

Bay Area Workforce Development Board

Request for Proposals Youth and Young Adult Career Pathway Development Program Services

PROGRAM YEAR: JULY 1, 2021 TO JUNE 30, 2022

Issuing Office: Bay Area Workforce Development Board
317 W Walnut Street
Green Bay, WI 54303

Date Issued: Tuesday, February 23, 2021

Proposals Due: Friday, April 16, 2021
No later than 12:30 pm CST
Electronic copy sent to: vpatterson@bayareawdb.org

Any questions concerning this request for proposals should be addressed to:
Vickie Patterson at (920) 431-4108 or vpatterson@bayareawdb.org

RFP and Related Materials Available at www.bayareawdb.org

A proud partner of the  americanjobcenter network

Bay Area WDB, serving WIOA Title 1, is an Equal Opportunity Service Provider and Employer.

Additional information, and auxiliary aids and services for individuals with disabilities, is available by contacting Matt Valiquette, EO Officer at mvaliquette@bayareawdb.org or (920) 431-4100
TDD/TTY Dial 7-1-1 Toll-free

**Bay Area Workforce Development Board
Request for Proposals
2021 Youth and Young Adult Career Pathway Development Program Services**

TABLE OF CONTENTS

1.	INTRODUCTION AND GENERAL INFORMATION	
1.1	Introduction.....	3
1.2	Purpose.....	3
1.3	Funding Source and Amount.....	4
1.4	Period of Performance.....	4
1.5	Geographic Area.....	4-5
2.	PROGRAM DESIGN	
2.1	Workforce Innovation & Opportunity Act.....	5
2.2	Goals, Objectives & Program Eligibility.....	5-8
3.	SCOPE	
3.1	Service Framework.....	8-9
3.2	Program Elements.....	9-10
4.	CONDITIONS OF SOLICITATION	
4.1	General Conditions.....	10-11
4.2	Appeals.....	11
4.3	Non-Duplication of Facilities and/or Services.....	11
4.4	Sub-recipient Award Agreements.....	12
4.5	Incurring Costs.....	12
5.	AWARD AGREEMENT TYPE AND PAYMENT	12
6.	SUB-CONTRACTING	13
7.	SELECTION FOR AWARD	13-16
8.	PREPARING AND SUBMITTING A PROPOSAL	
8.1	General Format	16
8.2	Timeline for Request for Proposals.....	17
8.3	Receipt of Proposals.....	17
9.	PROGRAM AND BUDGET NARRATIVE	
	Proposal Cover Page.....	19
	Proposal Checklist and Certification Form.....	20
	Proposer Certification and Contacts.....	21
9.1	Introduction.....	22
9.2	Program Description.....	22-23
9.3	Service Strategy Design & Delivery.....	23-26
FORM ATTACHMENTS SECTION		
A.	WIOA Youth/Young Adult Performance Chart.....	28
B.	Past Experience Narrative.....	29
C.	In-School Youth (ISY) Budget form [YELLOW].....	30
D.	Out-Of-School Youth (OSY) Budget form [GREEN].....	31
E.	Adult (AP) Budget Form [BLUE].....	32
F.	Budget Narrative Guidelines.....	33-34
G.	Staffing.....	35
H.	Byrd Anti-Lobbying and Debarment & Suspension Certification.....	36-38
I.	Cost Price Certification.....	39

PART 1 INTRODUCTION AND GENERAL INFORMATION

1.1 INTRODUCTION

Bay Area Workforce Development Board (Bay Area WDB) administers programs under the Workforce Innovation & Opportunity Act (WIOA), Department of Corrections, Department of Children and Families, and other funding sources.

The organization is directed by a board of directors, comprised of individuals with diverse backgrounds including private for-profit companies, non-profit agencies, community-based organizations, educational facilities, and public sector programs. Bay Area WDB service area consists of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan counties.

Bay Area WDB strategically coordinates and utilizes its resources to provide comprehensive career services and high-demand industry sector training options designed to provide program participants opportunities to achieve individualized education and/or career goals leading to meaningful, self-sustaining employment and enhanced quality of life.

All services are initiated through a grant award to a career services specialist case management system in each county the Bay Area WDB serves. Workforce Innovation & Opportunity Act performance-driven design is followed, and all services are on a grant agreement cost reimbursement basis.

1.2 PURPOSE

The purpose of this Request for Proposals (RFP) is to fund creative and innovative proposals to serve opportunity youth and young adults through the WIOA program. Specifically, this solicitation is requesting proposals from proposers who will either directly, or through formal partnerships, provide:

- Outreach and recruitment
- Intensive case management
- Work readiness and career pathway preparation activities
- Financial literacy activities
- Other activities to connect youth/young adults, as needed, with various program elements required by WIOA dependent on each youth's individual service strategy

1.3 FUNDING SOURCE AND AMOUNT

The funds available for services solicited by this RFP are primarily provided through the **WIOA YOUTH AND ADULT PROGRAMS** (additional funding streams may be made available, as appropriate), and award recipients must follow all statutes, regulations and policies associated with federal, state and local WIOA requirements. No more than seven (7%) of award funds will be negotiated for the costs of administration. Administration costs are limited to the expensed program costs.

This **YOUTH and YOUNG ADULT CAREER PATHWAY DEVELOPMENT SERVICES PROGRAM** procurement action will award multiple awards totaling a projected amount of approximately \$283,000.00 (tentative) for Program Year 2021 (PY21), based on projected funding availability. This projected amount is the best estimate of anticipated funding and is subject to change.

Allowable costs for **BAY AREA WDB YOUTH & YOUNG ADULT** programs include:

- Staffing and Staff Support Costs
- Basic (Core) Career Services
- Individualized (Intensive) Career Services
- Administration – (not more than 7% program award costs expensed)
- Additional funding that is administered by Bay Area WDB and available to program participants includes:
 - Participant Training (post-secondary occupational skill training, paid work experiences, internships, etc.). Average \$4000.00 per youth/young adult participant available funding.
 - Participant Support Services and Monetary Incentives. Average \$2500.00 per youth/young adult participant during program participation available funding.

