

Bay Area Workforce Development Board

Request for Proposals Worker Advancement Initiative

Addressing the Labor Shortage Crisis: Promoting and Supporting an Inclusive Northeast Wisconsin Workforce through Hidden Talent

GRANT PERIOD: JUNE 1, 2022, TO SEPTEMBER 30, 2023

Issuing Office: Bay Area Workforce Development Board
520 N Broadway; Suite 320
Green Bay, WI 54303

Date Issued: Thursday, March 17, 2022

Proposals Due: Wednesday, April 20, 2022
No later than 6:00 pm CST
Electronic copy sent to mvaliquette@bayareawdb.org

Federal Award Period: October 1, 2021 – September 30, 2023

Any questions concerning this request for proposals should be addressed to:
Matt Valiquette at (920) 327-8732 or mvaliquette@bayareawdb.org

RFP and Related Materials Available at www.bayareawdb.org

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If you need this information or printed material in an alternate format or in a different language, services are available free of charge by contacting us at 920-617-1384 or info@bayareawdb.org.

Deaf, hard of hearing or speech impaired callers can reach us through the Wisconsin Relay Service at 7-1-1.

Bay Area WDB – Request for Proposals
 Worker Advancement Initiative – Addressing the Labor Shortage Crisis:
 Promoting and Supporting an Inclusive Northeast Wisconsin Workforce Through Hidden Talent

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Worker Advancement Initiative Grant - Addressing the Labor Shortage Crisis:
 Promoting and Supporting an Inclusive Northeast Wisconsin Workforce through Hidden Talent RFP

PART 1 INTRODUCTION AND GENERAL INFORMATION

1.1 INTRODUCTION

The Bay Area Workforce Development Board (Bay Area WDB) is making available \$1.6 Million in Worker Advancement Initiative (WAI) funding to provide innovative workforce development services across its 11-county service area consisting of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan counties. The WAI funding is one of three major components associated with Governor Evers' \$130 Million Workforce Investment Initiative administered by the Wisconsin Department of Workforce Development (DWD) with funds received through the American Rescue Plan Act (ARPA) and the U.S. Department of Treasury.

The WAI grant aims to serve individuals whose previous employment has not been returned or restored post-pandemic, as well as those who were not attached to or were not successful in the labor market prior to the pandemic, by offering subsidized employment and skills training opportunities with local employers. The program builds on the success of current transitional jobs programs in the state by launching a new, statewide effort to provide subsidized work opportunities to around 2,000 individuals.

The COVID-19 pandemic negatively impacted everyone in some way, but the magnitude and nature has been far from universal. Strong evidence suggests Blacks, Hispanics, Indigenous, and other People of Color along with women (particularly women of color) were disproportionately impacted, greatly exacerbating long-existing economic security inequities. People of color experienced significantly higher unemployment rates compared to whites and were typically the first to lose their jobs and the last to be called back to the workforce.

While education levels are a factor, education alone does not account for the racial disparities of economic security. Black-Non-Hispanics, White-Hispanics and Asian-Non-Hispanics comprise a larger portion of the population possessing only a high school diploma or less; however, these populations are also over-represented in front-line essential-worker industry sectors, creating greater susceptibility to economic and physical health risks. Historically, the underserved populations we are targeting through this proposal have limited training or education, resulting in limited earning potential and economic insecurities.

When our education systems transitioned from classroom to virtual learning, households with younger children faced additional challenges and hardships, highlighting an already strained critical shortage of affordable childcare. Single working parents, a subset of one-earner households, faced nearly insurmountable challenges of balancing the competing demands of work, online distance learning, and childcare responsibilities. Black women are nearly 4 times more likely as white women to be single heads of households with children under age 18 (Gould and Wilson, 2020). Effective workforce development solutions must now fully incorporate strategies extending far beyond securing employment and include provisions for childcare assistance, reliable transportation and other necessary wrap-around supports.

1.2 PURPOSE

With consideration of the above factors, the primary goal of Bay Area WDB’s WAI program is to connect targeted groups to **meaningful driver-industry employment opportunities and in-demand skills-training opportunities**. A secondary goal is to leverage and utilize the organization’s Workforce Innovation and Opportunity Act (WIOA) individualized career and training services for customers interested in acquiring vocational training or pursuing alternative career pathways.

The Bay Area WDB is pursuing equity-driven initiatives designed to attract “Hidden Talent” – specific Northeastern Wisconsin populations that are identified as chronically unemployed or marginally employed and historically disconnected from many of the services, programs, and strategies designed to assist folks reenter the workforce or improve their current employment situation.

