by any court of competent jurisdiction, then such termination shall be deemed to have been a termination for convenience.

TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The performance of work under this Contract may be terminated by the Purchasing Agent in whole or in part whenever the Purchasing Agent shall determine that such termination is in the County's best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination and except as otherwise directed the Contractor shall stop all work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to the County; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

PAYMENT TERMS

Payment terms will be recorded by the County as Net thirty (30) days. The County will pay the Contractor within thirty (30) days after the date of receipt of a correct (as determined by the Project Officer) invoice approved by the Project Officer describing completed work which is reasonable and allocable to the Contract, or the date of receipt of the entire order, or the date of acceptance of the work which meets the Contract requirements, whichever is later. Payments will be made by the County for goods or services furnished, delivered, inspected, and accepted upon receipt of invoices submitted on the date of shipment or delivery of service, subject to applicable payment terms. The number of the Purchase Order by which authority shipments have been made or services performed shall appear on all invoices. Invoices shall be submitted in duplicate. Unless otherwise specified herein, payment shall not be made prior to delivery and acceptance of the entire order by the County.

ADJUSTMENTS FOR CHANGE IN SCOPE

The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the

Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. Within ten (10) days after any change or event which the Contractor believes calls for more compensation, the Contractor must provide to the Project Officer a proposal which sets forth the amount of additional compensation claimed, together with the basis therefor and supportive documentation for the amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.

NONAPPROPRIATION

All funds for payments by the County under this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County. In the event of nonappropriation of funds by the County Board of Arlington County for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County Board of Arlington County shall not be obligated under this Contract beyond the date of termination.

REQUIREMENTS CONTRACT (ESTIMATED QUANTITIES)

During the Contract Term, the Contractor will furnish all of the items or services described in the Contract Documents if so requested by the County. The Contractor understands and agrees that this is a requirements contract and the County will have no obligation to the Contractor if no items or services are required or requested by the County. Any quantities which are included in the Contract Documents are the present expectations of those who are planning for the County for the period of the contract. The amount is only an estimate and the Contractor understands and agrees that the County is under no obligation to the Contractor to buy any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that the County may require services in excess of the estimated annual Contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices in this Contract.

PAYMENT OF SUBCONTRACTORS

The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

- b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

PROJECT STAFF

The County will, throughout the Contract Term and any renewal term, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the County reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees shall be solely the responsibility of the Contractor.

SUPERVISION BY CONTRACTOR

The Contractor shall at all times enforce strict discipline and good order among the workers performing under this Contract, and shall not employ on the work any person not reasonably proficient in the work assigned.

REIMBURSABLE TRAVEL-RELATED EXPENSES

No reimbursable travel-related expenses shall be allowed for employees of firms located within the Washington Metropolitan Area. If approved by the County for employees of firms outside this area, the County's policy for reimbursement of travel-related expenses will be as follows:

Meals: The County will reimburse the Contractor for the actual out-of-pocket expenses for employee meals, excluding alcoholic beverages at the per diem rate of \$41.00 or the individual meal rate of \$8.00 for breakfast, \$11.00 for lunch, and \$22.00 for dinner. Receipts are not required.

Lodging: The County will reimburse lodging expenses incurred for lodging at a reasonably priced commercial facility in the immediate area of the work, where feasible. Complete and legible itemized receipts shall accompany any request for reimbursement. No reimbursement shall be made for ineligible expenses including room service, laundry, telephone and in-room movies. If a room is shared with another person not connected with the work being performed for the County, including a spouse, the County will reimburse the Contractor for no more than the cost of a single room.

Transportation: Reservations shall be made in advance whenever possible to take advantage of available discounts. Receipts must be submitted for any inter-city public transportation used. Air fare will be reimbursed at coach rate only. Reimbursement for the use of personal vehicles shall be negotiated with the County at the time of contract negotiations, except that the mileage rate paid by the County shall not exceed the then current mileage rates paid by the County to its employees. Parking expenses are reimbursable up to \$7.00 per day.

Ineligible expenses: Entertainment, alcoholic beverages, medical treatment, laundry, extraneous travel and living expenses that one would normally incur while at home.

Time limit: Requests for travel reimbursement covering the above submitted more than 60 days after completion of the travel shall not be honored.