1.4 PERIOD OF PERFORMANCE

The period of performance for service(s) resulting from this solicitation will commence July 1, 2021 and end June 30, 2022. The Bay Area WDB reserves the right to extend the award agreement for two (2) additional twelve (12) month periods. Award agreement extensions are solely the option of the Bay Area WDB and will be based on availability of funds, demonstrated performance of the sub-recipient and the needs of the Bay Area WDB.

1.5 GEOGRAPHIC AREA

This solicitation is a RFP to provide career pathway development program services to disconnected **YOUTH** and **YOUNG ADULTS** in the following geographic regions:

- **Bay Area CENTRAL Brown**, which is composed of Brown County;
- **Bay Area WEST**, which is composed of Shawano and Menominee Counties

If the applicant desires to provide **YOUTH and YOUNG ADULT** workforce development services in *more than one* geographic contract region (i.e. Bay Area CENTRAL *and* Bay Area WEST), a *separate* proposal *MUST* be submitted for each contract region proposed.

**** Attendance at the Bidders Conference (See Section 8.2 for scheduling details) is highly recommended if proposers have questions regarding permissible proposal service options (geographic, county, contract area, etc.).**

PART 2 PROGRAM DESIGN

2.1 WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation & Opportunity Act (WIOA) is the nation’s principle workforce development legislation designed to provide programming and funding for streamlining services through One-Stop-Operators at local Job Centers, empowering individuals through information access to training resources, providing universal access to core-level services, and increasing performance and accountability of the workforce investment system.

Consistent with the intent of the WIOA legislation, all customers, including youth and young adults, must be able to access information and services through an American Job Center (One-Stop) system and programs must develop and enhance linkages with that system. All service providers selected through this RFP must work in close cooperation with the appropriate Job Center to build a comprehensive, integrated delivery system. Since a primary outcome for customers is employment, proposers are required to ensure they register with the Job Center of Wisconsin (JCW) site; www.JobCenterOfWisconsin.com.

2.2 GOALS, OBJECTIVES & PROGRAM ELIGIBILITY

In its continuing tradition as a leading innovator in workforce development programming, the Bay Area WDB’s mission strongly emphasizes the critical importance of investing in Northeast Wisconsin’s workforce of tomorrow: Today’s ‘opportunity youth.’ WIOA presents limitless opportunities for young people to access education and employment leading to self-sufficiency and life success.

Bay Area WDB incorporates a ‘braided-funding’ concept designed to strengthen and enhance workforce development programming by creating a ‘holistic’ wrap-around continuum of services focusing on high-demand occupation career pathways, and individually tailored work-based training opportunities. The current, identified high-demand occupation sectors are:

- Transportation/logistics
- Advanced manufacturing
- Healthcare
- Information Technology
- Construction

The over-arching goal of Bay Area WDB’s youth and young adult program is to develop and deliver high quality innovative services and programs to assist eligible participants towards obtaining meaningful and career advancing opportunities in the community through educational and workforce achievements. Specific objectives include:

- Providing workforce development activities that increase the employment, retention, earnings, and occupational skill attainment of customers
- Meeting the workforce demands of local employers as defined by Bay Area WDB
- Assisting participants to obtain self-sustaining, meaningful employment in high-demand industries, in most cases incorporation post-secondary education in career pathway development

Applicants receiving an award may use funds to provide services to participants between the ages of 14-30 years old and meet the local, state, and federal **WIOA YOUTH (IN-SCHOOL and OUT-OF-SCHOOL) AND/OR ADULT PROGRAM** eligibility definition(s).

2.2.1 **In-School Youth (ISY)**

Funding for ISY aligns with WIOA requirements, with a maximum of 25% of total youth funding being allocated for ISY services and programs. Based on Program Year 2021 (July 1, 2021 – June 30, 2022), funding allocations of approximately \$43,000 is available for ISY programs.

Profile of an In-School-Youth (ISY):

- Approaching or currently in their senior year of high school (17-18 years old) and Academic Career Plan aligns with Bay Area WDB high-demand industry sector education and/or employment strategies;
- Determined to be “disengaged, disconnected, or at-risk” to education and/or employment (low income, credit deficient, offender, homeless/runaway, pregnant/parenting, foster care, etc.);
- A low-income, young adult between the ages of 14-21 years old attending secondary or post-secondary school and in need of intensive workforce development services in order to achieve educational and/or employment goals

Focus of the ISY program: Educational credential achievement (both high-school and post-secondary) in conjunction with work readiness activities, to include development of a career pathway and post-secondary education matriculation.

2.2.2 Out-Of-School Youth (OSY)

Funding for OSY also aligns with WIOA requirements, with a minimum of 75% of total youth funding allocated to OSY services and programs. Based on Program Year 2021 (July 1, 2021 – June 30, 2022) funding allocations of approximately \$116,000 is available for OSY programs.

Profile of an Out-Of-School Youth (OSY):

- A youth/young adult between the ages of 16 and 24, who is not attending any school
- Determined to be low income, or have other barriers to education or employment
- Eligible youth/young adults seeking assistance in achieving academic and employment success – both training assistance and supportive services

Focus of the OSY program: Prepare youth and young adults for the transition to successful participation in the workforce. Assist youth/young adults with employment and training opportunities to obtain and retain employment and achieve self-sufficiency.

2.2.3 Young Adult

Funding for YOUNG ADULTS augments ISY and OSY programming. It is primarily utilized for those who enroll in high-demand training programs. Based on Program Year 2021 (July 1, 2021 – June 30, 2022) funding allocations of approximately \$124,000 is available for YOUNG ADULT program.

