



Central Ohio Workforce Investment Corporation

## *Assessment Services*

### **Request for Proposals**

*Issued*

*January 27, 2012*

#### **Important Dates**

*Pre-Proposal Conference*

*February 8, 2012*

*Notice of Intent to Bid Due*

*February 10, 2012*

*Final Proposal Due Date*

*February 17, 2012*

***Proposals must be received no later than noon, 12:00 PM Eastern Standard  
Time.***

***No Exceptions***



Central Ohio Workforce Investment Corporation

Contents

I. Public Notice ..... - 4 -  
    COWIC Website Information ..... - 4 -  
    Bidder Q&A..... - 5 -  
II. Background ..... - 5 -  
III. Purpose of Request for Proposal ..... - 7 -  
    Population Served ..... - 7 -  
IV. Statement of Work ..... - 9 -  
    Demographic Data ..... - 11 -  
    Outcomes ..... - 13 -  
    Size of Funding Request ..... - 13 -  
    Leveraged Resources ..... - 13 -  
    Protest of Contract Award Process ..... - 13 -  
    Contract Term..... - 15 -  
    General Proposals Conditions ..... - 15 -  
    Negotiation Process..... - 16 -  
    Costs Incurred by Proposers..... - 16 -  
    Accuracy and Completeness..... - 17 -  
    Withdrawal of Proposals ..... - 17 -  
    General Reservations..... - 17 -  
    Proposer Performance and Compliance History ..... - 17 -  
V. Contracting Requirements..... - 18 -  
    General Contract Conditions ..... - 18 -  
    Contract Amendments ..... - 18 -  
    Proposal Format ..... - 19 -  
    Service Design and Program Narrative..... - 20 -  
    Program Objectives..... - 21 -  
    Budget Justification..... - 21 -



Central Ohio Workforce Investment Corporation

VI. Evaluation ..... - 21 -

VII. Compliance Review ..... - 21 -

VIII. Proposal Forms ..... - 21 -

    Proposal Checklist..... - 21 -

    Proposal Table of Contents/Checklist ..... - 21 -

    Proposal Summary..... - 23 -

    Proposal Budget Forms ..... - 25 -

    Statement of Compliance ..... - 26 -

    Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary  
    Covered Transactions ..... - 27 -

    Instructions for Certification Regarding Debarment, Suspension, and Other Responsibility  
    Matters, Primary Covered Transactions..... - 28 -

    Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and  
    Cooperative Agreements..... - 30 -

    Provisions Regarding a Drug-Free Workplace ..... - 31 -

    Non-Collusion Certificate..... - 33 -

IX. COWIC Disclaimers and General Provisions..... - 34 -

X. Reference Materials and Internet Links ..... - 34 -

    Links to Reference Materials ..... - 38 -

    Workforce Investment Act ..... - 38 -

    Local and State ..... - 38 -

XI. Glossary ..... - 40 -



Central Ohio Workforce Investment Corporation

## I. Public Notice

### Request for Proposals (RFP)

The Central Ohio Workforce Investment Corporation (COWIC), representing Workforce Area 11, Columbus and Franklin County, Ohio, is now soliciting proposals from agencies and organizations interested in providing Assessment services for Adults, Dislocated workers and Youth/Young Adults.

A Pre-Proposal conference is scheduled on **February 8, 2012 from 10:00 AM-12:00 Noon** at COWIC Administrative Offices, 1111 East Broad Street, Columbus, OH 43205, in the lower level Continental Room. Bidders planning to attend the bidder's conference must pre-register by sending an email to [kmarlowe@cowic.org](mailto:kmarlowe@cowic.org), Procurement Coordinator, subject Assessment RFP registration. Copies of the request for proposal specifications are available at COWIC Administrative Offices, located at Suite 201 and via the website at [www.cowic.org](http://www.cowic.org).

**All bidders will be required to submit a Notice of Intent to submit a proposal (NOI). The NOI application can be downloaded from COWIC's Website at [www.cowic.org](http://www.cowic.org) and submitted by 12:00 Noon, February 10, 2012.** NOIs can be submitted by email or received by mail or hand delivered by the due date to: Attention of: Konny Marlowe, [kmarlowe@cowic.org](mailto:kmarlowe@cowic.org), subject NOI Assessment RFP Contract Procurement Specialist, COWIC Administrative Offices, 1111 East Broad Street, Suite 201, Columbus, OH 43205.

### ***COWIC Website Information***

COWIC's website at [www.cowic.org](http://www.cowic.org) will be used as the primary mode of communication between COWIC and potential bidders. Beginning January 27, 2012 interested parties can download the Request for Proposal, and learn of upcoming events and deadlines. A question-and-answer document on the website will be updated at least weekly (see below). *That document along with a "Library" of forms, attachments and updates for this RFP can be accessed from the COWIC website at [www.cowic.org](http://www.cowic.org).* It is the bidders' responsibility to check the website frequently to stay connected throughout this process. If you do not have the capacity to download large electronic files, proposals can be picked up at the address below by contacting:

**Konny Marlowe  
Central Ohio Workforce Investment Corporation  
1111 East Broad Street, Suite 201  
Columbus, Ohio 43205  
Phone: 614-559-6063**

### ***Bidder Q&A***

Bidders may submit questions in writing to COWIC staff or via email. Questions will be answered beginning February 9, 2012. Questions and answers will be posted on COWIC website on a weekly



Central Ohio Workforce Investment Corporation

basis or more frequently as needed. Questions must be submitted no later than 5:00pm February 14, 2012.

To submit a question to COWIC, email: [kmarlowe@cowic.org](mailto:kmarlowe@cowic.org) , Subject: Assessment RFP Questions

## II. Background

National economic growth projections suggest an increase in the strengthening of the economy with inflation remaining under control. The national and State of Ohio unemployment rate has dropped to 8.5% from 9% and above levels as disconnected workers seek to re-enter the labor force. Columbus is currently experiencing the same challenges as the rest of the country. However, over the past year we have observed a decrease in the unemployment rate compared to the rest of the State of Ohio; the Central Ohio economy is getting better, business is picking up and businesses are becoming cautiously optimistic. Central Ohio's strength has been traditionally the diversity of business sectors such as retail, insurance, business services, healthcare, and transportation/warehousing/logistics. Focusing on these industries will allow Central Ohio to maintain its prominence as the economic engine for Ohio and the Midwest region.

The largest growing local industries for the Columbus Metropolitan area during the period 2006-2016 will include construction trades/transportation/utilities, professional and technical services such as apprenticeships, technology, management, educational and health services. The largest industry sector in the Columbus Metropolitan area with positive growth will be healthcare and social assistance with an increase of 23% or 21,700 jobs. Other subsectors with large projected positive growth are professional and technical services with 10,300 jobs and administrative and waste services at 17.9% or 11,500 jobs.

By combining growth and scale, we can guide the direction of future workforce programs that will have the largest potential impact. Actual employment growth is of particular interest for planning purposes, given high growth rate, but may be of little significance if the overall number of available jobs is low. Based on the *2011 Columbus Chamber Economic Forecast, Columbus MSA Annual Sector Employment Changes*, an examination of 284 industries in the Columbus Metropolitan Area disclosed that the following career pathways are drivers for the Central Ohio economy:

- Logistics & distribution
- Business and Professional Services – particularly IT, marketing, design, retail support, & corporate offices
- Finance & Insurance – particularly insurance
- Various manufacturing subsectors – including motor vehicles and parts, plastics, food, and beverages, chemicals and pharmaceuticals, and glass/clay products.
- Life sciences and healthcare
- Creative industries – arts, entertainment, tourism

- 5 -



Central Ohio Workforce Investment Corporation

- Wholesale trade

COWIC has identified and is targeting job openings in those occupations such as healthcare, logistics/warehousing/transportation, technology and advanced manufacturing having the most potential to present employment opportunities for our jobseekers and to work with educational entities presenting curricula that would deliver training for those skill sets. Therefore, COWIC continues to work to create more specific employer-driven service delivery models; to strike a balance between employer and job seeker-focused service delivery that result in job placement. Best practice suggests employers involved with the development and approval of the curriculum partnership with education and community/faith-based organizations to provide holistic services for job seekers. This model requires the right mix of stakeholder partners engaged in strategic planning and service delivery.