Non-reimbursable Expenses: The following expenses are not allowable for reimbursement:

1. Alcoholic beverages
2. Personal phone calls (other than 1 call for "safe" arrival/departure).
3. Self-entertainment activities (pay TV, movies, night clubs, health clubs, theaters, bowling...etc.)
4. Personal expenses (laundry, valet, haircuts)
5. Personal travel insurance (life, medical, or property insurance) for air fare or rental cars.
6. Auto repairs and maintenance costs for personal vehicles
7. Travel expenses incurred to obtain or maintain training and/or certificates that are not associated with an employee's job requirements.
8. If the County adopts different rates for its employees, the adopted rates shall prevail.

REPORT STANDARDS

Reports or written material prepared by the Contractor in response to the requirements of this Contract shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the Contract requirements shall be borne by the Contractor.

When submitting documents to the County, The Contractor shall comply with the following guidelines:

- All submittals and copies shall be printed on at least 30% recycled-content and/or tree free paper;
- All copies shall be double-sided;
- Report covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of report pages (reports with glued bindings that meet all other requirements are acceptable);

- The use of plastic covers or dividers should be avoided; and
- Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided.

INSTRUCTIONS TO OFFERORS

ADDITIONAL INFORMATION

Technical questions relating to this solicitation shall be submitted in writing to Carla Leap at cleap@arlingtonva.us, Fax Number (703)228-1044. A copy of any questions submitted must be forwarded to the Procurement Officer, Maryam Zahory, at mzahory@arlingtonva.us, Fax Number (703)228-3409.

If any questions or responses require revisions to the solicitation as originally published, such revisions will be by formal amendment only. If the solicitation includes a separate County contact for technical information, bidders are cautioned that any written or oral representations made by any County or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Office of the Purchasing Agent. For determination as to whether an oral or written representation of any County or other person requires that an amendment be issued, contact the County Purchasing Office in writing at Fax Number (703) 228-3409.

General contractual questions regarding this solicitation shall be submitted to the Maryam Zahory, Procurement Officer, at mzahory@arlingtonva.us, Fax Number (703)228-3409.

PROPOSAL FORM SUBMISSION

One proposal with a proposal form containing an original longhand signature and six (6) additional copies, which may include a photocopy of the signed proposal form (7 copies total), shall be submitted in hand in a sealed envelope to the Office of the Purchasing Agent no later than the time and date specified in the solicitation. Timely submission of the proposal is solely the responsibility of the offeror. Proposals received after the specified time will be rejected. The envelope or package shall indicate the name of the offeror, proposal submission date, time, and the number of the solicitation. The time and date of receipt shall be indicated on the envelope or package by the Purchasing Office. Proposals received in the Office of the Purchasing Agent after the time and date specified in the solicitation will not be opened or considered. Proposals not submitted in the number of copies requested are subject to immediate rejection. Facsimile transmissions of proposals will not be accepted.

Failure to submit a proposal with a fully completed Proposal Form provided for that purpose in this solicitation shall be considered just cause for rejection of the proposal. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as nonresponsive. Proposals and all documents related to this solicitation submitted to the County by an Offeror or a prospective Offeror shall, upon receipt by the County, become the property of the County.

INCOMPLETE DOCUMENTS

The Contractor, as an Offeror, is responsible for having determined the accuracy and completeness of the solicitation documents upon which it relied in making its proposal, and having notified the County Purchasing Agent immediately upon discovery of an apparent inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering in the solicitation documents.

If a potential Offeror downloaded an electronic version of the solicitation documents, such potential Offeror is responsible for determining the accuracy and completeness of the electronic documents.

If the Contractor proceeds with any activity that may be affected by an inaccuracy, error in, or omission described above, of which it has not notified the County Purchasing Agent, the Contractor hereby agrees to perform any work described in such missing or incomplete documents at no additional cost to the County.

EXPENSES INCURRED IN PREPARING PROPOSAL

The County accepts no responsibility for any expense incurred by the offeror in the preparation and presentation of a proposal, such expenses to be borne exclusively by the offeror.

OFFEROR INVESTIGATIONS

Before submitting a proposal, each offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the Contract and to verify any representations made by the County that the offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the Contractor from its obligation to comply in every detail with all provisions and requirements of the Contract documents, or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Contractor.

QUALIFICATION OF OFFERORS

Each offeror may be required, before the award of any contract, to show to the complete satisfaction of the Purchasing Agent that it has the necessary facilities, ability, and financial resources to furnish the service or material specified herein in a satisfactory manner. The offeror may also be required to show past history and references which will enable the Purchasing Agent to be satisfied as to the offeror's qualifications. Failure to qualify according to the foregoing requirements will justify rejection by the County.