Profile of a Young Adult:

- Between the ages of 18 and 30, low income and/or recipient of public assistance
- Interested in furthering education and obtaining technical skills in a high-demand industry (healthcare, advanced manufacturing, construction, transportation/logistics, information technology) aligning with Bay Area WDB strategic priorities
- In need of intensive case management and individualized career services in order to achieve education and/or employment goals

Focus of the Young Adult program: Designed to augment and strengthen career pathway development, particularly for participants pursuing careers in high-demand industries requiring some form of post-secondary education, including but not limited to vocational training at area colleges and universities.

NOTE: Basic skills remediation will be provided to ALL enrolled participants who demonstrate sub-9th grade reading and/or math as assessed by the Test of Adult Basic Education (TABE) or other appropriate academic assessment.

PART 3 SCOPE

3.1 SERVICE FRAMEWORK

In order to better serve the counties comprising Bay Area WDB's jurisdiction, workforce development services should ***leverage existing resources***, incorporating Bay Area WDB's braided-funding strategies, combined with developing and strengthening partnerships with school district administrations, child welfare agencies, faith and community-based organizations, as well as other community service providers is strongly recommended.

At a minimum, services funded under this solicitation must incorporate WIOA Youth Program's fourteen (14) required Youth Service Elements (see Section 3.2) and make these *available* to all enrolled program participants. These services may be provided through the sub-recipient agency/staff ***or*** through a referral to an appropriate agency(ies) or program(s).

Bay Area WDB Youth/Young Adult Program Architecture is ***guided*** by the ***E-D-U-C-A-T E-4*** Service Design and all services must be provided on an individual basis and tracked in approved data management systems.

E – Engagement and Outreach strategies to prospective and current youth/young adults, should be incorporated to attract and retain eligible participants

D – Developing and strengthening relationships between youth/young adults and staff

U – Understand and Assess skills and barriers of youth/young adult clients.
Assess academic levels, skill levels and service needs that challenge attainment of education and/or employment goals

C – Create service strategies that identify an employment &/or educational goal; and that comprehensively address barriers, career interests, aptitudes, basic needs, life goals, etc.

- A** – *Assess progress* and utilize measures of effectiveness to promote progress towards goal attainment
- T** – Work-based *Training* opportunities such as paid work experience, internships, and job shadow opportunities are emphasized elements. Additionally, work experience and internships should reinforce exploration of the client’s career pathways interest and goals as identified through formal assessment; and establish strong linkages between academic and occupational learning
- E** – Promote, prepare and support clients for post-secondary *Educational* opportunities, in appropriate cases
- E** – Prepare clients for unsubsidized *Employment* opportunities, and assist them in obtaining and retaining meaningful, self-sustaining wage-level employment. Develop connections to intermediaries with strong links to the job market and local/regional employers
- E** – *Exit* clients from services/programming in a planned and appropriate manner; provide required follow-up services to promote and better ensure client success
- E** – *Evaluate* staff and customer/client performance; identify areas for improvement and adjust activities accordingly

NOTE: No participant may receive services or payment for an activity until certification of registration and applicable program enrollment has been completed, entered the client tracking system, and properly documented.

3.2 PROGRAM ELEMENTS

Proposals must demonstrate how all fourteen (14) *required* program elements will be made *available* to participants. *“Make available”* does *not* mean that every youth or young adult participant must receive services from all program elements; rather, it means that they must have access to these services *if* required to meet identified goals.

Proposals must also detail how the proposer will coordinate with other youth-service providers, including working with partner agencies in American Job Centers and other non-WIOA agencies operating throughout the community.

*NOTE: When making outside referrals for specific service elements, career services specialists (CSS) should verify whether or not the organization is a partner agency and has a signed MOU with Bay Area WDB. As well, if a CSS **always** refers a service to a specific organization, he/she should inform Bay Area WDB so they can review the need for an MOU with that agency. However, it is emphasized that an MOU - in no way – should limit the ability of a CSS to refer a client to **any** agency that would best meet the needs of that particular client. In this instance, if there is an MOU with another agency for the service, it should be documented in ASSET that this referral is an exception to the MOU due to the client’s needs, preferences, etc.*

The fourteen (14) **required** program elements are:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies.
2. Alternative secondary school services.
3. Paid and unpaid work experiences, including internships and job shadowing. Summer employment opportunities that are directly linked to academic and occupational learning.
4. Occupational skill training.
5. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors.
6. Supportive services.
7. Adult mentoring for the period of participation and possibly for a subsequent period, for a total of not less than 12 months.
8. Follow up services *for a minimum of 12 months after exit*.
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.
10. Financial literacy. (*Mandated service for ALL enrolled youth (ISY and OSY)*).
11. Entrepreneurial training
12. Local labor market employment information.
13. Activities that help youth transition to post-secondary education and training.
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupation cluster.

PART 4 CONDITIONS OF SOLICITATION

4.1 GENERAL CONDITIONS

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate Bay Area WDB to execute an award with any applicant. Bay Area WDB reserves the right to accept or reject any or all proposals on the basis of the evaluation factors contained in this document.

Additionally, any/all proposers receiving Bay Area WDB awards in response to this RFP require familiarization with:

- The Workforce Innovation & Opportunity Act (WIOA) and regulations;

- Bay Area Workforce Development Board’s Mission, Strategic Plan, and applicable standard local operating policies and procedures;
- WI Department of Children and Families Independent Living Program; and
- The Academic Career Planning (ACP) process as developed and implemented by the Wisconsin Department of Public Instruction (DPI). ACP is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education and training as it leads to careers and is part of DPI’s overall vision for every student to graduate high-school college and career ready.

Before preparing proposals, applicants should note:

- All proposals, in their entirety, will become the property of the Bay Area WDB upon submission;

An award for any proposed service is contingent upon the following:

- Available funding for the request for proposals; and
- Favorable evaluation of the proposal; and
- Approval of the proposal by the Bay Area WDB’s Proposal Review Committee, (responsive applicants may be given an opportunity to deliver an oral presentation to the Committee); and
- Approval of the Proposal Review Committee’s recommendation by the Bay Area WDB; and
- Successful mutual negotiation of any changes to the proposal required by the Bay Area WDB; and
- Verification of SAM.gov to ensure that the proposing agency is not disbarred or suspended from receiving Federal funding.