The most viable workforce development solutions must incorporate strategies specially tailored and designed to support and promote greater equity, diversity, inclusion, and belonging. Providing more meaningful and tangibly valuable services and resources to our communities’ people of color, English language learners, returning citizens (formerly criminal justice involved), people with disabilities, and veterans presents an exciting opportunity for employers, career seekers, and our Wisconsin economy and communities. “People can’t be what they can’t see.”

Specifically, the purpose of this Request for Proposals (RFP) is to fund creative and innovative proposals that directly assist target group customers obtain meaningful, family-supporting wage employment. Competitive proposals will incorporate a comprehensive array of workforce development services individually tailored to the customer, while accessing and leveraging existing regional and community-based workforce development resources.

Additionally, in recognition of data-supported increased employability and lifetime earnings potential, incorporating post-secondary education, vocational training and other forms of short-term upskilling is highly encouraged. Proposals should include how the proposer – themselves or through formal partnerships and referrals, will provide:

- Outreach and recruitment to employers and job seekers alike
- Technical and/or Soft Skill training and development
- Work readiness and career pathway coaching activities
- Job Placement and retention support services
- Education and/or employment financial stipends
- Referrals to partner programs for additional vocational training and/or supportive services

1.3 FUNDING SOURCE AND AMOUNT

The funds available for services solicited by this RFP are provided through the Worker Advancement Initiative (WAI) which is administered by the Wisconsin Department of Workforce Development (DWD) with funds received through the American Rescue Plan Act (ARPA) (U.S. Department of Treasury). Award recipients must follow all statutes, regulations and policies associated with federal, state, and local requirements.

This **ADDRESSING THE LABOR SHORTAGE CRISIS: PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN WORKFORCE THROUGH HIDDEN TALENT** procurement action will award one or more awards totaling an estimated combined amount of **\$600,000.00** for the grant period (June 1, 2022, through September 30, 2023) to serve a combined minimum of **one hundred (100) participants**.

Allowable costs for the **ADDRESSING THE LABOR SHORTAGE CRISIS: PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN WORKFORCE THROUGH HIDDEN TALENT** include:

- Staffing and Staff Support Costs
- Workforce preparation and training expenses
- Outreach and recruitment efforts
- Administration – (an amount not more than 10% of the total contract award)
- Additional funding that is administered by Bay Area WDB and available to program participants includes (current governing policies can be provided upon request):
 - Participant Support Services
 - Post-Secondary Education and Vocational Training

1.4 PERIOD OF PERFORMANCE

The period of performance for service(s) resulting from this solicitation will commence June 1, 2022, and end September 30, 2023. The period of performance will be a two-year period, so a large percent of enrollments should occur during the first year of the grant so adequate follow-up services can be completed during the grant period.

1.5 GEOGRAPHIC AREA

This solicitation and RFP seeks to provide services in all/any of the 11-counties within Bay Area WDB's region, including: Brown, Outagamie, Sheboygan, Manitowoc, Shawano, Oconto, Kewaunee, Door, Marinette, Florence, and Menominee.

PART 2 PROGRAM DESIGN

2.1 GOALS, OBJECTIVES, AND 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.

This RFP, under the umbrella of Bay Area WDB's overall programming, focuses on providing comprehensive workforce development services and intensive assistance to unemployed workers and other target group individuals who desire and are available for work, including those who have looked for work sometime in the past 12 months or who are employed part time but want and are available for full-time work. This funding opportunity is also authorized in part by 31 CFR 35.6 (b)(8) to the extent that the authority permits States to provide job training to address negative economic impacts of the pandemic experienced due to a worker's occupation or level of training.

Applicants receiving an award may use funds to provide services to participants in **ADDRESSING THE LABOR SHORTAGE CRISIS: PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN WORKFORCE THROUGH HIDDEN TALENT WORKFORCE** who meet eligibility definition(s).

2.2.1 Participant Eligibility

All participants served by Bay Area WDB's WAI programming must be determined eligible and registered under the applicable regulations and guidelines. Sub-recipient service providers perform the following on a continuous basis – with Bay Area WDB's technical assistance and support: eligibility screening, program registration, career pathway development, information system data entry, follow-up activities, and service referral. No individual may receive services or payment for an activity until certification of registration and program enrollment is complete and properly documented in the established client tracking system.