TWO-STEP EVALUATION

Evaluation of responses shall be a two step process. The first step consists of scoring the responses of all offerors to create a short list of those deemed most qualified to perform the work. Two or more of the highest scoring offerors will be included in the short list. The scores for the first step are solely to identify those who will proceed to the second step. The second step is the selection of the finalist(s) from the short listed offerors. The second step selection will be based on an evaluation of either the short listed offerors' interviews and oral presentations, or the quality of responses to the County's request for additional information, or a combination of these factors. The scores received by the finalists in the step one evaluation will not be used in step two except as a tie breaker.

DEBARMENT STATUS

By submitting a proposal, the offeror certifies that it is not currently debarred or suspended from submitting proposals on contracts by Arlington County, Virginia or any political subdivision or agency of the Commonwealth of Virginia, and is not an agent of any person or entity that is currently debarred or suspended from submitting proposals on contracts by Arlington County, Virginia or any political subdivision or agency of the Commonwealth of Virginia.

ARLINGTON COUNTY BUSINESS LICENSES

The Contractor must comply with the provisions of Chapter 11 (Business Licenses) of the Arlington County Code, if applicable. For information on the provisions of this chapter and its applicability to this Contract, contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, Arlington, Virginia, Telephone Number (703) 228-3060.

PROPOSAL WITHDRAWAL

No proposal can be withdrawn after it is filed unless the offeror makes a request in writing to the County prior to the time and date set for the receipt of proposals or unless the County fails to award or issue a notice of intent to award a Contract within ninety (90) days after the date and time set for receipt of proposals.

ALTERNATE INSURANCE COVERAGE

If the offeror does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the County, may be considered. Written requests for consideration of alternate coverages must be received by the County Purchasing Agent at least ten (10) working days prior to the date set for receipt of proposals. If the County denies the request for alternate coverages, the specified coverage will be required to be submitted. If the County permits alternate coverage, an amendment to the Insurance Requirements will be prepared and distributed prior to the time and date set for receipt of proposals.

PARKING

At most County locations, parking for the Contractor's vehicles is not provided by the County. The Contractor is responsible for the payment of any parking charges or fines resulting from illegal parking at any of the sites. Arlington County offers the "ParkSmart" card, a prepaid, debit card that can be used at 2800 specially marked parking meters in Arlington County. You may purchase the ParkSmart card at Arlington County Commuter Services Commuter Stores, the Arlington County Treasurer's Office, or online at www.commuterdirect.com. For more information on the use of this payment device, visit www.parkarlington.com or call 703-228-7433.

TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

PROPOSAL STANDARDS

Whenever possible, proposals submitted in response to this solicitation shall comply with the following guidelines:

- All copies shall be printed on at least 30% recycled-content and/or tree free paper;
- All copies shall be double-sided;
- Covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of pages (proposals with glued bindings that meet all other requirements are acceptable);
- The use of plastic covers or dividers should be avoided; and
- Unnecessary attachments or documents not specifically asked for should not

be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided.

INTEREST IN MORE THAN ONE PROPOSAL, AND COLLUSION

More than one proposal received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that an offeror is interested in more than one proposal for a solicitation both as an offeror and as a subcontractor for another offeror, will result in rejection of all proposals in which the offeror is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more offerors submitting a proposal for the work. Any or all proposals may be rejected if reasonable grounds exist for believing that collusion exists among any offerors. Offerors rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

COMPETITIVE NEGOTIATION FOR GOODS AND SERVICES

OTHER THAN PROFESSIONAL SERVICES

This solicitation is let under the Arlington County procedure, "Competitive Negotiation for Goods and Services" as defined in the Arlington County Purchasing Resolution. Under this procedure, the content of the proposals, and the identity of the offerors are not public record until an award determination has been made. Because of this restriction, the opening of proposals is not public.

UNNECESSARILY ELABORATE RESPONSES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the respondent's lack of cost consciousness. Elaborate or expensive art work, paper, bindings, and visual and other presentations are neither necessary at this time nor desired by the County.

GENERAL TERMS AND CONDITIONS

COUNTY EMPLOYEES

No employee of Arlington County, Virginia shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom which is not available to the general public.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability or any other basis prohibited by state law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an Equal Opportunity Employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- D. The contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.
- E. The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Arlington County Resolution, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

INDEMNIFICATION

The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions (collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of the Contractor in performance or nonperformance of its work called for by the Contract Documents. This indemnification shall survive the termination of this Contract.

