REQUEST FOR PROPOSALS (RFP)

SOUTHWEST ALABAMA
PARTNERSHIP
for
TRAINING AND EMPLOYMENT

Selection of Program Operator to Provide Workforce Innovation and Opportunity Act Funded ONE-STOP OPERATOR SERVICES

FOR THE REGION 7 SOUTHWEST ALABAMA LOCAL WORKFORCE DEVELOPMENT AREA

FOR PROGRAM YEAR 2025-2028

Southwest Alabama Partnership for Training and Employment, Inc. (SWAPTE)
515 Springhill Plaza Court
Mobile, AL 36608
(251)432-0909 (Office Phone)

www.swapte.org

Release Date:
May 29, 2025

Deadline for Submission:
July 7, 2025

Late submissions will not be accepted.

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ATTACHMENTS

SOLICITATION SCHEDULE

Action	Due Dates
Release of RFP	May 29, 2025
Last Day to Submit RFP Questions	June 10, 2025
Proposal Due before 4:30 CST	July 7, 2025
Program Implementation	July 14, 2025

I. Introduction

Southwest Alabama Partnership for Training and Employment (SWAPTE) on behalf of the Region 7 Workforce Board is soliciting proposals through this ***Request for Proposals*** for an entity to be the one-stop operator for the nine counties located within the Region 7 Local Workforce Development Area (LWDA), Southwest Alabama. The Workforce Innovation and Opportunity Act (WIOA) was signed into law July 22, 2014, and supersedes the Workforce Investment Act (WIA). It promotes program coordination and alignment of key employment, education, and training programs at the Federal, State, regional and local level. WIOA was designed to provide workforce development activities to increase employment, retention and earnings, and the attainment of recognized postsecondary credentials. Through these activities, the quality of the workforce will improve, economic self-sufficiency will increase, and workers will meet the skill requirements of employers and enhance the productivity and competitiveness of our nation.

In keeping with this purpose, the Region 7 LWDA and SWAPTE's primary objective is to assist all eligible citizens in achieving employment success through a variety of services provided by WIOA funds.

Target Population:	Adults, Dislocated Workers, and Youth ages 16 and over
Geographic Area:	The nine counties within the Region 7 LWDA are: Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington and Wilcox.
Start Date:	July 14, 2025
Initial Contract End Date:	June 30, 2026
Type of Contract:	Cost-Reimbursement Contract
Option to Extend:	The Region 7 Workforce Board (WB) and Southwest Alabama Partnership for Training and Employment (SWAPTE) may extend the contract for an additional 2 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of the Region 7 Local Workforce Area.
Estimated # of WIOA Adults, Dislocated Workers, & Youth Enrolled calendar year 2024:	3,000
Budget	$60,000

A. Purpose

The purpose of this solicitation is to select an organization to be the Region 7 Local Workforce Development Area operator for the One Stop Career Center System. **The chief role of the One-Stop Operator is to coordinate the service delivery of required one-stop partners and service providers.** It is the intention of the Region 7 Workforce Board (WB) and SWAPTE to award a subgrant to the responsive proposer, which best meets all the requirements and qualifications as outlined in the Program Descriptions (Section V). WIOA Adult, Dislocated Worker, and Youth Career Center Services will be provided by the Southwest Alabama Partnership for Training and Employment staff.

The funds available for services solicited by this RFP are appropriated under Title I of the Workforce Innovation and Opportunity Act. It is anticipated that the contract awarded through this RFP will be a cost reimbursement contract required by WIOA. For-profit businesses responding to the RFP are allowed a "reasonable" profit that will be separately negotiated as required by federal guidelines.

Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; or,
- A collaboration between these organizations.

The Region 7 Workforce Board (WB) and SWAPTE encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises whenever possible. The Region 7 WB and SWAPTE are committed to Equal Opportunity in its contracting process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP; however, the proposal must clearly demonstrate that all contractual responsibility rests with one legal entity serving as the agent of record. The agent of records is responsible for required documentation.

Organizations that have not previously been awarded a WIOA or WIA contract, but have managed other Federal, State, or local funds to deliver a similar program design are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal.

Successful respondents will serve as sub-recipients of WIOA funds administered by the United States Department of Labor (USDOL), Alabama Department of Workforce, Workforce Development Division, Region 7 LWDA and SWAPTE.

B. Schedule

ACTION	DATE
Release of RFP	May 29, 2025
Last Day to Submit RFP Questions	June 10, 2025
Proposals Due at 4:30pm CDT	July 7, 2025
Program Implementation	July 14, 2025

C. RFP Questions

With the advances in technology, a traditional offerors' conference will not be conducted with this RFP. Instead, those with questions (after you completely review the RFP) may submit your questions via e-mail to Laura Bethea, lbethea@swapte.org no later than June 10, 2025. All questions received by this day will be reviewed and responses posted on the SWAPTE website (www.swapte.org). No further questions will be acknowledged beyond the above date, and no one else is authorized to respond to any verbal or written questions.

NOTE: It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted prior to the deadline.

No other sources of responses or clarification are considered valid.

D. Ex-Partee Communication

The Alabama Department of Workforce, Workforce Development Division, Region 7 WB and SWAPTE prohibits ex-parte communication or lobbying of any kind with any board member, SWAPTE staff, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members, SWAPTE management, or evaluators risk elimination of their proposals from further consideration.