To be eligible for participation in this funding opportunity, an individual must be eligible to work in the United States (see definition below) **and** must fall into one of these categories:

- a) Unemployed workers – Individuals, ages 16 and older, who are not currently working. This may include, but is not limited to, individuals currently receiving or who have exhausted Unemployment Insurance benefits.
- b) Part-time workers – Individuals working 32 hours per week or fewer
- c) Underemployed workers – to the extent that the recipient is providing job training or wrap around services to address negative economic impacts of the pandemic experienced due to a worker's occupation or level of training. Underemployed workers include:

- i. Individuals working full-time, but earning a wage at or below 200% of the Federal Poverty Limit (FPL)
 - ii. Individuals who are *not* Economically Self-Sufficient at their current wage, as determined through completion of an Economic Self-Sufficiency calculation using Comprehensive Employment Planning Toolkit (CEPT); or
 - iii. Individuals who are working multiple jobs to have sufficient earnings to maintain their household.
- d) Incumbent workers – Individuals who are currently working full-time (i.e., 32 hours per week or more), to the extent the recipient is providing job training or wrap around services to address negative economic impacts of the pandemic experienced due to a worker’s occupation or level of training.

Definition of “Eligible to work in the United States” –

- Citizens and nationals of the United States.
- Lawfully admitted permanent resident aliens, refugees and asylees (who are authorized to work in the U.S. because of their refugee or asylee status; and
- Other immigrants authorized by the Secretary of Homeland Security or the Secretary’s designee to work in the U.S. This includes immigrants covered by Deferred Action for Childhood Arrivals (DACA) who have applied for and received work authorization.

In addition, recipients should conduct targeted outreach and include efforts aimed at enrolling eligible participants, as outlined above, having difficulty finding or maintaining strong employment ties, including, but not limited to, eligible participants with certain ***targeted population barriers*** as noted on Attachment B.

PART 3 SCOPE

3.1 PROGRAM DESIGN & SERVICE ELEMENTS

In striving towards expanding eligibility, award recipients should conduct targeted outreach and perform community efforts aimed at enrolling eligible participants, as outlined above – including, but not limited to, eligible participants who are in underserved populations.

At a minimum, services funded under this solicitation must incorporate services provided directly by the proposer and/or via referral to an appropriate agency or program.

Services should focus on the following:

- 1) Provision and training of soft skills development that will improve long-term employment opportunities for eligible individuals.
- 2) Provision of monetary stipends to encourage training and/or employment progression and milestones.
- 3) Assessment of skill levels and needs of participants; requests for supportive services as outlined in award agreement.
- 4) Develop/provide workforce preparation and training curriculum to include coordination with coaches; Job Center staff; or WIOA staff, as needed.
- 5) Follow-Up Services (*Follow-up services must be made available for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment*).

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

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 based on the evaluation factors contained in this document.

The **provision of services** specified in this RFP requires knowledge and understanding of:

- The unique challenges and barriers faced by underemployed/unemployed customers, to include but not limited to cultural barriers, limited English proficiencies, de facto segregation, and residual racism; gender inequities; etc.
- The critical importance and community benefits of connecting “hidden talent” populations to meaningful employment opportunities.
- Local and regional employer demands for talent with particular emphasis on high-demand, economy-driving industries (i.e., healthcare, advanced manufacturing, construction, transportation, and information technology) as well as resources necessary to assist employer-employee relationships leading to long-term positive employment outcomes.

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 registration by proposer to ensure that the proposing agency is not disbarred or suspended from receiving Federal funding. ***Registration on SAM.gov is ONLY required if/when the proposer(s) is successfully awarded a contract and should NOT discourage non-SAM.gov-registered organizations from submitting a proposal in response to this RFP.***

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 Chuck Dallas, Chairman, Board of Directors, Bay Area Workforce Development Board, 520 N Broadway; Suite 320, 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 sub-recipient staff and are administered by Bay Area WDB through requests made by sub-recipient on behalf of program participants. Bay Area WDB will provide payment of support services directly to the program participant or appropriate vendor, as applicable. Support services must be tied to employment and/or training goals and can include items such as (not limited to): transportation assistance; childcare assistance; basic needs; housing assistance; textbooks; work/training related items; testing fees; other.

PART 6 SUBCONTRACTING

6.1 GUIDELINES FOR SUBCONTRACTING

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

All subcontracts are required to be a cost reimbursement contract and obtained through a competitive bid process. No subcontract timeframe can extend beyond the primary award agreement period noted in Section 1.4 (unless a no-cost extension is issued).