To meet the needs of the employers in tailoring assessments to specific industries, studies identified three (3) levels of assessments for new entrants to the work place. Employers have identified basic knowledge, applied skills, and occupational skills as critical factors in assessing potential employees and critical to their hiring decisions.

**Basic Knowledge** refers to basic skills-English Language (spoken, Reading Comprehension, Writing in English, and Mathematics), and 2) other academic subjects: Science, Government, Economics, Humanities, Foreign Languages, and History/Geography. These are the basic skill and knowledge areas normally acquired in school. **Applied Skills** refers to those skills that enable employee's to use the basic knowledge they have acquired in school to perform in the workplace. Applied skills include those based on cognitive abilities such as Critical Thinking/Problem Solving, as well as more social and behavioral skills such as Professionalism/Work Ethic. Other applied skills, such as oral communications and teamwork/collaboration, combine both cognitive abilities and social skills. **Occupational Skills** refers to proficiency to perform actual task and technical functions required by certain occupational fields at the entry, intermediate or advanced levels.

### **Workforce Investment Act of 1998**

The Workforce Investment Act (WIA) is the nation's principle workforce development legislation. WIA provides funds for the employment and training needs of adults, dislocated workers and youth. Administered by the Department of Labor (DOL), it is one of the largest funding streams that support workforce development activities in Franklin County. For more information see the following websites:

#### ***Workforce Investment Act of 1998***

- <http://www.doleta.gov/usworkforce/wia/act.cfm>

#### ***WIA Final Regulations:***



Central Ohio Workforce Investment Corporation

- <http://www.doleta.gov/usworkforce/wia/act.cfm>

### **III. Purpose of Request for Proposal**

The purpose of this Request for Proposal (RFP) is to solicit cost-effective proposals to provide assessment services for jobseekers and employers in order for COWIC staff and our service providers to assure that jobseekers are referred to job openings that fit their skills, experience and career preferences and that employers are referred qualified job candidates that meet the employers' workforce needs.

Assessment services will be located at COWIC, held Thursdays and Fridays with anticipated staff time of 16 hours per week to serve approximately 4000 jobseekers. Assessments can be administered in groups or individually. All test cost and equipment should be a part of your proposal. Proposals should include assessments for Adults, Dislocated workers and Youth/Young Adults as well as customized assessments requested by employers (Industry Specific).

Robust assessment services are needed to ensure that COWIC's job matching services are effective and of benefit to both employers and jobseekers. Through the utilization of standardized tests, online assessments (including no cost and subscription services) and occupational skills assessments, COWIC seeks to procure an assessment service that helps to ensure that jobseeker customers seeking entry into training, education or other programs or services have the necessary skills and abilities to succeed.

Assessment services also assist COWIC in filling the needs of our jobseekers to obtain long-term employment through attainment of credentials and entry into programs designed to advance their skills. The Provider(s) who is(are) awarded this service will be responsible for implementation of assessment processes for COWIC to determine suitability for training as well as employment opportunities.

COWIC seeks assessment services that demonstrate to employers that referred jobseekers have the needed basic skills, applied skills and specific occupational skills to be successful in the workplace and to immediately contribute to their organizations. The selected provider should be able to provide assessments in each of these three areas that are tailored to employer needs. In tailoring assessments to specific industries the provider should take into account that employers in different industries view the relative importance of basic knowledge versus applied and occupational skills differently.

#### ***Population Served***

##### **(1) Eligible Adults:**

The goal of the WIA is to increase employment, retention and earnings of participants; and in doing so, improve the quality of the workforce to sustain economic growth, enhance productivity and competitiveness, and reduce welfare dependency.



**Central Ohio Workforce Investment Corporation**

Such individuals shall be considered eligible to participate in core services if he/she is:

- Eligible to work in the U.S.;
- Registered for Selective Services (if applicable);
- A Disadvantaged Adult (those whose incomes are under 250% of the federal poverty level) may be eligible for WIA staff assisted core, intensive, training services, and supportive services.
- A recipient of public assistance and other low-income individuals (Veterans or other covered persons within this group shall be given first priority)
- Someone that is unemployed and has one or more of the following barriers:
  - a. Lacks basic skills (including limited English Proficiency)
  - b. Exhausted Unemployment Insurance or long term unemployed
  - c. High school dropout
  - d. Single parent
  - e. Lacks occupational skills needed to acquire and maintain a job with a living wage
  - f. Requires substance abuse treatment prior to employment
  - g. Lacks significant work history
  - h. Ex-offender
  - i. Individual(s) with a disability
  - j. Homeless
  - k. Displaced homemaker

**(2) Eligible Dislocated Workers:**

It is the purpose of this program to prepare dislocated workers for participation and re-entry into the labor force by coordinating and integrating basic re-adjustment services and support services with retraining (occupational and educational skills) services which in turn will result in improved long-term employability and increased employment earnings. It is also the goal of this program to coordinate services with the unemployment compensation system. Unlike those in the general adult program, dislocated workers are not subject to priority-group criteria for staff assisted core, intensive and training services.

Such individuals shall be considered eligible to participate if he/she:

- Has been terminated or laid off or has received a notice of termination of employment, are eligible for or has exhausted their entitlement of unemployment compensation, and are unlikely to return to their previous industry or occupation;



Central Ohio Workforce Investment Corporation

- Has been terminated or has received a notice of termination of employment, as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise;
- Was self-employed and is unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters, subject to the federal, state, and/or local regulations.
- Meets the definition of a displaced homemaker. Displaced homemakers are equally eligible for dislocated worker services if they have been dependent on the income of a family member but are no longer supported by that income and if they are experiencing difficulty obtaining or retaining employment.

**(3) Eligible Youth/Young Adults:**

An individual who is not less than age 14 and not more than age 21; is a low-income individual; and is an individual who is one or more of the following:

- Deficient in basic literacy skills.
- A school dropout.
- Homeless, a runaway, or a foster child.
- Pregnant or a parent.
- An ex-offender.
- An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

## IV. Statement of Work

The essential services to be provided under Assessment Services include:

The provider will conduct an assessment of job readiness for those jobseekers without a significant work history such as under the National Work Readiness Credential process. For example, assessments for the National Work Readiness Credential consist of four newly developed assessment instruments based on Equipped for the Future (EFF) standards:

- The National Work Readiness Situational Judgment Test (WR-SJT),
- The National Work Readiness Use Math to Solve Problems and Communicate Test (WR-Math),
- The National Work Readiness Read With Understanding Test (WR-Reading), and



Central Ohio Workforce Investment Corporation

- The National Work Readiness Oral Language Test (WR-OLT).

The Provider(s) will ensure assessment services are designed to be integrated within the COWIC service delivery system, such that jobseeker customers have appropriate access to assessments that serve to enhance their performance outcomes and to meet employers specific needs.

The Provider(s) will be flexible and adaptable to assure that assessments are provided as needed in a timely manner.

The Provider will make reasonable accommodations for individuals who have **Limited English Proficiency (LEP)**, or physical or mental disabilities.

The Provider(s) MUST have staff that are trained (and certified as necessary) to administer, score, report and analyze/interpret results of all types of assessments approved and used by COWIC.

The Provider(s) will evaluate interest, skills and work preferences of customers through referral from COWIC career consultants or business solutions staff. The Provider(s) will review, report and discuss assessment results with the customer and Career Consultant. This team approach is to ensure that the combinations of services/objectives are included in the ISS/IEP and is consistent with the assessment results and responsive to the expressed employment and/or training goals of the customer.

The Provider(s) will review and report assessment results to Career Consultants for discussion and planning with customer and to the Business Solutions staff for referral prescreening, as required.