E. Right to Cancel

The Region 7 WB and SWAPTE reserves the right to delay, amend, reissue, or cancel all of this RFP at any time without prior notice: The Region 7 WB and SWAPTE also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit Region 7 WB or SWAPTE to accept any proposal, nor is either of these parties responsible for any costs incurred by respondents in the preparation of responses to this RFP. Region 7 WB and SWAPTE reserve the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract in whole or in part as is deemed to be in the best interest of the Region 7 LWDA. The Region 7 WB and SWAPTE reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of Region 7 Workforce Area, Region 7 WB and SWAPTE.

F. Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by Region 7 WB or SWAPTE to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred, but not yet recovered under this contract. All funding is contingent of the receipt of WIOA funds from the United States Department of Labor, Employment and Training Administration and the Alabama Department of Workforce.

G. General Instructions for Proposal Submission

1. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. State law requires that proposals be received by the Region 7 WB and SWAPTE no later than the date and time specified in this RFP. Proposers should allow sufficient submittal time to ensure their proposals are received at SWAPTE by the specified time and date. The Region 7 WB and SWAPTE are not responsible for any late submissions. Proposals received after the specified time and date or submitted via email or facsimile will be disqualified as non-responsive to this request for proposals. **Proposals must be received by the Region 7 WB and SWAPTE, no later than 4:30 pm CT on July 7, 2025. Proposals should be delivered to: SWAPTE, 515 Springhill Plaza Ct, Mobile, AL 36608 Attn: Laura Bethea.**

2. Proposal Content:
   - Proposal Summary Form
   - Table of Contents
   - Demonstrated Ability and Past Performance

- Program Narrative
- Fiscal Narrative & Budget
- Organization Description
- Qualifications and References
- Program Operations
- Other Funding Sources
- Minimum Threshold Certification & Assurances (Attachment D)
- Local Area Map & Current Career Center Listing

3. Proposal Format Requirements

Font	11 Point – Times New Roman
Pages	Single-Sided
Margins	One (1) Inch - this applies to **ALL** margins
Spacing	Double-Spaced
Header	The name of the organization submitting the proposal and the page number on each page.

4. Proposers should use the forms included in this Request for Proposals. If a proposer opts to create and complete forms using their own computer software, the resulting forms must be identical to those included in this RFP. Fiscal Agent staff will e-mail RFP form files to proposers if requested.

H. Period of Performance and Contract Instrument

The Region 7 WB and SWAPTE are competitively procuring a provider of WIOA mandated service of One-Stop Program operator in the Region 7 Local Workforce Development Area. The local area is made up of nine counties: Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington and Wilcox. The initial period of performance for a service provider contract resulting from this solicitation is anticipated to begin on July 14, 2025, and end June 30, 2026. If an entity receives funding for Program Year 2025 through this procurement and meets contract obligations satisfactorily, the Region 7 WB and SWAPTE reserve the right to extend the contracts annually, for up to an additional two (2) years, as needed.

Contracts written with the Region 7 WB and SWATPE conform to the requirements of Federal Acquisition Regulations and have the following general characteristics:

1. The Region 7 WB and SWAPTE will reimburse the contractor the lesser of:
   a. The actual costs of operating the approved program, in accordance with the contract statement of work and budget; or
   b. The obligated amount of the contract.
2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
3. All reported WIOA expenditures and program income, including any profits earned, must be on the accrual basis of accounting and cumulative by program year funding allocation.
4. Contracted funds must be tracked by the appropriate cost categories for WIOA contracts.
5. Contracted funds will be subject to detailed financial and compliance audits conducted by the SWAPTE and the Alabama Department of Workforce or its authorized representatives, the Examiner of Public Accounts, independent audit firms, local area staff as well as the U.S. Department of Labor, Employment and Training Administration.

6. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.
7. Contracts must consist of the contract boilerplate, signature page, statement of work, and the program budget.

II. Conditions of Solicitation

The release of this Request for Proposals (RFP) does not constitute an acceptance of any offer, nor does it in any way obligate the Region 7 LWDA, Region 7 WB or SWAPTE to execute a contract with any offeror. The Region 7 WB and SWAPTE reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute contracts with any offeror rests solely with the Region 7 WB and SWAPTE.

A. Before preparing proposals, offerors should note that:
   i. The Region 7 WB nor SWAPTE ***will not be liable*** for any costs associated with the preparation of proposals or negotiation of contracts incurred by any offeror.
   ii. All proposals in their entirety will become the property of Southwest Alabama Partnership for Training and Employment upon submission.
   iii. The award of a contract for any proposed service(s) is contingent upon:
      1. Favorable evaluation of the proposal;
      2. Approval of the proposal by the SWAPTE;
      3. Approval by the Region 7 WB; and
      4. Successful negotiation of any changes to the proposal required by SWAPTE and Region 7 WB.
   iv. Provision of services specified in this RFP requires substantive knowledge and understanding of:
      1. The Workforce Innovation and Opportunity Act, and the implementing regulations;
      2. State policies, procedures, directives, and the *Uniform* Guidance.

B. The Act, its implementing regulations, and other documents and information of interest may be found on the website http://www.doleta.gov/wioa/.

C. The Region 7 WB and SWAPTE reserves the right to negotiate the final terms of all contracts with successful offerors. Items that may be negotiated include, but are not limited to, type and scope of services and activities, costs, production schedules, target groups, geographic goals, and service levels.