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. If 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 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 & Service Design/Delivery	60
Staffing	10
Performance Standards	15
Fiscal/Risk Assessment	30
<i>TOTAL</i>	<i>135</i>

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, 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 Bay Area WDB 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, and program costs. Staff wages, fringe, and travel costs are reviewed against number and type of participants served.

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.

PART 8 PREPARING AND SUBMITTING A PROPOSAL

8.1 GENERAL FORMAT

Proposals must be prepared and submitted in accordance with the instructions outlined in Section 8.2 and Section 8.3. 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 in the Form Attachments section of the RFP. Forms are to be downloaded, completed and/or signed, and incorporated into applicant’s emailed submittal.

NOTE: The entire proposal, including all attachments, *should be submitted as one, combined PDF.*

8.2 TIMELINE FOR REQUEST FOR PROPOSALS (TENTATIVE)

EVENT	DATE/TIME	LOCATION
RFP Issued	March 17, 2022	Bay Area WDB Executive Comm.
Bidders Conference	March 24, 2022 11:00 – 11:59 AM	Virtual Meeting: ZOOM LINK
Proposals Due	April 20, 2022 6:00 PM	Bay Area WDB (Attn: Matt) mvaliquette@bayareawdb.org
Proposals Reviewed	April 20 – May 13, 2022	
Proposal Award Date	May 19, 2022	Bay Area WDB Directors Meeting
Contract Negotiation Period	May 19 – No Later Than July 19, 2022	Bay Area WDB & awardee
Contract Start Date	June 1, 2022	

8.3 RECEIPT OF PROPOSALS

All components of the Proposal Submittal must be received no later than 6:00 p.m. CST on Wednesday, April 20, 2022. Submit one electronic copy formatted in PDF to:

Matt Valiquette
mvaliquette@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.

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Request For Proposal

PROGRAM & BUDGET NARRATIVE

Worker Advancement Initiative Grant - Addressing the Labor Shortage Crisis:
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Bay Area Workforce Development Board

PROPOSAL COVER PAGE

**Worker Advancement Initiative – ADDRESSING THE LABOR SHORTAGE CRISIS:
PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN
WORKFORCE THROUGH HIDDEN TALENT**

**Location of
Proposed Services:**

Applicant Organization

Address

City/State/Zip

Area Code/Telephone No.

Point of Contact

Title

Employer ID Number

DUNS Number

Total Funds Requested

\$ _____

Planned Number of
Participants

/ _____

Cost Per Participant

= \$ _____

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PROPOSAL CHECKLIST

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

1. Proposal Cover Page Form
2. Proposal Checklist and Proposal Certification Form
3. Proposer Certification and Contacts Form
4. Table of Contents
 - Keep sections sequenced in the order that they appear on the Proposal Checklist Form.
5. Introduction (Abstract and Organizational Profile)
6. Program Narrative, including description, service strategy, and design
7. Performance Charts (Attachment A)
8. Budget documentation to include (Attachments C, D, and E)
9. Budget Form and Budget Narrative
10. Staffing (Attachment F)
11. Anti-Lobbying & Debarment and Suspension Certification (Attachment G) - Acceptance given when Proposal Certification is signed
12. Cost Price Certification form (Attachment H) - Acceptance given when Proposal Certification is signed
13. Current financial statement

PROPOSAL CERTIFICATION

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

Signed this ___ day of _____, 2022.

Signature



**Bay Area Workforce Development Board
PROPOSER CERTIFICATION AND CONTACTS**

Location of Proposed Services: _____

Applicant Organization: _____

Legal Name (if different): _____

Legal Status (Profit, Non-Profit): _____

SUB-RECIPIENT CONTACT:

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: _____

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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*)

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 conduct outreach and engagement to target groups, preparation & support for entry into the workforce, provision of training and/or wrap-around support services, and other appropriate services and supports to connect “hidden talent” to meaningful, family-supporting wage employment opportunities. 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 assisting under-served target groups obtain and retain meaningful employment.
- 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 individuals with the skills necessary to excel in the ‘world of work’ and include any specific goal(s).

9.2 PROGRAM DESCRIPTION & SERVICE DESIGN & DELIVERY

NOTE: Proposals incorporating creativity, innovativeness, and demonstrated potential to achieve positive outcomes are highly encouraged.