4.2 APPEALS

Each applicant shall receive written notice of funding or non-funding for the proposed project. Following the Notice of Award(s), each applicant whose project has not been funded may discuss with the Bay Area WDB administrative staff the reasons for non-funding. The decision may be appealed. Any appeal must be in writing and must fully identify any contested issues. The written appeal documenting the basis for the appeal must be filed with Matt Valiquette, Executive Director, Bay Area Workforce Development Board, 317 W. Walnut Street, Green Bay, WI 54303, and received no later than five (5) business days after the Notice of Awards is postmarked.

4.3 NON-DUPLICATION OF FACILITIES AND/OR SERVICES

Funds provided for this solicitation shall only be used for activities supplemental to those which are currently available. In addition, these funds shall not be used to duplicate facilities or services available in the area (with or without reimbursement from Federal, State, or local sources).

4.4 SUB-RECIPIENT AWARD AGREEMENTS

Applicants whose proposal is approved for funding will be notified of date and time for award agreement negotiations. Final award issuance will be based on a successful negotiation.

4.5 INCURRING COSTS

Bay Area WDB is not liable for any costs incurred by proposers in replying to this RFP.

PART 5 AWARD AGREEMENT TYPE AND PAYMENT

5.1 COST REIMBURSEMENT

Payments under this type of award agreement will be prorated among the cost categories of administration and program costs. Reimbursement will be made for actual, allowable and allocable costs incurred in the performance of the contract, not to exceed maximums stated in the award agreement. Cost-plus-percentage-of-cost contracts shall not be used. Profit is currently not allowable in Bay Area WDB award agreements.

5.2 SUB-RECIPIENT AWARD PAYMENT

Award payment shall be based on submission of a Monthly Expenditure Report. This report with supporting documentation **is due to the Bay Area WDB no later than the 15th of each month following the month for which reimbursement is claimed.**

5.3 SUPPORT SERVICE PAYMENTS

Support services payments are initiated by the sub-recipient staff (Career Services Specialist (CSS)) and directly administered by the Bay Area WDB staff. The Bay Area WDB provides payment of support services directly to the program participant or appropriate vendor, as applicable.

5.4 TRAINING COSTS PAYMENTS

Training costs payments are initiated by the sub-recipient staff (CSS) and administered by Bay Area WDB staff. The Bay Area WDB provides payment of training costs directly to the approved training provider and/or program participant, as applicable.

PART 6 SUBCONTRACTING

6.1 GUIDELINES FOR SUBCONTRACTING

The Bay Area Workforce Development Board reserves the right of approval or denial for all subcontracts and will maintain an administrative oversight role in all subcontracts.

All subcontracts will be required to be a cost reimbursement contract and be obtained through a competitive bid process. No subcontract timeframe can extend beyond the primary award agreement period.

Prior to the issue of a subcontract, the primary sub-recipient awardee must meet with the Bay Area WDB staff to assure:

- Pre-approval of the subcontract purpose
- A competitive procurement process is conducted
- Pre-approval of the contract format
- Pre-approval of fiscal provisions
- Establish monitoring methods of the subcontract
- The subcontract meets the goals of the primary contract

PART 7 SELECTION FOR AWARD

Procurement for subrecipient awards for program services will comply with 2 CFR 200.330 and 2 CFR 200.331.

7.1 PRELIMINARY EVALUATION

All proposals will be initially reviewed by the program operations manager to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that not all proposers meet one or more of the same mandatory requirements, Bay Area WDB reserves the right to continue the evaluation of the proposals.

7.2 RIGHT TO REJECT PROPOSALS

Bay Area WDB reserves the right to reject any and all proposals.

7.3 PROPOSAL REVIEW COMMITTEE

A Proposal Review Committee for this RFP shall consist of individuals who, in Bay Area WDB's judgement, possess specific knowledge and skills essential to this RFP evaluation. This may include members from Bay Area WDB's board of directors, Local Elected Officials Board, administrative staff of Bay Area WDB, and/or members of the community with an expertise in the particular area of service and/or procurement.

The committee participates fully in the evaluation process, including reviewing and scoring all accepted proposals. Proposers may not contact members of the evaluation committee.

7.4 EVALUATION CRITERIA AND PROPOSAL SCORING

Accepted proposals will be scored using the criteria in the table below. The points stated are the maximum points for each section.

The Proposal Review Committee will review and score the technical components listed below. The technical points given by each evaluator shall be summed and divided by the number of evaluators to compute an average technical score for each proposal.

Criterion	Points
Introduction	20
Program Description	25
Service Strategy Design and Delivery	40
Past Experience Narrative	20
Staffing	10
Monitoring	5
Performance Standards	25
Fiscal/Risk Assessment	50
<i>TOTAL</i>	<i>195</i>

To allow a potential subrecipient that has no prior, demonstrated performance with Bay Area WDB an opportunity to compete, an adjustment will be used to offset the demonstrated performance score. The adjustment will be the average of the demonstrated performance scores of the other proposals' ratings.

7.5 EVALUATION PROCESS

7.5.1 Initial Evaluation

The Proposal Review Committee will review all accepted proposers' written responses and score the technical components based on the stated criteria. The committee's scoring will be tabulated, and proposals ranked based on the numerical scores received.

7.5.2 Secondary Evaluation

Upon completion of the initial evaluation, proposers may be requested to support and/or clarify their proposal, including program and/or budget information. Bay Area WDB shall use the following methods, or combination of, in order to obtain this information:

- Request a written response to additional clarifying questions
- Request participation in interviews/presentations. Proposer representatives attending shall be technically qualified to respond to questions related to the proposal and its components. Bay Area WDB will make every reasonable attempt to schedule each interview/presentation at a time that is agreeable to the proposer.