D. The Region 7 WB and SWAPTE reserves the right to accept any proposal *as submitted* for contract award, without substantive negotiation of offered terms, services, or costs. Therefore, offerors are advised to initially propose their most favorable terms. This does not preclude one or more local workforce boards from requiring further negotiations if deemed necessary.

E. Contractors will be required to assume full responsibility for all specified services and **may subcontract only with expressed prior written approval of the** Region 7 WB and SWAPTE

F. In submitting a proposal, the offeror certifies it is a legally constituted organization, and that is in connection with this proposal:
   i. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
   ii. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and,
   iii. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

G. Person(s) signing the proposal certify that person(s) in the offeror's organization, who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated and will not participate in any action contrary to II.F. i, ii, iii above.

H. Proposals will be received and will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

> The information contained on pages ____, ____, ____, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, Southwest Alabama Partnership for Training and Employment has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

I. Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.

III. Minimum Requirements

To be considered, a proposal must meet all of the Minimum Threshold Requirements described below. Proposals failing to meet any Minimum Threshold Requirement will be rejected.

Requirements to Qualify the Proposing Entity as an Eligible Service Provider are:

A. The proposing entity must be qualified to do business in the State of Alabama. The Region 7 WB and SWAPTE prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, a state agency, or another type of organization when in the best interest of the project proposed.

B. The proposing entity or its principals:

  I. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency;

  II. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment 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) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

  III. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph B above;

  IV. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

C. The entity must have an established financial management system in place to ensure effective control and accountability of subgrant funds and other assets to include accurate, prompt reporting of expenditures. Fiscal Agent staff may visit on-site to determine compliance with this requirement for all new proposers

D. The entity shall not have any unresolved audit findings. To alleviate the question as to whether the proposing entity has any unresolved audit findings, **the proposing entity must include as part of the proposal package the most recently completed audit.** An examination letter from the proposer's certified public accountant of a review of the proposer's financial status <u>will not</u> suffice for this requirement. **If the proposing entity is a newly created entity, the proposal package must include current financial statements** (dated within two months of the proposal submission date) **and a business plan as a substitution for the requirement of a final audit.** State agencies responding to this RFP are exempt from the provision of providing a copy of their audits as most of the state agencies have audits conducted by the Examiner of Public Accounts. **However, state agencies need to include a letter from their Chief Financial Officer stating that the agency has no outstanding audit findings.**

E. The entity or its principals shall not be convicted of any crime which indicates the entity's mismanagement or fraudulent use of funds or the entity's insolvency.

F. The entity must have or must agree to establish the following:
   i. Regular audit of all accounts;
   ii. Separate accounting records for Workforce Innovation and Opportunity Act funds;
   iii. A fidelity bond with a minimum of $100,000 *or* the highest amount of funds to be received during the subgrant period (Bond must be executed prior to the granting of a subcontract with the proposing agency);
   iv. Personnel policies;
   v. Grievance procedures for staff and participants;
   vi. Payroll procedures and time sheets for staff and participants;
   vii. WIOA property inventory system; and
   viii. Travel Policies

IV. Overview

A. Workforce Innovation and Opportunity Act

On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to Federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure that the Alabama Career Center System career services are job-driven, responding to the needs of employers and preparing youth, adults and dislocated workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA took effect on July 1, 2015. The first few years under WIOA will be a period of transition with local, State and Federal rules, policies and procedures being discussed and finalized. Successful respondents to this RFP must be flexible and willing to respond to these new directions. For more information on WIOA please visit http://www.doleta.gov/wioa/.

B. Roles and Responsibilities of Region 7 WB and SWAPTE

- Oversee and evaluate the management and operations of all programs funded by the Region 7 LWDA and SWAPTE;
- Allocate and award funds;
- Monitor service providers' performance, quality of service, cost effectiveness, and report on performance to the State Workforce Board;
- Develop and provide technical assistance to service provider staff including providing standardized forms;
- Inform service providers of Federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Enter data into the Statewide Management Information System (MIS);
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- Process payments for contracted service providers;
- Apply and administer other federally funded grants;
- Reporting to the U.S. Department of Labor, Employment and Training Administration as required for all Federally funded programs;
- Review performance on providers in Region 7;
- Will manage all Title I activities, to include the enrollment and case management of all adult, dislocated workers and youth;

C. Alabama Career Centers

The organization awarded the One-Stop Program Operator contract must operate the Alabama Career Centers in conformance with the "Alabama Career Center System Guide to Customer Services". An electronic copy of these Guidelines is available upon request via email to lbethea@swapte.org. **NOTE:** All of the Alabama Career Center leases are managed by the Alabama Department of Workforce. A listing of the current Alabama Career Centers in the Region 7 Local Area is included in Attachment A.

Coordinated Responsibilities of the One-Stop Operator Include, but Are Not Limited to:

- The provision of all required WIOA services, including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
- Utilization of standardized forms provided by SWAPTE and/or Alabama Dept. of Workforce, Workforce Development Division, and all other partner agencies;
- Utilization of Alabama Dept. of Workforce's current data tracking system or any future system as determined by the Alabama Dept of Workforce, Workforce Development Division and SWAPTE;
- Locating at the Alabama Career Centers with a cost sharing agreement, as needed and upon request by the Region 7 WB and SWAPTE;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordination of services with mandatory partners under the guidance of the Alabama Dept of Workforce, Region 7 WB and SWAPTE;
- Documenting participant services and activities in the State of Alabama's Management Information System (MIS); and
- Ensuring the Local Area has **at least one** comprehensive career center.