The Provider(s) will be responsible for assessment results, assessment security and reporting.

The Provider(s) will ensure compliance with all policies and regulations of the WIA, Wagner-Peyser Act, TAA programs and COWIC partner programs as they pertain to the assessment process and procedures.

The Provider(s) for this service will be held responsible for all performance indicators and outcomes of each participant that will assure COWIC exceeds required goals and objectives according to individual funding sources.

The Provider will provide necessary documentation, staff time and resources in support of monitoring, reporting, complaint resolution and other compliance activities as required by regulatory bodies and agencies.

The Provider will recommend the appropriate assessment tools to meet these aforementioned purposes of this RFP. These assessment tools may include, but are not limited to, the National Work Readiness Credential, WorkKeys®, TABE, CASAS, Choices CT software, the Discovery



**Central Ohio Workforce Investment Corporation**

assessment process, interest assessments, aptitude tests, personality assessments and occupational tests for the purpose of screening customers for job referrals, training and GED preparation. In addition, the Provider will be expected to seek new resources and assessments to enhance COWIC jobseeker and business customer outcomes. Where the Provider lacks internal assessment resources, they will be expected to collaborate with or source additional assessment resources and services externally.

Through the use of a combination of standardized testing instruments, one-on-one interviews, and on-going communication, the Provider will identify the basic educational levels, aptitude, employment interests of participants and occupational skill levels of jobseekers. The provider will also work with business solutions staff to ascertain what assessments are appropriate for employers prescreening needs.

There is also the potential for the assessment provider to offer learning labs that provide jobseeker customers with remediation, skill building and career exploration services on an individualized basis. Learning labs should be available on-site at COWIC and remotely via the Web. If this service is offered in the proposal by the provider and contracted for by COWIC, the Provider(s) must have Trained Learning Coaches (certified as necessary) to assist customers in the learning labs with remediation services.

**Demographic Data**

***COWIC serves approximately 12,000 customers a year. The demographics by percentages of the total number of job seekers COWIC serves is as follows for the period of July 1, 2010 to June 30 2011:***

**AGE:**

<b>21 and Under</b>	<b>22 – 29</b>	<b>30 - 39</b>	<b>40 - 49</b>	<b>50 - 59</b>	<b>60 and Over</b>
18%	19%	21%	20%	17%	4%

**RACE:**

<b>Black/AA</b>	<b>White</b>	<b>Somali/African</b>	<b>Hispanic</b>	<b>Asian</b>	<b>Other</b>
61%	30%	2%	2%	1%	4%

**EDUCATION:**

<b>BA/MA/PhD</b>	<b>Some College</b>	<b>AS/VOC/TECH</b>	<b>Certification</b>	<b>HS Graduate</b>	<b>Did Not Grad</b>
17%	17%	8%	7%	36%	16%

**SPECIAL TARGET GROUPS:**

<b>Veterans</b>	<b>Persons with Disabilities</b>	<b>Ex-Offenders</b>
7%	9%	15%

**PREVIOUS EMPLOYMENT ANALYSIS:**



Central Ohio Workforce Investment Corporation

### COWIC Customer Previous Employment Analysis

Occupational Group	Ranking
Arts/ Entertainment/Recreation	3%
Automotive	1%
Behavior Health	1%
Business/Professional/Administrative	7%
Construction/Landscape	5%
Customer Service	15%
Educational Services	5%
Engineering/Architecture	1%
Financial	3%
Government	2%
Green Industry	1%
Healthcare	8%
Information Technology	2%
Law Enforcement/Security	1%
Leisure/Hospitality/Food Services	4%
Manufacturing/Mechanical	3%
Nonprofit/Social Service	3%
Retail/Cashier	8%
Sales/Marketing/PR	5%
Transportation/ Warehouse/Storage	22%
Utilities	1%



Central Ohio Workforce Investment Corporation

### **Outcomes**

- Customer satisfaction
- Number of Test completed and /scored
- Staff satisfaction

### **Size of Funding Request**

The Central Ohio Workforce Investment Corporation and its Board of Directors will determine funding amounts based on the needs of the local area, the proposer's demonstrated ability in administering funds, and on the availability of funds. Funding amounts may increase or decrease during the contract period based on the funds available, contractor performance and local area needs.

COWIC may decide not to fund part or all of a proposal even though it is found to be in the competitive range for reasons entirely decided by COWIC, including but not limited to: the services proposed are not needed, COWIC staff will provide the services, the costs are higher than COWIC finds reasonable in relation to the overall funds available, and/or if management concerns lead COWIC to believe that the bidder has undertaken more services than it can successfully provide.

### **Leveraged Resources**

A cash match is not required under this RFP. However, the extent to which a contractor can show cash and/or in-kind match from non-WIA sources will be a factor in the evaluation process. The cash match may serve as another funding source for this program. These funds may be used to offset program operating cost. Respondents providing a cash match shall include the source the match and the amount of the match in your proposal and budget.

### **Protest of Contract Award Process**

Bidders who have submitted a proposal may protest the award of the contract setting forth both factual and legal grounds for the protest. The basis of the protest must be for violation of a state or federal contracting law, rule, or regulation which is applicable to the contracting process. The protest shall be in writing and shall contain the following information:

1. The name, address and telephone number of the protester;
2. The name of the RFP being protested;
3. A detailed statement of the legal and factual grounds for the protest, including copies of relevant documents;
4. A request for ruling by COWIC;
5. A statement as to the form of relief requested from COWIC; and
6. Any other factual and legal questions at issue in the written protest.

During any part of the review or consideration, the protester may be asked to clarify statements or to provide proof of claims or other statements. Any such requests must be fully responded to



**Central Ohio Workforce Investment Corporation**

within reasonable time designated by the Central Ohio Workforce Investment Corporation. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this request for proposal.

The Central Ohio Workforce Investment Corporation will review the protest according to its complaint procedures and issue a written response that is intended as a complete and final answer to the protest.

Protests shall be filed no later than 5:00 pm of the eighth (8) calendar day after the issuance of formal letters sent to vendors regarding COWIC's intent to make an award. The date on these letters responding to vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

Protests must be sent via email to address below and a hard copy sent by Certified U.S. Mail to the attention of:

**Shirley Costantino, CFO/COO**  
**1111 E. Broad Street, Suite 201**  
**Columbus, Ohio 43205**  
[www.scostantino@cowic.org](mailto:www.scostantino@cowic.org)

COWIC shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

By participating in this RFP Process, each bidder agrees that any court action taken by a bidder in regard to the award of the contract will be filed in the Franklin County Court of Common Pleas within 30 days of the award.

### **General Conditions of the Solicitation**

#### **Proposal Submission Deadline**

Seven (7) sets of the completed proposal one (1) original and six (6) copies along with a CD containing all of the documents must be submitted by Friday, February 17, 2012 no later than 12 noon to:

**Central Ohio Workforce Investment Corporation**  
**Attn: Winford Dearing, Procurement Manager**  
**1111 East Broad Street, Suite 201**  
**Columbus, Ohio 43205**



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*Proposal Schedule*

<b>Date</b>	<b>Event/Activity</b>
January 27, 2012	Release RFP
February 8, 2012	Pre- Proposal Conference, 10:00AM-Noon, 1111 E, Broad St., Columbus, Ohio 43205, 9:30 AM Registration
February 10, 2012	Notice of intent to bid
February 14, 2012	Deadline for submitting questions
<b>February 17, 2012</b>	<b>Proposals Due</b>
February 21, 2012	Selection of vendors
February 21, 2012	Recommendations to COWIC CFO
February 22, 2012	Meet with selected vendors
March 14, 2012	Recommendations to COWIC Board
March 15, 2012	Execution of contract

***COWIC reserves the right to revise this schedule.***

**Contract Term**

The contract term could begin as early April 2012 and/or July 2012 and continue for a period of up to two years with an option to extend for up to an additional two years, 2013 and 2014 based upon performance and available funding. The contract will be a hybrid contract a mix of cost reimbursement and performance based contracting. Submitted proposals may be funded later as needed. The Central Ohio Workforce Investment Corporation reserves the right to modify the scope and length of the program to any extent necessary to ensure compliance with federal, state, and local laws, regulations, policies, guidelines, and/or directives. Funding levels for requested programs are contingent upon the availability of funds.