The resulting information will be used to score the proposals based on the stated criteria and added to the proposer(s) score in the initial evaluation.

7.5.3 Cost Price Analysis/Fiscal Rating

The Controller will prepare a cost analysis and fiscal rating for each proposal submitted. The budget is checked for accuracy of computations, completeness of backup information, the proper categorization of administration, basic career services, program costs and support costs. Staff wages, fringe, travel and training costs are reviewed against number and type of participants served. Allocated costs are reviewed for necessity and reasonableness. Included is a review of the fiscal agent's education and experience, and the contractor's previous fiscal history and demonstrated fiscal management capabilities. The proposer is also rated on the information contained within the financial and compliance statements including any audit findings cited therein.

If there is no previous fiscal history, the proposal is assigned an average of the other proposals' ratings. A fiscal rating form is developed based on the Request for Proposal. A value is assigned to each proposal based on the ranking of cost per participant.

The Cost/Price analysis will include a review of SAM.gov to ensure that the proposing agency is not disbarred or suspended from receiving Federal funding.

7.6 AWARD

Final decision for funding will be made by Bay Area WDB'S Board of Directors (or its Executive Committee) upon recommendation from the Proposal Review Committee. Bay Area WDB reserves the right to reject any offer which it determines does not meet the employment and training needs of its region (WDA #5).

7.7 NEGOTIATE SUB-RECIPIENT AGREEMENT TERMS

Bay Area WDB reserves the right to negotiate the terms of the sub-recipient award agreement, including the award amount, with the selected proposer(s) prior to entering into an agreement.

7.8 SECOND/THIRD YEAR OPTION PROCESS

Based on the previous year's subrecipient award deliverables, monitoring results and performance, a second or third year award option may be recommended by Program Operations staff to the Program Performance Committee. The committee then makes a recommendation to the Board of Directors to execute a second- or third-year extension. If approved, budgets are submitted by the sub-recipient and the basis for cost changes are reviewed for inflationary effects by Board staff. The budget and service levels are then presented to the subrecipient at the time of the second or third year award negotiations. Non-successful negotiations will result in the issuance of a RFP for the subrecipient award service.

PART 8 PREPARING & SUBMITTING A PROPOSAL

8.1 GENERAL FORMAT

Proposals must be prepared and submitted in accordance with the instructions outlined in Section 8.3 and Section 8.4. All pages must be:

- Formatted in Microsoft Word on 8½ x11 paper, single sided
- Written in 12-point Times New Roman font, single spaced
- 1" Margins (0.5" Header/Footer) with a Header or Footer including page number, RFP title and name of the proposing agency

FORMS: All forms requested are located in the Form Attachments section of the RFP. Forms are to be downloaded, completed and/or signed, and incorporated into applicant's emailed submittal.

8.2 TIMELINE FOR REQUEST FOR PROPOSALS (TENTATIVE)

EVENT	DATE/TIME	LOCATION
RFP Issued	February 23, 2021	Bay Area WDB
Bidders Conference	March 8, 2021 11:00 AM – 12:00 PM	Virtual: TBD
Proposals Due	April 16, 2021 12:30 PM	Bay Area WDB (Attn: Vickie) vpatterson@bayareawdb.org
Proposals Reviewed	April 16- May 4, 2021	
Additional Information Requests or Proposal Presentations	May 5 th , 2021: Request(s) Issued May 10 th , 2021: Response(s) Due	Virtual: TBD (Tentative)
Final Proposal Review	May 11-14	Virtual: TBD
Proposal Award Date	May 20, 2021 1:00 PM – 4:00 PM	
Contract Start Date	July 1, 2021	As Designated in the RFP/Proposal(s)

8.3 RECEIPT OF PROPOSALS

- All components of the Proposal Submittal must be received no later than 12:30 p.m. CST on Friday, April 16, 2021. Submit one electronic copy formatted in Microsoft Word/PDF to:

Vickie Patterson
vpatterson@bayareawdb.org

Subject Line: “RFP Title – Proposer Name/Organization”

- Timely receipt of proposals is the sole responsibility of the applicant.** Proposals received after this time and date will not be considered.



Bay Area Workforce Development Board

317 West Walnut Street | Green Bay, WI 54303

T (920) 431-4100 | F (920) 431-4101

TDD/TTY Dial 7-1-1 Toll-free

www.bayareawdb.org

Request For Proposal

PROGRAM & BUDGET NARRATIVE

2021 Youth and Young Adult Career Pathway Development Program Services RFP



Bay Area Workforce Development Board
PROPOSAL COVER PAGE
2021 Youth and Young Adult Career Pathway Development Program Services

**Location of
Proposed Youth / Young
Adult Services:**

Applicant Organization

Address

City/State/Zip

Area Code/Telephone No.

Point of Contact

Title

Employer ID Number

DUNS Number

Total Funds Requested

\$ _____

No. of Participants

/ _____

Cost Per Participant

= \$ _____

2021 Youth and Young Adult Career Pathway Development Program Services RFP



PROPOSAL CHECKLIST

When completed, proposals and required forms *are to be assembled as outlined on the following CHECKLIST:*

- Proposal Cover Page Form
- Proposal Checklist and Proposal Certification Form
- Proposer Certification and Contacts Form
- Table of Contents
 - Keep the sections sequenced in the order that they appear on the Proposal Checklist Form.
- Introduction (Abstract and Organizational Profile)
- Program Narrative (including description, service strategy & design)
- Youth Performance Chart (Attachment A)
- Past Experience Narrative (Attachment B)
- Budget documentation to include (Attachments C, D, E & F)
 - ✓ ISY Budget form and an ISY Budget Narrative
 - ✓ OSY Budget form and an OSY Budget Narrative
 - ✓ Adult Budget form and an Adult Budget Narrative
- Staffing (Attachment G)
- Anti-Lobbying & Debarment and Suspension Certification (Attachment H)
 - Acceptance given when Proposal Certification is signed
- Cost Price Certification form (Attachment I)
 - Acceptance given when Proposal Certification is signed
- Customer Satisfaction Survey Template
 - Submit your organization’s template/tool for measuring customer satisfaction, to include how the survey is administered and frequency.
- Current audited financial statement
 - Bay Area requires a financial risk assessment for each proposer.