D. Responsibilities Revisions

The roles and responsibilities of the Alabama Department of Commerce, Workforce Development Division and service providers will change as:

- Federal, State, and local rules are enacted and implemented covering the workforce development system; and
- The Region 7 WB and SWAPTE adopts policies and procedures.

V. Program Description

A. Service Delivery Basics

Alabama Career Center Program Operator– The Alabama Career Center System is required to have a Center Operator. The best way to describe the Operator's role is as a "mall manager." The Operator is responsible for managing the Center facility for the benefit of a wide variety of co-located workforce partners. The chief role of the One-Stop Operator is to coordinate the service delivery of required one-stop partners and service providers. As part of this role, the operator coordinates the assignment of partner Agency staff to the Center's resource room and directs customers to co-located service providers.

The career center operator will work with core partners to delineate and implement shared service strategies for job seekers and businesses and identify related shared customer flow strategies that will include, but not be limited to, operational and service workflows, outreach to shared customers, coordinated staff development and training, follow-up procedures after job placement, marketing and community integration, co-location of staff. The operator will work with the partners to create streamlined standards and processes.

Specifically, the system will include standardized service pathways for customers, common intake procedures and assessments, and procedures to ensure consistent and regular communication between partners. The operator will implement a quality control system to ensure that data is captured represents the diversity of partnerships with core partners as it relates to staffing and programming.

B. Targeted Geographical Area

The nine Alabama counties will be served by the Region 7 WB system are:

Baldwin	Conecuh	Monroe
Choctaw	Escambia	Washington
Clarke	Mobile	Wilcox

C. Program and Partner Service Strategies

The respondents must demonstrate in their project narrative how they plan to ensure collaboration with other non-profit, for-profit, public entities and other key stakeholders and system partners that will be critical to a successful workforce including but are not limited to:

- Adult Education
- Vocational Rehabilitation
- Wagner-Peyser Programs
- TANF and the SNAP workforce programs
- Low-Income Housing
- Libraries and Community Centers
- Veteran Programs
- Job Corps
- Community Based Block Grants
- Title 1 Services

Proposers must complete the Proposing Agency Qualifications (Attachment B).

VI. Demonstrated Ability and Past Performance – Up to 35 points

A. Demonstrated Ability

Respondents must describe demonstrated ability in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

- Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant employment and training needs.

- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

- In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one but no more than three references from previous work of a similar nature, and specify the following:
    a. Contracting agency
    b. Type(s) of program(s)
    c. Term of contract
    d. Dollar amount of contract

- If the proposer has provided WIA or WIOA adult, dislocated worker, and youth programs in another workforce area, supply the following information to ensure maximum consideration during the rating process.
    a. Name of the workforce area
    b. Contact person for the workforce area, including address and telephone number
    c. Counties served under that contract
    d. Type of program
    e. Dollar amount of contract
    f. Number of individuals proposed to serve
    g. Actual number of individuals served as of the date of this proposal submission
    h. Cost per participant
    i. A copy of the most recent monitoring report
    j. Correspondence related to corrective actions if any
    e. Performance information

VII. Program Narrative – up to 40 points

Proposer will propose for the One-Stop Operator of the Alabama Career Center System. The proposer may receive up to 40 points for the One-Stop Operator narrative.

A. Alabama Career Center Operator –40 points

The proposer should thoroughly describe how they will operate the Alabama Career Centers throughout Region 7. The proposer should adequately explain how the Alabama Career Center will meet the requirements of the one-stop delivery system described in WIOA. Below is a list of items the proposer should address in this section. This list is not all inclusive and the proposer should explain their proposed Alabama Career Center operations effectively and sufficiently.

- Duties of the Alabama Career Center Operator

- Describe your plan for managing each Center facility for the benefit of a wide variety of co-located workforce partners.
- Describe the cost sharing agreement that will be developed which describes how partners will contribute to Center costs.
- Describe how you will manage the Center's resource room and "greeters" who direct each customer to Center services and co-located service providers.

VIII.Fiscal Narrative and Budget – 25 points

A. Narrative

- Describe the organization's experience with managing Federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with Federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe any leveraged community and partner resources.

B. Budget

The proposer must include a proposal budget and budget narrative according to the required format (Attachment C). State that all costs included are reasonable, allowable, necessary, and allocable among the cost categories using cost principles from the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule, 2 CFR Chapter I, Chapter II, Part 200, et al, dated December 19, 2014, and Uniform Guidance 2 CFR Part 2900, which includes additional guidance and specific requirements for the USDOL-funded programs.

NOTE: Each proposal must include detailed budget narrative sheets providing the basis for valuation of each line item.

The budget narratives should be completed on the forms included in this RFP package and must offer sufficient detail to allow an assessment of cost reasonableness. For instance, under staff salaries, at a minimum, the names of staff, job title of each position, total salary for each position, and percentage to be charged to the WIOA activity should be listed. For facility costs, include total square feet available, cost per square foot, and documentation showing that cost per square foot is consistent with average costs for similar space elsewhere in the area. For equipment costs, justify method of valuation (i.e., lease, purchase, depreciation). Proposers should offer exact calculations on how each line-item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program. Equipment is defined as having a unit cost of $5,000 or more and a useful life of one year or more.