**General Proposal Conditions**

1. The format in which proposals are to be submitted is included in this package. Proposals that do not conform to this format will not be accepted or considered.
2. Proposals should address all service areas for which services are offered. The applicant certifies, by submission of a proposal, that all specifications listed in this Request for Proposal (RFP) will be met and further understands that these specifications may become part of a contract for provision of services should a contract be awarded.
3. The Central Ohio Workforce Investment Corporation will only accept proposals for the program activities requested. Proposals submitted for services not included in the RFP will be rejected. Contract funding levels for individual proposals will be based on data, the



**Central Ohio Workforce Investment Corporation**

needs of the City of Columbus and Franklin County, Ohio and the Central Ohio Workforce Investment Corporation to meet program goals, participant needs, industry training needs, etc. Services provided throughout the local Workforce Investment Area are considered when selecting service providers. The Central Ohio Workforce Investment Corporation may require services for a targeted area or eligible population.

4. The proposal submitted in response to this solicitation is not a legally binding document; however, the contract, which is based on the proposal after negotiation, becomes legally binding once both parties have signed it. The Central Ohio Workforce Investment Corporation has the right to reject proposals that do not conform to program goals. All proposals submitted become the exclusive property of Central Ohio Workforce Investment Corporation.
5. No funds provided under this Proposal shall be used or proposed for use to encourage or induce the relocation of a business establishment, or to encourage or induce loss of employment for any employee of such business establishment at the original location.
6. **Audit Requirements**
  - a) The Central Ohio Workforce Investment Corporation will conduct a Financial Monitoring Review (FMR) of all contracts at least once per year.
  - b) The Central Ohio Workforce Investment Corporation requires that all Service Providers meet the audit requirements of the Single Audit Act, Office of Management and Budget (OMB) Circular A-133, or other directives, whichever are applicable to their agency.
  - c) The Central Ohio Workforce Investment Corporation will conduct a Programmatic Monitoring Review at least four times during the course of the contract.

**Negotiation Process**

As a result of the negotiation process, the Central Ohio Workforce Investment Corporation reserves the right to:

1. Fund all or portions of a proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
2. Use sources of funds, other than WIA, to fund all or portions of a proposer's proposal.

**Costs Incurred by Proposers**

All costs of proposal preparation shall be borne by the proposer. The Central Ohio Workforce Investment Corporation shall not, in any event, be liable for any pre-contractual expenses incurred



**Central Ohio Workforce Investment Corporation**

by proposer in the preparation and/or submission of any proposal. Proposals shall not include any such expenses as part of the proposed budget.

**Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Apparent falsification of any information may result in disqualification.

**Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead at any time prior to the scheduled deadline for receipt of proposals.

**General Reservations**

The Central Workforce Investment Corporation reserves the right to extend the submission deadline if such action is in the best interest of COWIC. In the event the deadline is extended, proposers have the right to revise their proposals.

The Central Ohio Workforce Investment Corporation makes no representation that any contract will be awarded to any proposer responding to this RFP.

The Central Ohio Workforce Investment Corporation reserves the right to request additional information or documentation from proposers.

Proposals shall be reviewed and rated as submitted. The proposer may make no changes or additions after the deadline for receipt of proposals.

The Central Ohio Workforce Investment Corporation reserves the right to verify all information in the proposal. If the information cannot be verified, COWIC reserves the right to reduce the rating points awarded.

Failed Competition: The Central Ohio Workforce Investment Corporation reserve the right to reject any or all proposals when such proposal(s) are not responsive to the specifications of this Request for Proposals (RFP).

Proposers approved for funding shall be required to negotiate a contract with the Central Ohio Workforce Investment Corporation. The contract offer may contain additional terms or terms different from those set forth in this RFP.

**Proposer Performance and Compliance History**

Regardless of the merits of submitted proposal, evaluators for this RFP may choose not to grant funding to any organization that has a history of contract non-compliance with the Central Ohio Workforce Investment Corporation or any other funding source, poor past or current contract



**Central Ohio Workforce Investment Corporation**

performance with COWIC or any other funding source, or current disputed or disallowed costs with COWIC, the City of Columbus, Franklin County, Ohio or any other funding source.

The Central Ohio Workforce Investment Corporation will not enter into an agreement with any entity not in good standing with the Secretary of State or the federal government.

Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive funding, if awarded under the RFP process, until the sanction is removed.

## **V. Contracting Requirements**

### **General Contract Conditions**

If your proposal is selected for funding, you will then negotiate the contract. In order for a contract to be executed, you must meet certain requirements of the Central Ohio Workforce Investment Corporation. These requirements include, but are not limited to:

- (1) All contractors must be able to have the proposed services operational within 30 days of the beginning of the signed contract period.
- (2) All contractors must have current fiscal and compliance audits as required by law. Where applicable, an agency must have on file with COWIC monitoring reports indicating the agency's ability to adequately account for funds. If findings have been identified, corrections must be made or an action plan must be approved by COWIC prior to funding. For new service providers, a pre-award survey may be conducted prior to funding.
- (3) All contractors are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO). If selected for funding, an agency will be required to submit its AA/EEO plan. Agencies without an approved plan must adopt an AA/EEO plan.
- (4) All contractors must provide a Certificate of Insurance for Comprehensive General Public Liability with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance. COWIC must be specified as additionally insured on this policy prior to contract release. Note: Insurance requirements may vary depending on the organization and services to be provided.
- (5) An authorized official of the contracting agency must sign the proposal. All contractors are required to submit resolutions or other corporate actions, authorized by its Board of Directors, that specify name(s) of the person(s) authorized to obligate the contractor and execute contractual documents, sign agency checks for the disbursements of funds received by COWIC, and sign requisitions for advances and/or reimbursements (monthly invoice).

### **Contract Amendments**

All contractors agree, by signing the contract, that the negotiated price or services provided in a contract cannot be changed without COWIC's approval and an amendment to the contract. All requests for an amendment must be submitted to COWIC with written justification. Any contract



Central Ohio Workforce Investment Corporation

amendment is not binding unless signed by the contractor's authorized signatory and COWIC's President or his/her designee.

### **Proposal Format**

All proposals must be in the format defined herein, including all forms as listed in Section VIII: Proposal Forms. Proposals that do not adhere to the submission requirements will not be considered.

#### **1. The proposal cover page**

The proposal cover page (use form in Section VIII: Proposal Forms) to be used in the submission is included in this package. The proposal cover page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal and be accompanied by a copy by the Board resolution, or other corporate actions, authorizing the agency officer to submit the proposal.

#### **2. Proposal Checklist/Table of Contents**

The proposal checklist (see format in Section VIII: Proposal Forms) identifies all narratives, exhibits, (forms), and certifications that must be submitted with your proposal. This sequence must be followed in assembling the completed proposal. The proposal checklist will serve as your Table of Contents. Electronic copies of the forms are available at COWIC's web site: [www.cowic.org](http://www.cowic.org) or a copy of this request for proposal can be obtained at COWIC Administrative Offices, located at 1111 East Broad Street, Suite 201, Columbus, Ohio 43205, 614-559-5052.

#### **3. Collaborator Agreements**

The Collaborator Agreement(s) must be completed by each collaborating agency with which the proposer will have a formal agreement for the provision of services. The authorized representative of each collaborating agency must sign the agreement. The Collaborator Agreements(s) must be included in your proposal package.