PROPOSAL CERTIFICATION

I, _____, hereby certify that I am legally and duly authorized to submit this proposal on behalf of _____ that the information contained herein is true and correct to the best of my knowledge. signed this _____ day of _____, 2021

Signature

2021 Youth and Young Adult Career Pathway Development Program Services RFP



**Bay Area Workforce Development Board
PROPOSER CERTIFICATION AND CONTACTS
2021 Youth and Young Adult Career Pathway Development Program Services**

Location of Proposed Youth/Young Adult Services: _____

Applicant Organization: _____

Legal Name (if different): _____

Legal Status (Profit, Non-Profit): _____

SUB-RECIPIENT AWARD REPORTING:

Name and Title _____

Mailing Address _____

Phone No. _____ Email _____

CLIENT REPORTING:

Name and Title _____

Mailing Address _____

Phone No. _____ Email _____

FISCAL AGENT:

Name and Title _____

Mailing Address _____

Phone No. _____ Email _____

Credentials _____

Date of Audited Financial System: _____

DUNS Number: _____

PART 9 PROGRAM AND BUDGET NARRATIVE

Additional points may be awarded to proposals incorporating recognized best-practices (statewide or nationally) and/or service delivery innovation and partnerships designed to improve efficacy and efficiency of existing workforce development models.

PLEASE NOTE: Please DO NOT use abbreviations or acronyms within proposals. Members of the Proposal Review Committee may not be familiar with these abbreviations or acronyms. Proposal Review Committee members may deduct points if they do not understand the information or references being provided.

9.1 INTRODUCTION

9.1.1 Abstract (*maximum of 5 points*)

1) The proposer should highlight the strengths of their proposal and innovative strategies for creating greater awareness of Bay Area WDB services within the proposed area. Describe how your agency is well positioned to serve the youth/young adult population and contribute to the overall goals and identified outcomes. Include how you will address barriers that are specific to the needs within your proposed service area/s.

9.1.2 Organizational Profile (*maximum of 15 points*)

1) Describe the organization's mission and history of providing workforce development and case management services to youth and young adults.

2) Describe the organization's knowledge of local or state resources (both public and private) and experience collaborating with these entities. How will the organization engage with local employers, community agencies, secondary and post-secondary institutions, the American Job Center partners and other state entities?

3) Describe the organizational philosophy as it relates to preparing young people to excel in the 'world of work' and include any specific goal(s).

9.2 PROGRAM DESCRIPTION

9.2.1 Current Challenges (*maximum of 5 points*)

1) Sufficiently describe current challenges faced by many young people transitioning into adulthood and associated impacts on local employers, economies, and communities.

9.2.2 Target Population (*maximum of 5 points*)

1) Bay Area WDB programming has a targeted population including youth aging out of the foster care system and regional Independent Living programming. Describe your particular emphasis on outreach, engagement, and coordination of services with this population.

9.2.3 Program Elements (*maximum of 5 points*)

1) Describe how all fourteen (14) **required** program elements (see page 10) will be made **available** to participants. **“Make available”** does **not** mean that every youth or young adult participant must receive services from all program elements; rather, it means that they must have access to these services **if** required to meet identified goals.

9.2.4 Coordination (*maximum of 5 points*)

1) Detail how the organization will coordinate with other youth-service providers, including working with partner agencies in American Job Centers and other non-WIOA agencies operating throughout the community. (*NOTE: Representation on the local Job Center Management Team is highly encouraged for any organization awarded this solicitation.*)

9.2.5 Training (*maximum of 5 points*)

1) Describe any additional training efforts (work readiness, soft-skill development, work-based, pre-vocational, etc.) that are provided and/or offered & utilized. (*NOTE: Do not include post-secondary education/training components.*)

- a) Include the numbers of hours of instruction; method of delivery (groups, individuals, etc.); who is providing the instruction.

9.3 SERVICE STRATEGY DESIGN AND DELIVERY

9.3.1 Service Strategy Design Framework and Delivery (*maximum of 40 points*) – Refer to the EDUCATE-4 Service Design outlined on page 8 when answering the following:

Engagement and Outreach:

Describe how the organization will conduct outreach to youth and young adults, and the key strategies for obtaining and maintaining client base.

Discuss how you will engage with local employers, community agencies, secondary and post-secondary institutions, other state entities to establish partnerships and a network of referrals.

Developing and Strengthening Relationships:

Explain how services will be implemented to promote progress towards goal attainment, include if using evidenced based or best practices.

Understand and Assess Skills and Barriers:

Describe how staff will understand and assess barriers of youth/young adults.

Include the intake and assessment procedures the agency will undertake to ensure youth/young adults are being provided with the appropriate services at a given time.

Create Service Strategies:

Identify how strengths, barriers, life goals, basic needs, aptitudes, and interests are incorporated into an individualized service strategy.

Assess Progress:

Explain how services will be implemented to promote progress towards goal attainment, include if using evidenced based or best practices.

(Work-based) Training:

Clearly describe and articulate proposed work experience strategies, to include (but not limited to): work readiness efforts; skill development; training plans; integration with individual service strategy; promotion efforts; coordination with Bay Area WDB staff; etc. (*NOTE: Do NOT include Work Experience in your proposed budget, as all Work Experience funding is directly administered by Bay Area WDB*).

Educational Opportunities:

Describe how youth and young adults are being prepared and supported for post-secondary opportunities.

Employment:

Describe how youth and young adults are being prepared and supported for unsubsidized employment opportunities.

Exit:

Explain how follow up services will be offered and promoted to ensure client success.

Evaluate:

Determine how staff and client performance will be reviewed and areas of improvement will be identified, include how activities or services will be adjusted accordingly.