Sample non-salary budget line items include, but are not limited to the following:

- Fringe benefits - Include contributions for Social Security, employee insurance and pension plans.
- Outreach and Recruitment - Include outreach and dissemination of information to specific target populations.
- Copying/Printing - Do not include costs directly related to participants.
- Equipment (lease/purchase/maintenance) - Include a description of the type of equipment that is to be purchased or leased, and the estimated cost associated with each item.
- Facility Rental/Maintenance - Include information regarding the cost per square foot per month.
- Insurance - State the type of insurance (e.g., general liability). Do not include health or disability insurance in this line item.
- Postage
- Staff Travel - Indicate which staff member(s) is expected to travel and for what purpose, as well as how that purpose is directly related to the program.

- Office Supplies - Do not include supplies, tests, or other materials which are directly related to participants.
- Telephone/Communication - Include phone and internet costs.
- Utilities - Include gas, water, electricity, and garbage, as appropriate.
- Supportive Services - Include participant meals, childcare, and travel.
- Materials/Supplies/Tests
- Indirect Costs - Include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost plan, which must be included to support the budget.
- Contractual/Third-Party Agreements

A complete set of budget narrative sheets must be submitted with the original proposal in order for a proposal to be reviewed and rated and considered by the State Workforce Board for funding.

IX. Minimum Threshold Certification

Fully complete the Minimum Threshold Certification (Attachment D). This must be submitted in order for a proposal to be considered for funding. This document must bear the original signature of the proposing entity's signatory official.

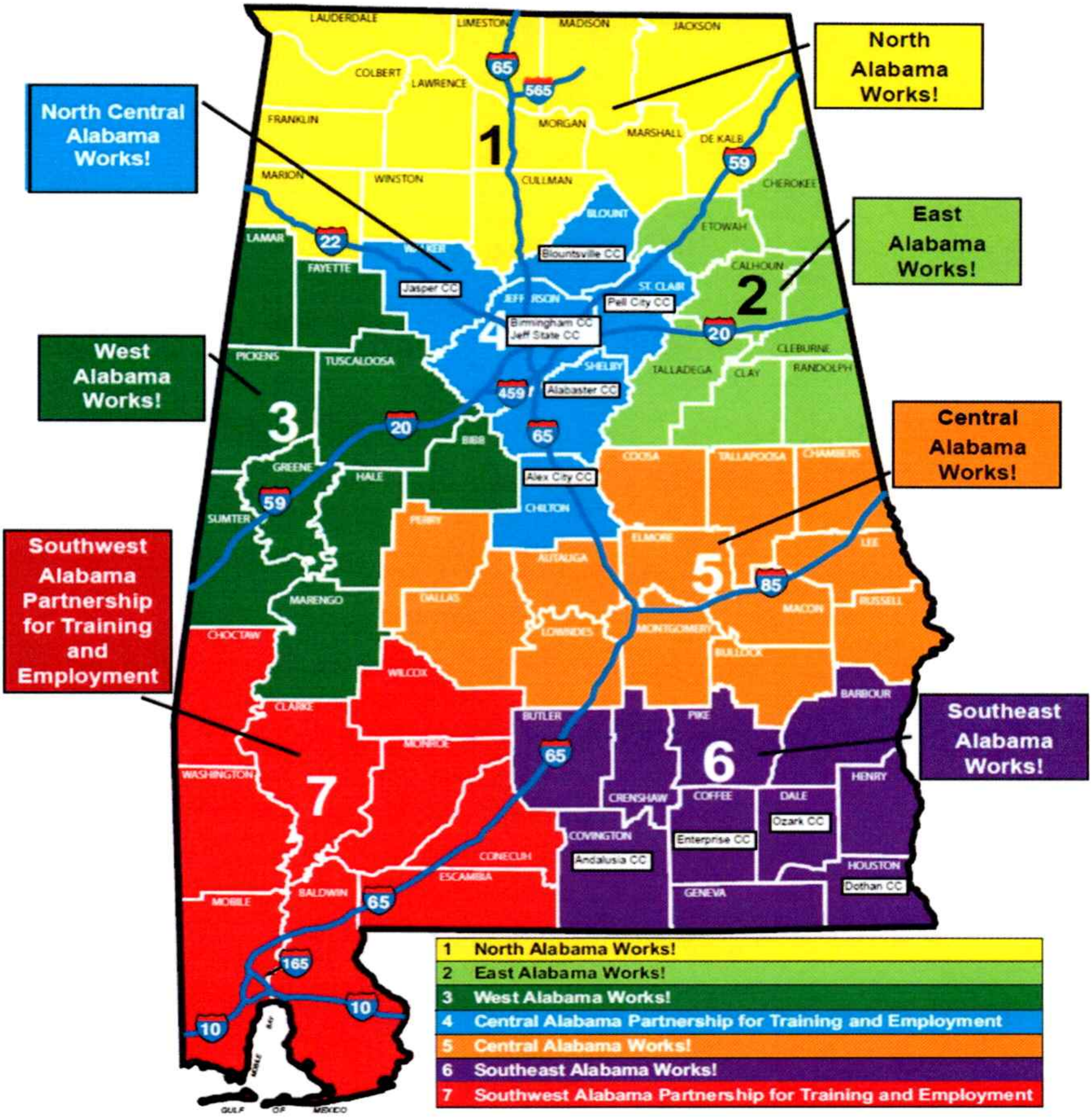
X. Proposal Rating

A minimum total score of 60 must be received in order to be considered for funding through this RFP. Proposers will not be graded on sections that do not apply to their proposal.