COUNTY PURCHASE ORDER REQUIREMENT

County purchases of goods over \$5,000.00 per transaction and purchases of services over \$500 per transaction are authorized only if a County Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. A purchase order will be issued for any purchase if the vendor requires a purchase order for its records. The County will not be liable for payment for any purchases of goods over \$5,000 per transaction or purchases of services over \$500 per transaction made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. Contractors providing goods or services without a signed County Purchase Order do so at their own risk and must satisfy themselves that the ordering person or agency is authorized to purchase goods or services in the name of the County. Please direct questions regarding this requirement to the County Procurement Officers at (703)228-3410.

FAILURE TO DELIVER

In case of failure to deliver goods or services in accordance with the Contract terms and conditions, the County, after due oral or written notice, may procure the goods or services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs; provided, that if public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a reduction in price to be determined solely by the County. This remedy shall be in addition to any other remedies, which the County may have. The County shall be entitled to offset such costs against any sums owed by the County to the Contractor.

ETHICS IN PUBLIC CONTRACTING

This Contract incorporates by reference Article 9 of the Arlington County, Virginia, Purchasing Resolution, as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act, the Virginia Governmental Frauds Act, and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Virginia Code, as amended. The Contractor certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

LIABILITY

The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due

to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the Contractor, that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the County, that make performance impossible or illegal, unless otherwise specified in the Contract.

ASSIGNMENT

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this Contract, without the prior written consent of the County.

APPLICABLE LAW

This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia and the venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing the Work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

AUTHORITY TO TRANSACT BUSINESS

In accordance with §13.1-613 of the Code of Virginia, any firm submitting a bid or proposal in response to this solicitation must be authorized to transact business in the Commonwealth of Virginia.

HIPAA COMPLIANCE

The Contractor shall comply with all applicable legislative and regulatory requirements of privacy, security and electronic transaction components of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Contractor certifies that it does not, and will not during the performance of the Contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

ANTITRUST

By entering into this Contract, the Contractor conveys, sells, assigns and transfers to the County all rights, title, and interest in and to all causes of action the Contractor may now have or hereafter acquire under the antitrust laws of the United States or the Commonwealth of Virginia, relating to the goods or services purchased or acquired by the County under said Contract.

RELATION TO COUNTY

The Contractor will be legally considered as an independent contractor and neither the Contractor nor its employees will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the County will not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the County for its employees.

DELIVERY

All goods are purchased F.O.B. point of delivery in Arlington County. All costs for handling and transportation charges to the designated point of delivery shall be borne by the Contractor. Transportation, handling and all related charges shall be included in the unit prices or discounts bid for each item.

ARLINGTON COUNTY PURCHASING RESOLUTION

The Contract is governed by the applicable provisions of the Arlington County Purchasing Resolution. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Purchasing Resolution, is fifteen (15) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Purchasing Resolution, incorporated herein by reference, and available upon request from the Office of the Purchasing Agent.

ARBITRATION

It is expressly agreed that nothing under the Contract shall be subject to arbitration, and any references to arbitration are expressly deleted from the Contract.

CONFIDENTIALITY AND RETURN OF RECORDS

The Contractor agrees that all findings, memoranda, correspondence, documents or records of any type, whether written or oral, and all documents generated by the Contractor or its subcontractors as a result of the County's request for services under this Contract, are confidential records ("Record" or "Records"), and neither the Records nor their contents shall be released by the Contractor, its subcontractors, or other third parties; nor shall their contents be disclosed to any person other than the Project Officer or designee. The Contractor agrees that all oral or written inquiries from any person or entity regarding the status of any Record generated as a result of the existence of this Contract shall be referred to the Project Officer or designee for response. At the County's request, the Contractor shall deliver all Records to the Project Officer, including "hard copies" of computer records, and at the County's request, shall destroy all computer records created as a result of the County's request for services under this Contract.

The Contractor agrees to include the provisions of this section as part of any Contract or Agreement the Contractor enters into with subcontractors or other third parties for work related to work pursuant to this Agreement.

No termination of this Agreement shall have the effect of rescinding, terminating or otherwise invalidating this section.