2021 Youth and Young Adult Career Pathway Development Program Services RFP

9.3.2 Staffing (maximum of 10 points)

1) Describe how the case load of the staff will be monitored and the projected number of participants per Career Services Specialist (size of the case load). Complete the Staffing form located in the Form Attachments section of this RFP. Indicate who will supervise the staff and the process and timeframe for filling vacancies. *Please refer to Section 1.5 Geographic Area for multiple/single proposal submission instructions.*

Note: Bay Area WDB recommends the following Youth/Young Adult Career Services Specialist (CSS) *minimum* staffing patterns to ensure the provision of highest quality Youth/Young Adults services across the region (subject to availability of forecasted funding):

Bay Area CENTRAL Brown:	
Brown County:	2.0 FTEs
Bay Area WEST:	
Shawano & Menominee Counties:	1.0 FTE

2) Please describe how subrecipient staff will be equipped with latest technology to enhance communication and mobility requirements designed to “meet the customer in their territory using familiar language.” Proposers are encouraged to incorporate strategies accordingly.

3) If you are proposing to physically locate staff off-site from an established Bay Area WDB American Job Center, describe your program operating site or facility(s) where the program is to be physically operated and provide evidenced-based support, as appropriate. Describe how proposer will maintain a connected presence to regional Job Centers.

NOTE: Proposals incorporating creativity, innovativeness, and demonstrated potential to achieve positive outcomes to provide services to rural/remote areas beyond the immediate proximity of the established Job Center(s) are highly encouraged.

9.3.3 Monitoring (maximum of 5 points)

1) Describe the methods by which the services and staff will be monitored including procedures for issuing monitoring reports and resolution/correction action. Proposal writers must respond to this section indicating who will be monitoring the program and how often.

9.3.4 Performance Standards (*maximum of 25 points*)

1) Provide a history of the organization's relevant performance utilizing quantitative and qualitative measures of effectiveness (MOE) and standardized returns on investment (ROI).

NOTE: Proposer should enter proposed performance goals on the Performance Chart (Attachment A).

9.3.5 Fiscal (*maximum of 50 points*)

1) Describe the proposing organization's accounting procedures and methodology for estimating and justifying costs per client. The Bay Area WDB fiscal controller completes a federally mandated risk assessment for all proposers that is included as a component in the fiscal scoring category. (Refer to Budget forms and Budget Narrative Guidelines - Attachments C-F).

2) Bay Area WDB also asks proposers to outline **leveraged resources** (staff, other funding support, collaborative programming, etc.) that are used to support WIOA programming. While this is not required (optional), this will be favorably reviewed.



Bay Area Workforce Development Board

317 West Walnut Street | Green Bay, WI 54303

T (920) 431-4100 | F (920) 431-4101

TDD/TTY Dial 7-1-1 Toll-free

www.bayareawdb.org

Request For Proposal

ATTACHMENTS

2021 Youth and Young Adult Career Pathway Development Program Services RFP



Bay Area Workforce Development Board
YOUTH/YOUNG ADULT PERFORMANCE CHART
2021 Youth and Young Adult Career Pathway Development Program Services

**Location of
Proposed Youth/Young Adult
Services:** _____

Youth and Young Adult Program		
Standards	Required	Proposed
Entry into employment or education: Percentage of program participants who are in education or training activities OR in unsubsidized employment after exit. (Measured twice: 2 nd and 4 th quarters after program exit.)	75%	
Median earnings: Median earnings of participants in unsubsidized employment during second quarter after exit.	\$20,000 (annualized)	
Credential Attainment: Percentage of participants who obtain a recognized post-secondary credential, secondary school diploma, or equivalent during participation OR within one (1) year after exit.	70%	
Measurable Skills Gained: Percentage of participants who during a program year are in education that leads to a recognized post-secondary credential OR employment AND who are achieving measurable gains towards those goals.	60%	
Monthly Contact: Monthly contact with all youth/young adult participants	100%	



**Bay Area Workforce Development Board
PAST EXPERIENCE NARRATIVE (20 Points)**

2021 Youth and Young Adult Career Pathway Development Program Services

Proposer Name: _____

Bay Area WDB Geographic Region: _____

1. For previous sub-recipients, please provide a review of the past performance, including what has been learned, what adjustments have been made, accomplishments and challenges.

2. For new proposers, with no related performance history, please explain why you would be an effective provider of services:

ADULT BUDGET FOR (indicate Bay Area location):		
July 1, 2021 to June 30, 2022		
<i>FOR WDB USE</i>	ADMINISTRATION	BUDGET
AWAGES	Staff Wages	
AFRING	Staff Fringes	
AACCTG	Accounting	
AADVER	Advertising	
AAUDIT	Audit	
ACOMMU	Communications	
AEQUIP	Equipment	
AFACIL	Facilities	
AINSUR	Insurance	
AMATER	Materials/Supplies	
APRINT	Printing/Copies	
ATRAN	Staff Training	
ATRAVL	Staff Travel	
A	Other (Specify)	
	TOTAL ADMINISTRATION:	
<i>FOR WDB USE</i>	BASIC CAREER SERVICES	
CWAGES	Staff Wages	
CFRING	Staff Fringes	
CCOMMU	Communications	
CEQUIP	Equipment	
CFACIL	Facilities	
CMATER	Materials/Supplies	
CPRINT	Printing/Copies	
CTRAN	Staff Training	
CTRVL	Staff Travel	
C	Other (Specify)	
	TOTAL BASIC CAREER SERVICES:	
<i>FOR WDB USE</i>	INDIVIDUAL CAREER SERVICES	
PWAGES	Staff Wages	
PFRING	Staff Fringes	
PADVER	Advertising	
PCOMMU	Communications	
PEQUIP	Equipment	
PFACIL	Facilities	
PINSUR	Insurance	
PMATER	Materials/Supplies	
PPRINT	Printing/Copies	
PTRAIN	Staff Training	
PTRAVL	Staff Travel	
P	Other (Specify)	
	TOTAL INDIVIDUAL CAREER SERVICES:	
	TOTAL AWARD:	

2021 Youth and Young Adult Career Pathway Development Program Services RFP



Bay Area Workforce Development Board
BUDGET NARRATIVE GUIDELINES
2021 Youth and Young Adult Career Pathway Development Program Services

Each proposal requires a separate line-item Budget Narrative (Detail) subdivided into **In-School Youth (ISY), Out-of-School Youth (OSY), and Adult** and cost-categorized by **Administration and Program**. A Budget Narrative (Detail) by category for costs must also be provided individually for each of the In-School-Youth, Out-of-School-Youth, and Adult budgets using the Budget Narrative Guidelines - Attachments C-E.