Section	**Maximum Allowable Points**
Demonstrated Ability	35
Alabama Career Center Operator Narrative	40
Budget	25

Attachment A

STATE OF ALABAMA
Workforce Innovation and Opportunity Act
LOCAL WORKFORCE DEVELOPMENT AREAs



Attachment B

REGION 7 LOCAL WORKFORCE DEVELOPMENT AREA
AND
SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT
PROGRAM YEAR 2025 ALABAMA CAREER CENTER OPERATOR
Request for Proposal

Contractor Qualifications

Proposing Agency	
Administrative Organization	☐ **Non-Profit Organization** ☐ **Government Organization** ☐ **For-Profit Business** ☐ **Other**
Other: Please Specify	
Federal I.D. No	
Contact Person for Documentation of Qualifications	
Phone Number	
Address	
Mailing Address (if different)	
Email Address	
Fax Number	

PROPOSED BUDGET **WIOA Funds Requested** ________________

The information contained in this Grant Application fairly represents the proposed operating plans and budget necessary to conduct the program/activities herein described. I acknowledge that I have read and understood the requirements of the Grant Application Request, and that the organization is prepared to implement the proposed activities herein described. I certify I am authorized to sign this Grant Application on behalf of the organization submitting this Grant Application. The proposal is firm for 120 days from the closing date for this submission.

Printed Name:	Title:
Signature:	Date:

- **Copy must be submitted with Proposal:**
  - ☐ Copy of the documentation proving legal entity (proof of Incorporation, 501(c) (3), etc.)
- **Copy must be submitted prior to a Grant Award:**
  - ☐ Copy of Table of Contents of Personnel Policies
  - ☐ Copy of written Conflict of Interest Policy of staff and board, including nepotism
  - ☐ Copy of written Grievance Procedure for WIOA Title I Participants
  - ☐ Copy of annual budget document showing total budget
  - ☐ Revenue documentation showing more than one funding source for the organization
  - ☐ Copy of the most recent formal audit (completed within last 2 years) or most recent audited financial statements proving fiscal capacity and capacity for fund accounting on an accrual basis

Line-Item Component Definitions
For Use in Preparing the Budget Narrative

PGS #1

Staff Compensation

List compensation in the form of salaries or wages to employees for work performed under the program. Compensation for this program should not exceed the compensation for similarly situated employees of the Service Provider working under other programs and should be consistent with its usual personnel policies concerning employee compensation.

Back-up Detail: List by job title and name (if known) every employee that will be working on the program and paid with WIOA funds. For full-time staff, indicate basis for pay (salary/hourly wage/etc.), and show total compensation for each job title/person. For part-time staff, indicate percent of time devoted to the program, basis for pay, and show total compensation for each job title/person.

Example:

Position Title	**Pay Rate Per Hour**	**Percentage of Time Applied to WIOA Program**	**Months Applied to Program**	**Salary Cost Charged to Program**
Sam Collins, Case Manager	$10.00 per hour	50% WIOA	12 months	$10,400.00
Total Staff Salaries				$10,400.00

PGS #2

Staff Fringe Benefits

List fringe benefit costs for employees listed on-line PGS #1 as working under WIOA program. This may include FICA, Unemployment Compensation, Workers Compensation, Insurance, and Retirement benefits. Benefits provided should be consistent with the Service Provider's usual customary personnel policies concerning the provision of benefits.

Back-up Detail: For all employees listed under PGS # 1, identify the various fringe benefits to be provided, and explain how the benefits total was calculated. Indicate if some employees will not receive certain benefits and if so, why?

Example:

FICA:	Salaries $ x % Rate	$
Health Insurance	Monthly Rate Per Person $ x Months of Service	$
Workers Comp	Salaries $ x % Rate	$
Pension	Salaries $ x % Rate	$
Unemployment Insurance	Salaries $ x % Rate	$
Other Fringe Benefits (Specify)		$
TOTAL		$

PGS #3
Travel and Transportation

List cost for local travel or out-of-area travel by employees in connection with work performed under the program. This may include automobile mileage, fees, fares, tolls, other transportation charges, meals, lodging, per diem payments, etc. Travel for the program should be managed and paid in a manner consistent with the Service Provider's usual and customary policies concerning employee travel on official business. Note: Out-of-state travel must be pre-approved by WDD.

Back-up Detail: Explain how the total was calculated by depicting various components of the total such as mileage reimbursement, meal allowances, out-of-area travel, conference fees, etc.

PGS #4
Facility Costs

List costs for building space and/or grounds to fulfill the purposes of the program. This may consist of rental or lease payments made to a third-party landlord, or depreciation charges for buildings owned by the Service Provider.

Other costs paid separately in support of the facilities used by the program. This may include, but is not limited to, costs for electricity, gas, water/sewer, waste disposal, pest control, security alarms and moving expenses. Allowable costs for minor repair/upkeep or alteration that may be the responsibility of the program under its lease terms.

Back-up Detail: Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Any request for funds related to the use of facilities owned by the Service Provider must include an explanation of how such charges were calculated.