#### **4. General Guidelines**

- A. Proposers must submit one (1) original copy and six (6) copies along with a CD containing the entire proposal package. The original must be marked "Original" on the Proposal Cover Page (check box) and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal.
- B. Print all narratives on 8 ½ x 11" plain white paper with 1" margins on each side preferably duplexed. All narratives must be printed in 12 point font (type). Each narrative must contain a heading that clearly indicates the narrative category you are responding to, i.e.; program design, program objectives, etc. Keep narratives as concise as possible, while providing all information requested.
- C. Each page of the proposal must be numbered sequentially at the bottom of the page.



**Central Ohio Workforce Investment Corporation**

These page numbers will then be inserted into the Table of Contents (Proposal Checklist).

- D. Addendums or attachments not specifically requested will be accepted and used at the discretion of the reviewing committee for scoring purposes.

**Service Design and Program Narrative**

***Provide information requested in items 1 through 10 below. This RFP provides an overview of program services, and a statement of work. Refer to those sections when writing your narrative. Keep comments brief, use quantifiable measurements whenever possible, and be specific about the role of each collaborator and/or linkages if applicable. In general narratives should answer the following questions: What will be done? Who will do it? Who will receive the service? Where will it be done? How will it be done?***

*The Service design narrative should be no more than ten pages.*

**Service concept and design (30 points)**

1. Background  
In the background section bidders must demonstrate their understanding of the work to be completed and the purpose of the work.
2. Please provide the names, titles, certifications and licenses of all staff that will be administering, scoring, reporting and analyzing/interpreting results of all types of assessments.
3. Describe the total number of years' experience administering each assessment.
4. Describe the time in days or hours that will be needed to complete the assessment. How flexible is your staff?
5. Can you make reasonable accommodations for individuals who have limited English Proficiency (LEP), physical or mental disabilities?
6. What type of security is in place today to protect the confidentiality for both COWIC and Jobseekers?

**Program Objectives (50 points)**

7. Describe the design, methods, and tools to be integrated within the COWIC delivery system such that jobseekers have appropriate access to assessments that serve to enhance their performance outcomes and to meet employer specific needs.
8. Describe how you will evaluate the effectiveness of each assessment on an ongoing basis.
9. How will the review and results of each assessment be communicated to COWIC Career Consultants and Business Solution Staff?
10. Describe the type of reporting mechanism to inform participants and COWIC.

**Budget Justification (20points)**

The **Budget Form** format to be submitter along with instructions can be downloaded from COWIC's



Central Ohio Workforce Investment Corporation

website at [www.cowic.org](http://www.cowic.org). The budget should be for a 12 month period and must include a narrative which discusses the budget amount requested; i.e., staff costs and justification; direct customer costs; supportive services costs and transportation and how the need for services are determined. The narrative must also disclose the organization’s total federal funding to see if the A-133 audit threshold has been met. The narrative should include whether the proposing agency is a for-profit, non-profit, or another type of entity, such as a unit of government. In addition to the budget and budget narrative complete the **Table of Provider Rates** as supplement to the budget document.

**VI: Evaluation**

Based on the evaluation criteria set forth herein, an evaluation panel will evaluate and rank the proposals. Bidders will be notified of the review panel’s recommendations according to the RFP time table.

Proposals will be evaluated on how well they demonstrate that they meet the criteria listed and are able to provide the services as described in the Scope of Work section. A review panel will score and rank all proposals based upon the following weighted sections totaling 100 points:

<u>Proposal Section</u>	<u>Point Value</u>
• Service Concept and Design .....	35
• Program Objectives .....	45
• Budget Justification .....	20
Total Points .....	100

**VII: Compliance Review**

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory or RFP requirements will be eliminated.

**VIII: Proposal Forms**

**Proposal Checklist**

This proposal checklist identifies all the narratives, exhibits (forms), and certifications, which must be submitted with your proposal. Electronic copies of the forms are available on the website at [www.cowic.org](http://www.cowic.org). Follow this sequence in presenting your proposal with the checklist, serving as the Table of Contents (below). Indicate the page number where the information can be found in your proposal.

**Proposal Table of Contents/Checklist**

- Proposal Cover Page
- Proposal Checklist/Table of Contents
- Service concept and design



**Central Ohio Workforce Investment Corporation**

- Program Objectives
- Budget Form (On Line)
- Table of Provider Rates (On Line)
- Statement of Compliance
- Certification: Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Certification: Regarding Lobbying
- Provisions Regarding a Drug-Free Workplace
- Non-Collusion Affidavit
- Status Letter from the Secretary of State
- Articles of Incorporation
- Most Recent Audits for the past two years
- Tax Identification Number and Certification (IRS form W-9)



Central Ohio Workforce Investment Corporation

**FY 2012 Assessment Services  
Proposal Cover Sheet**

Name of Service Provider/Organization \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Proposal writer (if not permanently employed by your agency) \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

Fiscal Contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Business \_\_\_\_\_ (Sole Proprietor, LLC, Corp, Non-Profit, Etc.)

Federal Tax ID number \_\_\_\_\_ Minority Owned \_\_\_\_\_

**Proposal Summary**

*Proposal Summary: Please summarize your program design in a brief paragraph.*



**Central Ohio Workforce Investment Corporation**

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the contract is awarded.

\_\_\_\_\_  
**Typed Name of Authorized Representative**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date**



Central Ohio Workforce Investment Corporation

## Proposal Budget Forms

*Please download and complete **Budget Forms** (budget package along with the budget narrative) and **Table of Provider Rates** from COWIC Web Site ([www.cowic.org](http://www.cowic.org)).*



Central Ohio Workforce Investment Corporation

## Statement of Compliance

As the authorized signatory official for:

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Submitting Firm

I hereby certify:

- that the above-named proposer is duly approved to submit this application requesting funding under the Workforce Investment Act (P. L. 105-220); and
- that the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act, U.S. Department of Labor, State of Ohio Department of Job and Family Services issuances, Central Ohio Workforce Investment Corporation (COWIC) policies and guidelines, and other administrative requirements issued by the Governor of State of Ohio. The proposer shall notify COWIC within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- that the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that COWIC reserves the right to accept or reject any proposal for funding; and that the above named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the Central Ohio Workforce Investment Corporation personnel.

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**Authorized Representative Signature**

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**Typed Name/Title**



Central Ohio Workforce Investment Corporation

## Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective primary participant certifies to the best of its knowledge and belief, that its officers/principals:
  - a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from covered transactions by any Federal, state or local governmental department or agency.
  - b. Have not 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.
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d. Have not had one or more public (Federal, State or Local) transaction or contract terminated for cause or default.
  
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization

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Name of Certifying Official

Signature

Date



Central Ohio Workforce Investment Corporation

## **Instructions for Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions**

1. By signing and submitting this certificate, the prospective primary participant is providing the certification set out above.
2. The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit the explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the Board's determination whether to enter in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Board determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available, the Board may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the Board if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549. You may contact the Board for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this certificate that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Board.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions" provided by the Board, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.



Central Ohio Workforce Investment Corporation

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tiered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement/Non-Procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available, the Board may terminate this transaction for cause or default.



Central Ohio Workforce Investment Corporation

## **Certification Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or employee of an agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subjected to a civil penalty of not less than \$10,000 or more than \$100,000 for each such failure.

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Organization

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Name of Certifying Official

Signature

Date



Central Ohio Workforce Investment Corporation

## Provisions Regarding a Drug-Free Workplace

The regulations regarding a drug-free workplace were published in Part II of the April 25, 1989, Federal Register (pages 17861-17862).

A. Definitions. As used in this provision,

- “Controlled Substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation as 21 CFR 1308.11-1308.15.
- “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- “Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.
- “Drug-free workplace” means a site for the performance of work done in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- “Employee” means an employee of a Contractor directly engaged in the performance of work under a government contract.
- “Individual” means a proposer/contractor that has more than one employee, including the proposer/contractor.