9.2.1 Current Challenges (*maximum of 5 points*)

Sufficiently describe current workforce entry challenges faced by target population individuals. Explain how local employers, economies, and communities are negatively impacted when ‘hidden talent’ remains disconnected from the workforce.

9.2.2 Target Population (*maximum of 15 points*)

This grant aims to target un/underemployed individuals, including, but not limited to, eligible participants who are in underserved populations and/or individuals who have been disproportionately impacted by the COVID-19 pandemic. Historically, conventional workforce development strategies have proven less effective connecting Blacks, Indigenous, and People of Color (BIPOC), English Language Learners (ELL), Veterans, and Returning Citizens (previously incarcerated), and other barriered populations to offered services and programs. Promoting greater accessibility and resource awareness coupled with meaningful outreach have long-challenged well-intentioned service providers when working with these under-served populations. Describe your particular emphasis on outreach, engagement, and coordination of services with these populations.

9.2.3 Program Design (*maximum of 25 points*)

- 1) Describe what tools and resources will be utilized to directly assist participants overcome historical employment and/or education barriers. For example, access to affordable and available childcare and reliable transportation are commonly cited as significant barriers for many folks desiring to enter or improve their situation in the workforce. Under or marginally employed individuals (United Way, ALICE Study of Financial Hardship) oftentimes lack the financial means to commit to higher-education/vocational training programs; consequently, limiting their earnings potential and negatively impacting driver-industry employers' ability to attract and hire talent while hampering economic recovery and growth. Utilizing the vast array of resources, to include transitional employment/education monetary stipends, made available in this initiative, how will your proposed program design overcome these traditional barriers?
- 2) Describe any Equity Diversity Inclusion and Belonging strategies you intend to incorporate in your program design and delivery. As appropriate, do you intend to incorporate trauma informed care/informed or motivational interviewing in your service delivery strategies as evidence-based practices and means to address the long-term impact of Adverse Childhood Experiences (ACEs) and other forms of trauma? What types of translation services/resources are available to participants with limited English proficiencies and/or preferred languages other than English? Please describe your awareness and involvement with bonding and criminal expungement resources available to increase returning citizens/ employability. If your proposal focuses on one or more of the other "hidden talent" populations identified in Attachment B, please describe in sufficient detail appropriate EDI-B strategies you intend to employ to maximize customer positive outcomes while enhancing the customer experience. What additional employment and/or educational supports may be necessary to ensure equitable access for targeted populations?
- 3) If applicable, explain how you intend to blend in-person with virtual service delivery and identify any specific needs for associated technology and digital literacy. Hidden Talent individuals may possess inferior digital skills that pose additional barriers to workforce entry. How do you intend to address this challenge and how can this funding opportunity bridge technology/skill gaps?

9.2.4 Program Elements (*maximum of 5 points*)

How does the proposer intend to provide service in an equitable manner, based on individual needs? What and how is flexibility, responsiveness and resources built into service delivery?

9.2.5 Coordination (*maximum of 5 points*)

Detail how the organization will coordinate with other providers, including working with partner agencies in American Job Centers and other agencies operating throughout the community. Please describe coordination with local employers, detailing your role in connecting “hidden talent” to meaningful employment opportunities.

9.2.6 Other Supports &/or Training (*maximum of 5 points*)

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

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

9.3 OTHER SERVICE ELEMENTS

9.3.1 Performance Standards (*maximum of 15 points*)

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).

9.3.2 Fiscal (*maximum of 30 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-E). For proposers receiving greater than \$750,000 in federal awards, audited financial statements are required with proposal submission. For proposers receiving less than \$750,000, please submit adequate documentation demonstrating your organization’s financial strength and soundness. If a proposer will exceed the \$750,000 threshold following being awarded this grant, an audited financial statement will be required within 180 days of the beginning contract date.
- 2) Bay Area WDB also asks proposers to outline **leveraged resources** (staff, other funding support, collaborative programming, etc.) that are used to support programming. While this is not required (optional), this will be favorably reviewed.