PGS #5
Communications

List cost for local and long-distance telephone service or other data transmission service. This may include costs for service installation and repair or service relocation and facsimile services.

Back-up Detail: Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition.

PGS #6
Office Supplies

Consumable property and low-cost non-consumable property for use by the program staff. This may consist of:

a) Costs for office supplies or desktop supplies to be used by program staff including postage, express mail service, overnight delivery services.
b) Costs for the purchase of low-cost non-consumable property needed for the program. Normally, non-consumable items having an acquisition cost of less than $5,000.00 per unit are classified as supplies rather than equipment.

Back-up Detail: Explain how the total was determined by depicting anticipated costs of various elements contained in the definition.

PGS#7
Books and Training/Teaching Aids

Cost of assessments, tests, books, and training materials directly related to the participants.

Back-up Detail: Explain how the total was determined by depicting anticipated costs of various elements contained in the definition.

PGS#8
Equipment

Normally, equipment is defined as non-consumable tangible property having an acquisition cost of $5,000.00 or more per unit and an expected useful life of one year or more. Costs for equipment may consist of:

- ✓ Cost for the outright purchase of equipment needed to carry out the program. Equipment purchased with federal funds is considered to be the property of the funding agency.
- ✓ Costs for the rental or lease from a third party of equipment needed to carry out the program. Should be a separate line item as Equipment Lease. (Ex: Copier Rental)
- ✓ Costs associated with payments for equipment maintenance and service agreements, equipment installation or relocation, or the repair or upkeep of equipment owned by the Service Provider but used in the program. Should be a separate line item as Equipment Maintenance or Service Agreements. (Ex: Copier Maintenance)

Back-up Detail: Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Indicate if items are to be acquired through purchase, rental/lease, lease/purchase, etc. If there are charges for equipment owned by the Service Provider, explain how such charges were calculated/determined.

PGS #9
Contractual

List cost for services rendered to the program or to its staff or participants by third parties (not employed by the Service Provider) paid by the Service Provider through subcontract or fee-for-service arrangements. This may also include fees to outside consultants, seminar leaders, guest speakers, etc.

Back-up Detail: Explain how the total was determined by depicting anticipated cost of the various elements contained in the definition. Explain how the individual proposed cost/price was determined. Identify any known subcontractors. If unknown, explain the process you will use to identify a qualified subcontractor.

PGS #10

Other Direct Costs

Any other direct costs necessary to carry out the program that cannot otherwise be classified in another direct-cost line item should be included on this line and fully explained. This may include marketing, program outreach, and travel/transportation for participants.

Back-up Detail: Clearly identify and explain all other direct costs deemed necessary and reasonable to carry out the program. All other direct costs must meet allowable cost guidelines applicable to WIOA-funded programs.

PGS #11

Indirect Costs

Indirect costs may be applied to the program if the Service Provider has an approved indirect cost rate. Indirect charges to the program will be based on actual direct expenditures and not on budget estimates. The Region 7 WB and SWAPTE reserves the right to negotiate all indirect cost rates applied to any WIOA-funded program. A budget for Indirect Cost requires a copy of the proposers' current approved Indirect Cost Rate Documents.

Back-up Detail: Service Providers should identify the cognizant agency that approved its indirect rate and enclose copies of the appropriate indirect cost rate agreement. Service Providers should be prepared to submit details concerning the components included in their indirect cost pool.

Proposed Budget Administration Costs

		PROPOSED AMOUNT
1.	**Staff Salaries**	
	TOTAL SALARIES	$ ________
2.	**Total Staff Fringe Benefits (Indicate the % of Salaries per the itemized list on budget backup page)**	$ ________
		$ ________
3.	**Staff Travel**	
	In-State	$ ________
	Out-of-State	$ ________
	TOTAL TRAVEL:	$ ________
4.	**Facilities (Include rent, utilities, maintenance for rental space and show cost per sq. ft. on backup)**	$ ________
5.	**Communications (Telephone, Internet, etc.)**	$ ________
6.	**Office Supplies (Includes postage, software, desktop supplies, etc.)**	$ ________
7.	**Equipment**	$ ________
8.	**Other (Specify)**	
	Services	$ ________
	Computer Services/Office Equipment Expense	$ ________
	Other, Includes Registration, Printing and Other	$ ________
	Marketing & Outreach	$ ________
	TOTAL	$ ________
9.	**TOTAL DIRECT COST:**	$ ________
10.	**TOTAL INDIRECT COSTS (Specify Approved rate % and attach copy of cognizant agency approval.)**	% ________
		$ ________
11.	**TOTAL COST**	$ ________

Proposed Budget Program Cost

		PROPOSED AMOUNT
1.	**Staff Salaries**	
	TOTAL SALARIES	$ ________
2.	**Total Staff Fringe Benefits (Indicate the % of Salaries per the itemized list on budget backup page)**	________ ________
3.	**Staff Travel**	
	In-State	$ ________
	Out-of-State	$ ________
	TOTAL TRAVEL:	$ ________
4.	**Facilities (Include rent, utilities, maintenance for rental space and show cost per sq. ft. on backup)**	$ ________
5.	**Communications (Telephone, Internet, etc.)**	$ ________
6.	**Office Supplies (Includes postage, software, desktop supplies, etc.)**	$ ________
7.	**Books and Training/Teaching Aids**	$ ________
8.	**Equipment**	$ ________
9.	**Other (Specify)**	
	Services	$ ________
	Computer Services/Office Equipment Expense	$ ________
	Other, Includes Registration, Printing and Other	$ ________
	Marketing & Outreach	$ ________
	TOTAL	$ ________
10.	**Supportive Services. to Participants (specify type)**	
	________	$ ________
	________	$ ________
11.	**TOTAL DIRECT COST:**	$ ________

BUDGET BACKUP

Administration

Line Item No: A.1 Salaries

AMOUNT APPROVED

Full Time Equivalent Positions $ ____

Line Item No: A.2 Fringe Benefits

AMOUNT APPROVED

TOTAL $ ____

Line Item No: A.3 Travel

AMOUNT APPROVED

Based on approved state rate for mileage and per diem.