B. By submission of its offer, the proposer, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:

1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establish a drug-free awareness program to inform such employees about:
  - i. The dangers of drug abuse in the workplace;
  - ii. The Contractor’s policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
3. Provide all employees engaged in the performance of the contract with a copy of



Central Ohio Workforce Investment Corporation

- the statement (B)(1) of this provision;
4. Notify such employees in the statement required by subparagraph (B)(1) of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
  5. Notify the contracting officer within ten (10) days after receiving notice under subdivision (B)(4)(ii) of this provision, from an employee or otherwise receiving such conviction; and
  6. Within 30 days after receiving such notice under subparagraph (B)(4) of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace:
    - i. Take appropriate personnel action against such employee, up to and including termination or;
    - ii. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  7. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (B)(1) through (B)(6) of this provision.
- C. By submission of its offer, the proposer, if an individual who is making an offer of any dollar value, certifies and agrees that the proposer will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.
- D. Failure of the proposer to provide the certification required by paragraph (B) or (C) of this provision, renders the proposer unqualified and ineligible for award.
- E. In addition to other remedies available to the government, the certification in paragraphs (B) or (C) of this provision concerns a matter within the jurisdiction of any agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Where the proposer is unable to certify to any of the statements in these provisions, the proposer shall attach an explanation to this proposal. The proposer shall also submit a copy of its policy regarding a drug-free workplace to the Board.

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Organization

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Name of Certifying Official

Signature

Date



Central Ohio Workforce Investment Corporation

## Non-Collusion Certificate

I HEREBY CERTIFY I AM THE \_\_\_\_\_  
(Title)

And the duly authorized representative of \_\_\_\_\_  
(Organization)

Whose address is \_\_\_\_\_

AND THAT, to the best of my knowledge, information, and belief, neither I nor the above firm or organization nor any of its representatives have:

- a. Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith.
- b. Directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.
- c. In signing this certificate, I represent that I have personal knowledge of the matters and facts herein stated.

The applicant, if an individual or the applicant's authorized representative executing this application declares, under penalty of perjury under the laws of the United States, and the laws of the State of Ohio, that this certification is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed or Typed Name)



Central Ohio Workforce Investment Corporation

## **IX: Cowic Disclaimers and General Provisions**

1. This RFP does not commit COWIC to award a contract. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIA.
2. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to COWIC and be subject to disclosure under the Public Information Act.
3. Proposals must follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein.
4. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIA funds granted under the WIA plan; results of negotiations between selected bidders and COWIC staff; and continued availability of WIA funds.
5. Any changes to the WIA program, funding level or board direction may result in a change in contracting. In such instances, COWIC will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
6. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIA legislation, all applicable federal regulations, State of Ohio policies, and COWIC policies and procedures.
7. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652 and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
8. COWIC may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during the negotiations.
9. Additional funds received by COWIC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of COWIC.
10. COWIC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of COWIC, the services proposed are not needed, or the costs are higher than COWIC finds reasonable in relation to the overall funds available, or if past management concerns lead COWIC to believe that the bidder has undertaken more services than it can successfully carry out.
11. COWIC may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors in balancing services to customers.
12. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by COWIC staff. This site visit will establish, to COWIC's



Central Ohio Workforce Investment Corporation

- satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of COWIC, that the bidder may not be able to fulfill contract expectations, COWIC reserves the right not to enter into contract with the organization, regardless of COWIC approval of the bidder's proposal.
13. COWIC is required to abide by all WIA legislation and regulations. Therefore, COWIC reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
  14. Bidders will be expected to adhere to COWIC procedures to collect and verify data and submit required monthly reports as well as invoices to COWIC.
  15. All grievances arising out of WIA or this RFP must be filed according to COWIC's established grievance procedures
  16. All bidders must ensure equal opportunity to all individuals. No individual in the Franklin County local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
  17. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
  18. Bidders must accept liability for all aspects of any WIA program conducted under contract with COWIC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
  19. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
  20. Bidders will allow local, state, and federal representatives access to all WIA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIA records for three years, beginning on the last day of the program year.
  21. The contract award will not be final until COWIC and the bidder have executed a mutually satisfactory contractual agreement. COWIC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final COWIC Executive Committee approval of the award and execution of a contractual agreement between the successful bidder and COWIC.
  22. COWIC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
  23. COWIC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
  24. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
  25. COWIC reserves the right to reject any or all proposals received and to negotiate with any and all offerors on amendments to proposals.



Central Ohio Workforce Investment Corporation

26. COWIC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
27. This RFP does not commit COWIC to award a contract. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIA.
28. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to COWIC and be subject to disclosure under the Public Information Act.
29. Proposals should follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein.
30. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIA funds granted under the WIA plan; results of negotiations between selected bidders and COWIC staff; and continued availability of WIA funds.
31. Any changes to the WIA program, funding level or board direction may result in a change in contracting. In such instances, COWIC will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
32. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIA legislation, all applicable federal regulations, State of Ohio policies, and COWIC policies and procedures.
33. Bidders selected for funding must also ensure compliance with the following, as applicable:
  - U.S. DOL regulations 20 CFR Part 652 and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
34. COWIC may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during the negotiations.
35. Additional funds received by COWIC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of COWIC.
36. COWIC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of COWIC, the services proposed are not needed, or the costs are higher than COWIC finds reasonable in relation to the overall funds available, or if past management concerns lead COWIC to believe that the bidder has undertaken more services than it can successfully carry out.
37. COWIC may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors in balancing services to customers.
38. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by COWIC staff. This site visit will establish, to COWIC's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of COWIC, that the bidder may not be able to fulfill contract expectations, COWIC reserves the right not to enter into contract with the organization, regardless of COWIC approval of



Central Ohio Workforce Investment Corporation

- the bidder's proposal.
39. COWIC is required to abide by all WIA legislation and regulations. Therefore, COWIC reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
  40. Bidders will be expected to adhere to COWIC procedures to collect and verify data and submit required monthly reports as well as invoices to COWIC.
  41. All grievances arising out of WIA or this RFP must be filed according to COWIC's established grievance procedures
  42. All bidders must ensure equal opportunity to all individuals. No individual in the Franklin County local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
  43. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
  44. Bidders must accept liability for all aspects of any WIA program conducted under contract with COWIC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
  45. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
  46. Bidders will allow local, state, and federal representatives access to all WIA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIA records for three years, beginning on the last day of the program year.
  47. The contract award will not be final until COWIC and the bidder has executed a mutually satisfactory contractual agreement. COWIC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final COWIC Executive Committee approval of the award and execution of a contractual agreement between the successful bidder and COWIC.
  48. COWIC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
  49. COWIC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
  50. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
  51. COWIC reserves the right to reject any or all proposals received and to negotiate with any and all offerors on amendments to proposals.
  52. COWIC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.



Central Ohio Workforce Investment Corporation

## **X: Reference Materials and Internet Links**

### **Links to Reference Materials**

Below are links to various internet websites that may provide information that is useful to the development of services for Adult, Dislocated Workers, Youth and Young Adults under WIA. The Central Ohio Workforce Investment Corporation is not responsible for the content or maintenance of these websites.

### **Workforce Investment Act**

- ***Workforce Investment Act of 1998***
  - <http://www.doleta.gov/usworkforce/wia/act.cfm>
- ***WIA Final Regulations:***
  - <http://www.doleta.gov/usworkforce/wia/act.cfm>
- ***Office of Management and Budget Circulars***
  - <http://www.whitehouse.gov/omb/circulars>
- ***U.S. Department of Labor Training & Employment Guidance Letter #15-03 (Common Measures Policy—see Attachment D for assessment info)***
  - <http://wdr.doleta.gov/directives/attach/TEGL15-03.pdf>

### **Local and State**

- ***Ohio Workforce Investment Act***
  - <http://www.ohioworkforce.org/>
- ***SCOTI***
  - <http://jfs.ohio.gov/owd/WorkforceProf/SCOTI-Home.stm>
- ***City of Columbus – Mayor’s Office Page***
  - <http://ci.columbus.oh.us/>
- ***Franklin County Board of Commissioners***
  - <http://www.franklincountyohio.gov/commissioners/>



Central Ohio Workforce Investment Corporation

- ***Franklin County Job and Family Services***
  - <http://www.co.franklin.oh.us/jafs/>
- ***State of Ohio Eligible Training Provider List***
  - <https://ohiomeansjobs.com/etpo>



## **XI: GLOSSARY**

Section references are to WIA unless otherwise noted.