COPYRIGHT

The Contractor hereby irrevocably transfers, assigns, sets over and conveys to the County all right, title and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to this Agreement. The Contractor further agrees to execute such documents as the County may request to effect such transfer or assignment.

Further, the Contractor agrees that the rights granted to the County by this paragraph are irrevocable. Notwithstanding anything else in this Agreement, the Contractor's remedy in the event of termination of or dispute over the terms of this Agreement shall not include any right to rescind, terminate or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of this Agreement shall have the effect of rescinding, terminating or otherwise

invalidating the rights acquired pursuant to the provisions of this "Copyright" paragraph.

The use of subcontractors or third parties in developing or creating input into any copyrightable materials produced as a part of this Agreement is prohibited unless the County approves the use of such subcontractors or third parties in advance and such subcontractors or third parties agree to include the provisions of this paragraph as part of any contract they enter into with the Contractor for work related to work pursuant to this Agreement.

INSURANCE REQUIREMENTS

The Contractor shall provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force the coverage below prior to the start of any Work under this Contract. The Contractor agrees to maintain such insurance until the completion of this Contract. All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia and acceptable to the County. The minimum insurance coverage shall be:

Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of \$100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.

Commercial General Liability - \$1,000,000 combined single limit coverage with \$1,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.

Additional Insured - Arlington County, its officers, elected and appointed officials, and employees shall be named as an additional insured in the Contractor's Commercial General Liability policy; evidence of the Additional Insured endorsement shall be typed on the certificate.

Cancellation - All insurance policies required hereunder shall be endorsed to include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until thirty (30) days prior written notice has been given to the Purchasing Agent, Arlington County, Virginia." Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

Contract Identification - The insurance certificate shall state this Contract's number and title.

The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted Work.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation

imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work. The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self insurance for all or any part of the insurance required, provided that the alternative coverages are submitted to and acceptable to the County.

CONDITIONS OF THE RIDER CLAUSE

Awardees have the option to extend any contract resulting from this solicitation to all or some of the member jurisdictions of the Metropolitan Washington Council of Governments and the Northern Virginia Cooperative Purchasing Council as set forth in the extension checklist contained in the Bid Form. The following conditions shall apply to the extension of an award to a designated jurisdiction:

1. A negative reply to inclusion of any jurisdiction shall not adversely affect consideration of a bid for award.
2. There shall be no obligation on the part of any designated jurisdiction to utilize an award extended to that jurisdiction.
3. The awardee is solely responsible for notification of the identified jurisdictions of the availability of the award.
4. Arlington County shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.
5. Participating jurisdictions will be permitted to purchase at Contract prices in accordance with contract terms. Participating jurisdictions will place their orders directly with the awardee and will be responsible for placing orders directly with the awardee, arranging deliveries, reconciling discrepancies and invoices, and issuing payments.
6. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required CGL policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
7. Any extension to another jurisdiction shall be at the unit prices identified in the bid. Bidders shall not, under the conditions of this extension, offer any adjustment, addition, modification or other change to the technical requirements of this solicitation or the unit prices awarded by Arlington County under this solicitation to any public body to which the award is extended.

ARLINGTON COUNTY, VIRGINIA
REQUEST FOR PROPOSALS NO. 37-08

P R O P O S A L F O R M

PROPOSALS WILL BE OPENED AT 3:00 P.M., MARCH 25, 2008

FOR PROVIDING COMPREHENSIVE WORKFORCE SERVICES FOR ARLINGTON COUNTY AND CITY OF ALEXANDRIA YOUTH PER THE FOREGOING SOLICITATION:

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL, TRUE, AND COMPLETE COPY OF THE SOLICITATION DOCUMENTS, WHICH SHALL INCLUDE ANY AMENDMENTS THERETO, IS THE HARD COPY OF THE DOCUMENTS AVAILABLE FROM THE OFFICE OF THE PURCHASING AGENT.

AN ELECTRONIC COPY OF THE SOLICITATION DOCUMENTS ALSO IS AVAILABLE FROM THE COUNTY'S WEBSITE AT: [HTTP://WWW.ARLINGTONVA.US/PURCHASING](http://www.arlingtonva.us/purchasing). HOWEVER, SUCH ELECTRONIC COPY IS SUBJECT TO AN IMPORTANT DISCLAIMER WHICH ALL POTENTIAL OFFERORS MUST ACKNOWLEDGE ONLINE BEFORE THE DOCUMENTS CAN BE DOWNLOADED.