TOTAL $ ____

Line Item No: A.4 Facilities

AMOUNT APPROVED

TOTAL $ ____

Line Item No: A. 5 Communications

AMOUNT APPROVED

TOTAL $ ____

AMOUNT APPROVED

Line Item No: A. 6 Office Supplies

TOTAL $

AMOUNT APPROVED

Line Item No: A.7 Equipment

TOTAL $

AMOUNT APPROVED

Line Item No: A.8 Other

TOTAL $

AMOUNT APPROVED

Line Item No: A.10 Indirect Cost

TOTAL $

BUDGET BACKUP
Program Costs

Line Item No: B.1 Salaries

AMOUNT APPROVED

Full Time Equivalent Positions $ ______

Line Item No: B.2 Fringe Benefits

AMOUNT APPROVED

TOTAL $ ______

Line Item No: A.3 Travel

AMOUNT APPROVED

Based on approved state rate for mileage and per diem.

TOTAL $ ______

Line Item No: A.4 Facilities

AMOUNT APPROVED

TOTAL $ ______

Line Item No: A. 5 Communications

AMOUNT APPROVED

TOTAL $ ______

Line Item No: A.6 Office Supplies

AMOUNT APPROVED

TOTAL $

Line Item No: A. 7 Books & Training

AMOUNT APPROVED

TOTAL $

Line Item No: A.8 Equipment

AMOUNT APPROVED

TOTAL $

Line Item No: A.9 Other

AMOUNT APPROVED

TOTAL $

Line Item No: A.10 Supportive Services

AMOUNT APPROVED

TOTAL $

Attachment D

Region 7 Workforce Board / Southwest Alabama Partnership for Training and Employment
Alabama Department of Workforce, Workforce Development Division
Minimum Threshold Certification

The purpose of Minimum Threshold Certification is to collect information necessary to (1) determine whether a proposing agency qualifies as an eligible service provider and (2) rate the demonstrated effectiveness of the agency in providing the proposed services. Minimum Threshold Certification must be completed by the proposing agency for ***each*** proposal submitted and ***must bear the original signature of the signatory official for that agency.***

Program Organization: ______________________________

Project/Activity: ______________________________

Program Location: ______________________________

MINIMUM THRESHOLD REQUIREMENTS
To be considered, a proposal must meet all Minimum Threshold Requirements. **Proposals failing to meet any Minimum Threshold Requirement will not be considered.**

Requirements for Qualification as an Eligible Service Provider:
I. To be eligible, the proposer must be qualified to do business in the State of Alabama. The Region 7 Workforce Board Southwest Alabama Partnership for Training and Employment, Alabama Department of Workforce, Workforce Development Division prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed. **Required Information:** Indicate below the nature of the proposing entity (e.g., public, private for-profit, private nonprofit). Private entities should indicate the date and location of incorporation.
II. To be eligible, the proposing agency or its principals: A. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement by any federal department or agency; B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above; D. Have not within a three-year period preceding this proposal had one or more public transactions terminated for cause or default. **Required Information:** Provide a statement that certifies that the proposing organization adheres to all statements in this section.

III. To be eligible, the proposer must have an established financial management system in place to ensure effective control of and accountability for subgrant funds and other assets. **Required Information:** Provide a description of the proposer's established financial management system.
IV. To be eligible, the agency shall not have any unresolved audit findings. **Required Information:** To determine whether the proposing agency has any unresolved audit findings, the proposer **must** include as part of the proposal package the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package **must** include all current (dated within two months of the proposal submission date) financial statements and a business plan.
V. To be eligible, the agency or its principals shall not be convicted of any crime which indicates mismanagement or fraudulent use of funds by the agency, or insolvency or the agency. **Required Information:** Provide a statement regarding any involvement of the proposing agency and/or its principals in criminal convictions and/or insolvency.

VI. To be eligible, the agency must have in place or must agree to establish certain policies and procedures (below).

Required Information: Indicate whether the proposing agency currently has or will establish the following policies and procedures.

Currently Have	Will Establish	
		1. Regular audit of all accounts;
		2. Maintenance of separate accounting records for WIOA funds;
		3. Maintenance of a fidelity bond with coverage equal to or exceeding the highest amount of funds to be received during the subgrant period;
		4. Personnel policies;
		5. Grievance procedures for staff and participants;
		6. Payroll procedures and time sheets for staff and participants;
		7. Maintenance of a WIOA property inventory system; and
		8. Travel policies

VII. CERTIFICATION STATEMENT

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

Name of Proposing Entity

Name of Certifying Official

Signature of Certifying Official   Date