### **A**

#### **Administrative Costs**

All direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of recipients and sub-recipients of the grant funds. Reference 20cFR667.220.

#### **Adult**

An individual who is age 18 or older.

#### **Adult Basic Education**

For people whose skills are less than ninth-grade-level or who have limited English proficiency. These programs offer help with reading, writing, math, ESL, and other skills that can be used in the workforce.

#### **Adult Education**

Services or instruction below post-secondary level for students who (a) have attained 16 years of age; (b) are not enrolled or required to be enrolled in secondary school under State law; and (c) (1) lack sufficient mastery of basic educational skills to enable the learners to function effectively in society; (2) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (3) are unable to speak, read, or write the English language.

#### **Adult Education and Literacy Services**

Workplace literacy services, family literacy services, and English literacy programs.

#### **Advanced Training/Skills Certification**

To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific occupational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and



commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate.

### **Apprenticeship Training**

A formal process by which individuals learn their jobs through a combination of classroom instruction and on-the-job training from a skilled expert in their specific job.

### **Assessment**

Collecting and analyzing information to make judgments about the learning progress of individuals or groups; also, techniques, devices, or instruments used to collect evidence, ranging from formal and standardized (such as TABE) to criterion referenced (CRTs) to alternative (portfolios) to informal (observation checklists).

### **B**

#### **Barriers to Employment**

Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

#### **Basic Skills**

Essential academic and personal abilities that enable a person to succeed in-school and the workplace. Traditionally referred to as basic education skills - reading, writing, and arithmetic. In recent years, educators and employers have expanded the definition to include a number of cognitive and interpersonal abilities, including the capability to think and solve problems, communicate information in oral, written, and electronic forms, work effectively alone and in teams, and take personal responsibility for self-development.

#### **Basic Skills Deficient**

With respect to an individual, a person who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.



### **Best Practice**

Programs, services, or processes that research or expert opinion has shown to be effective through measurable, demonstrated results.

### **C**

#### **Carl D. Perkins Occupational and Applied Technology Education Act**

Known as the Perkins Act, this federal program supplements state secondary, postsecondary, and adult occupational education programs, with the goal of improving educational programs leading to academic, occupational, training, upgrading and retraining skill competencies needed to work in a technologically advanced society. The Perkins Act has an economic mission to make the United States more competitive in the world economy by more fully developing the academic and occupational skills of all segments of the population. In October 1998, Congress reauthorized the Perkins Act; changes included directing more resources to local agencies, increasing local flexibility, and eliminating the requirement to provide specific programs to eliminate sex bias in occupational education. Performance-based accountability measures were strengthened and targeted as successful outcomes for students in Perkins-funded programs, including those representing "special populations" (single parents, displaced homemakers, single pregnant women, and others).

#### **Case Management**

A client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.

#### **Chief Elected Official**

The chief elected executive officer of a unit of general local government in a local area; and in a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement described in section 117(c)(1)(B).

#### **Community-Based Organization (CBO)**

A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.



Central Ohio Workforce Investment Corporation

### **Continuous Improvement**

Commitment to improving performance using a team approach to decision-making using systematic collection and analysis of performance data on an ongoing basis.

### **Cost Allocation Plan**

All costs for shared services are allocated to all programs that share them. The plan for distribution of the shared costs is called a cost allocation plan. This plan must be submitted and updated annually.

### **Core Services**

Core services are services that One Stop Career Centers are responsible for providing for all youths, adults and dislocated workers under WIA. Core (including staff assisted core) services include initial assessment of skill levels, job search and placement assistance, provision of labor market information, provision of information about the performance and cost of education and training providers in the area, career counseling, information about filing unemployment compensation claims, assistance in establishing eligibility for welfare-to-work programs, information relating to the availability of supportive services such as child care and transportation, and follow-up counseling services after someone becomes employed. WIA mandates that there be universal access to core services.

### **Credential**

Certificate or diploma that certifies that a student has met the training requirements for a particular career, job, or skill. In some instances, a credential is "portable," meaning that the credential is accepted in any geographic location that a student may chose to live; e.g., high school diploma.

### **Customized Training**

A training program designed to meet the special requirements of an employer(s) who has entered into an agreement with a Local Area to hire individuals on successful completion of the training to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. The employer pays up to 50 percent of the cost of the training.

### **D**

### **Disability**



A physical or mental impairment that substantially limits one or more of the major life activities of the individual.

**Disabled Veteran**

A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability.

**Dislocated Worker**

An individual who:

(A) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One Stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation;

(B) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

(D) Is a displaced homemaker.

**Displaced Homemaker**

An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.



## E

### **Economic Development Agencies**

Local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

### **Eligible Intensive Services Provider**

A provider who is identified or awarded a contract provided through the One Stop delivery system directly through One Stop operators; or through contracts with service providers, which may include contracts with public, private for-profit, and private nonprofit service providers, approved by the local board.

### **Eligible Training Provider List (ETPL)**

A statewide compilation of providers that are approved to provide training services under WIA. These lists contain consumer information, including cost and performance information for each of the providers, so that participants can make informed choices on where to use their ITAs.

### **Eligible Youth**

An individual who is not less than age 14 and not more than age 21; is a low-income individual; and is an individual who is one or more of the following:

- (i) Deficient in basic literacy skills.
- (ii) A school dropout.
- (iii) Homeless, a runaway, or a foster child.
- (iv) Pregnant or a parent.
- (v) An ex-offender.
- (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

### **Eligible Youth Activities Provider**

A provider who is awarded a grant or contract from funds allocated to a local area; the local board for such area shall identify eligible providers of youth activities by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council and on the criteria contained in the State plan, to the providers to carry out the activities, and shall conduct oversight with respect to the providers in the local area.



Central Ohio Workforce Investment Corporation

**English as a Second Language (ESL)**

Adult education for adults whose inability to understand, speak, read, or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability or to function in society or successfully complete the citizenship application process. ESL-Citizenship classes must use ESL as a method and citizenship as content.

**E**

**Family**

Defined as: (a) Husband, wife and dependent children; (b) A parent/guardian and dependent children; (c) Husband and wife, or (d) Economic unit of one or more persons who receive at least 50% of their financial support from the economic unit.

**G**

**Governor**

The chief executive of a State.

**Government Performance and Results Act (GRPA) [Public Law 103-62]**

A law that creates a long-term goal-setting process to improve federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. GRPA has served as a model for state and local governments as well.

**I**

**Incumbent Workers**

Individuals who are already employed; may include recent hires as well as individuals who have been employed for some length of time. Assistance to incumbent workers under WIA is generally provided using statewide (15%) funds.

**Individual Employment Plan (IEP)**

The individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**Individual Training Account (ITA)**



An ITA is an expenditure account established on behalf of a participant to focus spending for training from grants to an individual voucher system.

**Individual with a Disability**

An individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

**J**

**Job Development**

The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

**Job Shadowing**

A participant follows an employee for one or more days to learn about a particular occupation or industry. Participants can explore a range of career objectives.

**Job Training Partnership Act (JTPA)**

The federal JTPA, which was replaced in 1998 by the Workforce Investment Act (WIA) authorized and funded employment and training programs, primarily economically disadvantaged adults and youth, dislocated workers and others facing significant employment barriers.

**Job-seeker**

Anyone who needs/seeks employment, training and/or information services related to employment. These individuals can be seeking first, new, or better jobs.

**L**

**Labor Exchange**

Services provided to job seekers and employers by the State Employment Administration and funded through the Wagner-Peyser Act. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.