POTENTIAL OFFERORS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE, INCLUDING DOCUMENTS OBTAINED FROM THE COUNTY BY EITHER OF THE METHODS DESCRIBED ABOVE, AND DOCUMENTS OBTAINED FROM ALL OTHER SOURCES.

1. ALL MATERIAL (PROPOSAL AND ATTACHMENTS) SUBMITTED SHALL BE IN SEVEN COPIES, CONSISTING OF: ONE PROPOSAL, CLEARLY MARKED ON ITS COVER WITH THE WORD "ORIGINAL", WHICH SHALL INCLUDE A PROPOSAL FORM CONTAINING AN ORIGINAL LONGHAND SIGNATURE; AND SIX ADDITIONAL COPIES, WHICH MAY INCLUDE A PHOTOCOPY OF THE SIGNED PROPOSAL FORM. THIS ORIGINAL, SIGNED PROPOSAL FORM SHALL BE FIRST PAGE OF THE ORIGINAL PROPOSAL.

2. INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS PROPOSAL (PROJECT MANAGER).

NAME (PRINTED): _____ TEL. NO.: _____

E-MAIL ADDRESS: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-110 of the Arlington County Purchasing Resolution states that the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

() No, the proposal I have submitted does not contain any trade secrets and/or proprietary information.

() Yes, the proposal I have submitted does contain trade secrets and/or proprietary information.

If **Yes**, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the proposal containing such data or materials:

State the specific reason(s) why protection is necessary:

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-110 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the proposal will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this proposal is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THIS PROPOSAL FORM MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE OFFEROR, OR THE PROPOSAL WILL BE REJECTED:

AUTHORIZED SIGNATURE _____

PRINT NAME AND TITLE _____

SUBMITTED BY: (LEGAL NAME OF FIRM)			
ADDRESS:			
CITY/STATE/ZIP:			
TELEPHONE NO:		FACSIMILE NO.:	
TAX ID NUMBER (EIN/SSN):			
THIS FIRM IS A: • INSERT NAME OF STATE _____ ____ CORPORATION, ____ GENERAL PARTNERSHIP, ____ LIMITED PARTNERSHIP, ____ UNINCORPORATED ASSOCIATION, ____ LIMITED LIABILITY COMPANY, ____ SOLE PROPRIETORSHIP			
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?			
OFFEROR STATUS:	MINORITY OWNED:	WOMAN OWNED:	NEITHER:

Solicitation # 37-08
Metropolitan Washington Council of Governments
Rider Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

YES NO JURISDICTION

____ Alexandria, Virginia
____ Alexandria Public Schools
____ Alexandria Sanitation Authority
____ Arlington County, Virginia
____ Arlington County Public Schools
____ Bladensburg, Maryland
____ Bowie, Maryland
____ Charles County Public Schools
____ College Park, Maryland
____ Culpeper County, Virginia
____ District of Columbia
____ District of Columbia Courts
____ District of Columbia Public Schools
____ District of Columbia Water & Sewer Auth.
____ Fairfax, Virginia
____ Fairfax County, Virginia
____ Fairfax County Water Authority
____ Falls Church, Virginia
____ Fauquier County Schools & Government, Virginia
____ Frederick, Maryland
____ Frederick County, Maryland
____ Gaithersburg, Maryland
____ Greenbelt, Maryland
____ Herndon, Virginia
____ Leesburg, Virginia
____ Loudoun County, Virginia
____ Loudoun County Public Schools

____ Loudoun County Sanitation Authority
____ Manassas, Virginia
____ City of Manassas Public Schools
____ Manassas Park, Virginia
____ Maryland-National Capital Park & Planning Comm.
____ Metropolitan Washington Airports Authority
____ Metropolitan Washington Council of Governments
____ Montgomery College
____ Montgomery County, Maryland
____ Montgomery County Public Schools
____ OmniRide
____ Prince George's County, Maryland
____ Prince George's Public Schools
____ Prince William County, Virginia
____ Prince William County Public Schools
____ Prince William County Service Authority
____ Rockville, Maryland
____ Spotsylvania County Schools
____ Stafford County, Virginia
____ Takoma Park, Maryland
____ Upper Occoquan Sewage Authority
____ Vienna, Virginia
____ Virginia Railway Express
____ Washington Metropolitan Area Transit Authority
____ Washington Suburban Sanitary Commission
____ Winchester, Virginia
____ Winchester Public Schools

Vendor Name: _____

Revised 2/28/08