Accepted proposals will result in cost reimbursement contracts; no profit is allowed.

Bay Area WDB will retain WIOA resources which are separate from the funds distributed through this RFP. Proposers may request these funds for:

- Participant Training (post-secondary occupational skill training aligned with our sector strategies, paid work experiences, internships, etc.).
- Participant Support Services and Monetary incentives.

Bay Area WDB will manage the disbursement of these funds and **proposers should not include the above costs in their proposed budgets.**



Bay Area Workforce Development Board
BUDGET NARRATIVE GUIDELINES
2021 Youth and Young Adult Career Pathway Development Program Services

Staff Wages - This includes all staff funded under this award including any executive/consultant costs that are allocated.

For Hourly Staff: Wage Per Hour x # of Hours for each person in grant
 Include job title and a description of duties for each hourly staff member.

For Salaried Staff: Annual Wage for each person in grant.
 Include job title, description of duties, and percent of time salaried staff member will be funded.

Staff Fringes - Indicate the type of fringe, dollar amount, percent paid, and the position fringe is being expensed to. This needs to be completed for each position being funded by the award.

Staff Travel - Provide the total number of miles and the reimbursement rate.

Material and Supplies - State the type of materials and cost associated with this category.

Facilities - Provide and explain the cost and location(s) of the facilities assigned to the award.

Communications - State the type of communication and cost, (Fax, phone, postage, etc.)

Printing and Copies - Detail of cost of printing and/or copies

Insurance - Detail of cost and type of insurance

Advertising - Type and cost of advertising expense.

Audit - This expense is always an administrative cost. Detail amount and type.

Accounting - This expense is always an administrative cost. Detail amount and type.

Cost Allocation Plan - Enclose a copy of the Cost Allocation Plan.

Other - Expenses not included above are to be itemized with detailed breakout of each cost.



**Bay Area Workforce Development Board
STAFFING FOR 2021 Youth and Young Adult Career Pathway Development Program Services**

The Staffing form must include all hourly and salaried staff funded under this award and include any executive/consultant costs that are allocated. The name of staff members, job descriptions and main duties, wage/salary range. Please also include a description of staff background checks and any key training/specialized skill sets.

**Location of
Proposed Youth/Young Adult
Services:**

Name of Staff Member	Title & Job Duties	Qualifications	% time funded by this proposal	Salaried (S) Hourly (H)



Bay Area Workforce Development Board

317 W. Walnut Street | Green Bay, WI 54303

(920) 431-4100 | TDD/TTY 7-1-1

www.bayareawdb.org

Compliance and Certifications Regarding Byrd Anti-Lobbying Amendment and Debarment and Suspension

1. Byrd Anti-Lobbying Amendment Compliance and Certification

For all Sub-recipients above the limit prescribed in FAR Section 52.203-12(g), or its successor regulation (currently \$150,000), the contractor attests to the following:

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.230.11 and 52.203-12 and 31 U.S.C. 1352, the “Byrd Anti-Lobbying Amendment.”

- (a) FAR 52.203-12, “Limitation on Payments to Influence Certain Federal Transactions” is hereby incorporated by reference into this certification
- (b) The Sub-recipient hereby certifies that, to the best of his or her knowledge and belief:
 - (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the contractor shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - (3) He or she will include language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.
- (c) This Certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

2. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (First Tier Subcontractor) – (Executive Orders 12549 & 12689) (see 2 CFR 180.220)

For all orders above the limit specified in FAR Section 52.209-6€ (currently \$30,000), and in accordance with the requirements of FAR 52.209-6, the Contractor will complete and sign the following:

- (a) The Sub-recipient hereby certifies that, to the best of his or her knowledge and belief, the Sub-recipient and the Sub-recipient's Principals:¹
- (1) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - (2) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - (3) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity with, Commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.
- (b) The Sub-recipient has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code.

The Sub-recipient shall provide immediate written notice to the Bay Area Workforce Development Board if, at any time prior to subcontract award, the Sub-recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Notice that any of the items in paragraph 2 (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the Certification will be considered in connection with a determination of the Sub-recipient's responsibility. Failure of the Sub-recipient to furnish a Certification, or provide such additional information as requested by the Bay Area WDB, may render the Sub-recipient not responsible.

¹ "Principals" for the purposes of this Certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment; and similar positions.)

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph 2 (a) of this provision. The knowledge and information of a Sub-recipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Certification in paragraph 2 (a) of the provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Sub-recipient knowingly rendered an erroneous certification, in addition to other remedies available to the Bay Area WDB, the Bay Area Workforce Development Board may terminate the contract resulting from this solicitation for default.



Bay Area Workforce Development Board

317 W. Walnut Street | Green Bay, WI 54303

(920) 431-4100 | TDD/TTY 7-1-1

www.bayareawdb.org

COST PRICE CERTIFICATION

Sub-recipient certifies that to the best of its knowledge and belief the cost/pricing data submitted was accurate, complete and current as of the date of its submission. The Bay Area Workforce Development Board, Inc. retains the right to adjust any submitted price to exclude any sum by which the price was increased because the awardee had knowingly submitted data that was not accurate, complete and current as certified.