Central Ohio Workforce Investment Corporation

**Labor Market Area**

A labor market area is defined by the U.S. Bureau of Labor Statistics as an economically integrated geographic area within which individuals can reside and find employment, or can readily change employment without changing their place of residence.

**Labor Market Information**

The body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is not limited to such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income, earnings, wage rates and fringe benefits.

**Literacy**

An individual's ability to (1) read, write, and speak in English, and (2) compute and solve problems, at levels of proficiency necessary to function on the job, in the family, and in society.

**Living Wage**

An earning level that supports self-sufficiency without reliance on public and private subsidies.

**Local Area**

A local workforce investment area designated under section 116 of WIA.

**Local Board**

A local workforce investment board established under section 117 of WIA.

**Local Performance Measure**

Local indicators of performance that include the 15 core indicators of performance and the two customer satisfaction measures as required under WIA.

**LVER**

Local Veterans' Employment Representative

**Local Workforce Investment Area (LWIA)**

Local Workforce Investment Area means the designated geographic area in which collaborative members will provide workforce services.

**Lower Living Standard Income Level (LLSIL)**



The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

**Low-income Individual**

(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;

(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--

(i) the poverty line, for an equivalent period; or

(ii) 70 percent of the lower living standard income level, for an equivalent period;

(C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child on behalf of whom State or local government payments are made; or

(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

**M**

**Memorandum of Understanding (MOU)**

An agreement developed and executed between the local workforce investment board and all WIA-mandated *One Stop* partners relating to the operation of the *One Stop* system in the local area; may be developed as a single umbrella MOU or individual agreements with partners.



Central Ohio Workforce Investment Corporation

**Mentoring**

Serving as a model for others who are inexperienced; includes both the physical modeling of a task or behavior as well as the mental (thinking) steps required to effectively perform the task or behavior.

**N**

**National Association of Workforce Development Professionals (NAWDP)**

Professional association for individuals working in employment and training programs.

**Nontraditional Employment**

Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**North American Industry Classification System (NAICS)**

A coding system that will replace the out-dated Standard Industrial Classification System (SIC). You can find the NAICS codes online at: <http://www.census.gov/epcd/www/naics.html>

**O**

**Occupational and Technical Education School**

(A) a specialized public secondary school used exclusively or principally for the provision of occupational and technical education to individuals who are available for study in preparation for entering the labor market; (B) the department of a public secondary school exclusively or principally used for providing occupational and technical education in not fewer than 5 different occupational fields to individuals who are available for study in preparation for entering the labor market; (C) a public or nonprofit technical institution or occupational and technical education school used exclusively or principally for the provision of occupational and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits as regular students both individuals who have completed secondary school and individuals who have left secondary school; or (D) the department or division of an institution of higher education, that operates under the policies of the eligible agency and that provides occupational and technical education in not fewer than five different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits as regular students both individuals who have completed secondary school and individuals who have left secondary school.



Central Ohio Workforce Investment Corporation

### **Occupational Education**

Organized educational activities that (A) offer a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, master's, or doctoral degree) in current or emerging employment sectors; and include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, of an individual.

### **Occupational Skills**

Those skills involving the technical abilities to perform required workplace tasks, including problem solving and critical thinking.

### **Occupational Skills Training (OST)**

Training that provides occupational skills in classroom setting.

### **Offender**

Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial or who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

### **On-the-Job Training (OJT)**

Training by an employer that is provided to a paid participant while engaged in productive work in a job that-- (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of a percentage of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. In the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training.

### **One Stop Career Centers**

One Stop Career Centers offer customer-focused services to employers and job seekers and include easy access to integrated and comprehensive employment, training, and education services. Ohio's One Stop Career Center System is designed to ensure that local partnerships are developed, and that services are customer focused, easily usable and accessible, and tailored to meet the specific



needs of local labor markets. You may find additional information on Ohio's One Stop system at:  
<http://www.ohioworkforce.org>

**One Stop Operator**

One or more entities designated or certified under section 121(d) of WIA.

**One Stop Partner**

An entity described in section 121(b)(1) of WIA; and an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a One Stop delivery system.

**Out-of-school Youth**

An eligible youth who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

**Outcome Measures**

Includes educational training gain, entered employment, retained employment wage gain, receipt of secondary school diploma or GED and placement in postsecondary education or training.

**Outlying Area**

The United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

**P**

**Participant**

An individual who has been determined to be eligible to participate in and who is receiving services under a program authorized by WIA.

**Performance Measures (sometimes called Indicators)**

Measurable factors of extreme importance to the LWIA in achieving the strategic goals, objectives, vision, and values that if not achieved would likely result in significant decrease in customer satisfaction, employee morale, financial management, and outcome attainment.

**Post-secondary Educational Institution**



A two- or four-year school that provides formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or equivalency certificate. Curricula include academic, occupational, and continuing professional education.

**Public Assistance**

Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

**PY**

Program Year. The 12-month period beginning July 1, and ending on June 30, in the fiscal year for which the appropriation is made.

**R**

**Rapid Response Activity**

An activity provided by a State, or by an entity designated by a State, with funds provided by the State under section 134(a) (1) (A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including--

- (A) the establishment of onsite contact with employers and employee representatives--
  - (i) Immediately after the State is notified of a current or projected permanent closure or mass layoff; or
  - (ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;
- (B) the provision of information and access to available employment and training activities;
- (C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
- (D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- (E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.



**S**

**Secondary School**

As defined in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

**Secretary**

The Secretary of Labor and the term means such Secretary for purposes of section 503.

**SIC**

Standard Industrial Classification coding system which has been replaced by NAICS.

**Soft Skills**

Workplace standards of behavior needed to interact and cooperate effectively with co-workers and the general public.

**State Board**

A State workforce investment board established under section 111.

**State Performance Measure**

Any additional indicators of performance (if any) identified by the State above the core indicators of performance and customer satisfaction as described in subsection 136(b).

**Strategic Planning**

The continuous and systematic process whereby guiding members of an organization make decisions about its future, develop the necessary procedures and operations to achieve that future state, and determine how success is to be measured.

**Substance Abuser**

An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

**Supportive Services**

Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA, consistent with the provisions of this title.



## **I**

### **TEGL**

Training and Employment Guidance Letter – Letters providing guidance by the U.S. Department of Labor, Employment and Training Administration on WIA program administration for agencies and entities participating in the WIA program.

## **U**

### **Underemployed**

Having less than full-time, regular, or adequate employment.

### **Unemployed Individual**

An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

### **Unit of General Local Government**

Any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

### **Unsubsidized Employment**

Employment not financed from funds provided under the grant. In the grant program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participant's minimum economic needs.

### **USDOL**

United States Department of Labor

## **V**

### **Vendor**

Vendor means an entity responsible for providing generally required goods or services to be used in the WIA program. These goods or services may be for the recipient's or sub-recipient's own use or for the use of participants in the program.



**Veteran**

An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.

**Veteran (Recently Separated)**

Any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

**Voucher (ITA)**

A voucher is a document that is exchangeable for training services.

**W**

**Workforce Investment Act (WIA) of 1998**

Federal legislation designed to coordinate and streamline all components of the nation's workforce development system, including employment, job training, education, and occupational rehabilitation services for youth (ages 14-21), adults, and dislocated workers.

The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the ASVET to consult with the Secretary of the DVA to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, Campaign and recently separated veterans and are coordinated, to the maximum extent feasible, with-related programs and activities.

**Workforce Investment Activity**

An employment and training activity, and a youth activity.

**Workforce Development**

The entirety of the systems by which people are educated, trained, upgraded and retrained for employment and participation in the workforce. Included in the process are all segments of the system - from K-12 education and postsecondary institutions to public and private training programs to economic development and employment expansion programs.



Central Ohio Workforce Investment Corporation

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**Youth Activity**

An activity described in section 129 that is carried out for eligible youth (or as described in section 129(c) (5)) of WIA.

**Youth Council**

A council established under section 117(h) of WIA.