Request For Proposal

ATTACHMENTS



**Bay Area Workforce Development Board
PERFORMANCE CHART**

**Location of
Proposed Services:** _____

Worker Advancement Initiative Participants		
Standards	Proposed	Required
Employment in 2nd quarter after exit: Percentage of program participants who are in unsubsidized employment after exit.		80%
Employment in 4th quarter after exit: Percentage of program participants who are in unsubsidized employment after exit.		75%
Median Earnings after exit: Annualized participant gross earnings after exit.		\$28,500
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.		50%

Worker Advancement Initiative Grant - Addressing the Labor Shortage Crisis:
Promoting and Supporting an Inclusive Northeast Wisconsin Workforce through Hidden Talent RFP



Worker Advancement Initiative Targeted Population Barriers

1. Persons who have been involved in the judicial system(re-entry)
2. Non-custodial parents
3. Long-term unemployed (i.e., persons detached from workforce).
4. Tribal members, including Indian, Alaska Native, and Native Hawaiian populations
5. Persons with disabilities
6. Retired individuals
7. Dislocated workers (as defined by WIOA sec. 3(15); 29 U.S.C. 3102(15))
8. Racial/ethnic minorities
9. Individuals with Limited English Proficiency
10. Individuals facing substantial cultural barriers
11. Migrant and seasonal farmworkers
12. LGBTQ+ persons
13. Individuals who are low-income, as defined in the WIOA Low-Income Guidance
14. Individuals who are basic skills deficient, as defined in the WIOA Basic Skills Deficient Guidance
15. Homeless persons
16. Victims of human trafficking
17. Victims of domestic violence
18. Victims of sexual assault
19. Persons living with, or in recovery from, substance abuse issues
20. Veterans
21. Single parents
22. Persons aged 55 and older
23. Individuals who are in, or have aged out of, foster care.



**ADDRESSING THE LABOR SHORTAGE CRISIS:
PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN WORKFORCE
THROUGH HIDDEN TALENT**

BUDGET

HIDDEN TALENT BUDGET		
June 1, 2022 to September 30, 2023		
	ADMINISTRATIVE COSTS	BUDGET
WAGES	Staff Wages	
FRINGE	Staff Fringes	
OTHER	Please Describe	
	TOTAL ADMINISTRATION	\$ -
	TOTAL ADMINISTRATION COSTS NOT TO EXCEED 10% OF TOTAL CONTRACT AWARD	\$ -
	WORKFORCE PREPARATION & TRAINING SERVICES	
WAGES	Staff Wages	
FRINGE	Staff Fringes	
MATERIALS	Outreach Materials, Supplies, etc	
TRAINING	Training (do not include post-secondary/vocational training)	
STIPENDS	Employment/Education Stipends (not to exceed \$2000/participant)	
EQUIPMENT	Equipment	
FACILITY	Facilities	
TRAVEL	Staff Travel	
OTHER	Please ensure sufficient detail is included in the budget narrative)	
	TOTAL WORKFORCE PREPARATION & TRAINING SERVICES	\$ -
	TOTAL AWARD	\$ -

Please contact Matt Valiquette at mvaliquette@bayareawdb.org if you would like the above chart in an Excel format.

Worker Advancement Initiative Grant - Addressing the Labor Shortage Crisis:
Promoting & Supporting an Inclusive Northeast Wisconsin Workforce Through Hidden Talent RFP



Bay Area Workforce Development Board BUDGET NARRATIVE GUIDELINES

Each proposal requires a separate line-item Budget Narrative (Detail) and cost-categorized by **Administration** and **Program**. A Budget Narrative (Detail) by category for costs must also be provided using the Budget Narrative Guidelines - Attachments D-E.

Accepted proposals will result in cost reimbursement contracts.

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

- Participant Support Services and Post-Secondary Education/Vocational Training Funding

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 – DETAIL

- 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 No. 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 total travel expenses.

- Material and Supplies** State the type of materials, supplies and printing, including outreach, with cost associated with each category.

- Stipends** Education and/or Employment Stipends (not to exceed an average of \$2000.00/participant)

- Training** Indicate the type and cost of training expenses.

- Equipment** Indicate the type and cost of equipment and technology.

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

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

- Other** Provide a DETAILED explanation of any additional budget items not identified above



**Bay Area Workforce Development Board
STAFFING FOR ADDRESSING THE LABOR SHORTAGE CRISIS:
PROMOTING AND SUPPORTING AN INCLUSIVE NORTHEAST WISCONSIN WORKFORCE THROUGH HIDDEN TALENT**

STAFFING

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 Services: _____

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



520 N Broadway Ste 320
Green Bay, WI 54303
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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 more than \$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 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.

Worker Advancement Initiative Grant - Addressing the Labor Shortage Crisis:
Promoting & Supporting an Inclusive Northeast Wisconsin Workforce Through Hidden Talent RFP

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.

Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.

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.)



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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.
