



Central Ohio Workforce Investment Corporation

Occupational Training Services for In & Out-of-School Youth and Young Adults

Request for Proposals

Issued

February 13, 2012

Important Dates

Pre-Proposal Conference

February 28, 2012

Notice of Intent to Bid

Due Date

March 9, 2012

Final Proposal Due Date

March 23, 2012

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

No Exceptions



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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 private businesses, agencies and organizations interested in providing Youth and Young Adult Services. Proposals are being requested for High School Career Connections program for juniors and seniors only; Occupational training integrated with basic skills and skill certification for out-of-school youth and young adults, 16-21 years old and/or customized training partnerships with employers for out-of-school youth and young adults 16-21 years old and/or advanced training for out-of-school youth and young adults 18-21. Overall, COWIC is interested in career pathways for youth and young adults.

A pre-proposal conference is scheduled on February 28, 2012 from 10:00 AM to Noon at COWIC Administrative Offices, 1111 East Broad Street, Columbus, OH 43205. Attendees should arrive at 9:30 AM to be escorted to the room for registration. Bidders planning to attend the bidder's conference must pre-register by sending an email to kmarlowe@cowic.org, subject: Occupational Training Services RFP registration. Copies of the request for proposal specifications are available at COWIC Administrative Offices, and via the website at 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 and must be submitted by 12:00 Noon, March 9, 2012. NOI's can be submitted by email or received by mail or hand delivered by the due date to: Attention of: Konny Marlowe, kmarlowe@cowic.org, subject NOI Assessment RFP, Contract Procurement Specialist, COWIC Administrative Offices, 1111 East Broad Street, Suite 201, Columbus, OH 43205.

All proposals must be submitted to COWIC on or before **March 23, 2012, no later than 12:00 Noon**. Proposals are to be submitted to the attention of Winford Dearing, Procurement Manager, COWIC Administrative Offices, 1111 East Broad Street, Suite 201, Columbus, OH 43205. Electronic submissions will not be accepted.

COWIC Website Information

COWIC's Website at www.cowic.org will be used as the primary mode of communication between COWIC and potential bidders. Beginning February 13, 2012, interested parties can download the Request for Proposals, and learn of upcoming events and deadlines. The 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 under the "Vendor Library". 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, please phone or email your request to COWIC to receive a hard copy of the RFP.



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To request a hard copy, please send request to:

COWIC
ATTN: Konny Marlowe, Procurement Coordinator
1111 East Broad Street, Suite 201
Columbus, Ohio 43205
kmarlowe@cowic.org
Phone: 614-559-6063

Bidder Q&A

Bidders may submit questions in writing to COWIC or via email. Answers will be posted at www.cowic.org beginning March 1, 2012 and will be posted weekly or more frequently as needed. The deadline for questions is Thursday, March 16, 2012. Questions will not be answered over the telephone. To submit a question to COWIC, email: kmarlowe@cowic.org. Subject: Question - Youth Occupational Training RFP.

II. Purpose

This Request for Proposal is to solicit competitive proposals for the following services:

- **High School Career Connections for Juniors and Seniors** only; including, but not limited to Career Exploration, Work Readiness Skills, Internships/Work Experience including Financial Literacy, Leadership Training, Mentoring, Occupational Training integrated with basic skills, and Industry Recognized Skill Certification; and,
- **Training Partnerships with Employers** integrated with Basic Skills, Internships/Work Experience including Financial Literacy, Leadership Training, Career Exploration, Mentoring for out-of-school young adults, 16 – 21 years old; and/or;
- **Advanced Training**, integrated with Basic Skills, Mentoring for out-of-school young adults, 18 – 21 years old.

III. 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.



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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
- 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 skills 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, including partnerships with education and community/faith-based organizations to provide holistic services for youth and young adults. This model requires the right mix of stakeholder partners engaged in strategic planning and service delivery.

The emerging workforce comes with additional needs and challenges for the business community. Young adults need a fresh view of themselves, the local economy, and the community resources and jobs available to them. They need to be able to align education and coursework to real work experiences and their job and career goals. For these reasons, COWIC is seeking integrated holistic career pathway models that provide the opportunities for assessments, career potential through labor market exchange, mentoring, leadership development, test taking skills, tutoring, vocational

skill certifications, and work readiness competencies. As COWIC provides the resources for employers, vendors, and other community partners to train young people in labor market demand occupations, the emerging workforce will evolve to continue Central Ohio's thriving economy.

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

V. Services

The In-school services will focus on assisting the young adult to graduate from high school and focus training and skills certifications in career pathways to prepare them for post-secondary education, occupational skill training and/or, entry-level employment. We will expand the services under the Career Connections program, formerly known as the Career Academy, to include assessments; work with school guidance counselors to share academic and guidance information; provide career exploration opportunities including tours with high growth employers; give youth an in-depth look at career potential through labor market exchange; strengthen our mentoring programs including after school support that assists in test taking skills; and tutoring opportunities. We will also provide entry level skill certification opportunities and work readiness certification to prepare young adults for work in entry-level jobs that lead to career pathways. Our focus will be in high job growth areas and career pathways in healthcare, technology, logistics/warehousing/transportation and advanced manufacturing fields.

The Out-of-school service model will focus on young adults who are in need of marketable skills & certifications that will lead to jobs in career pathways. Projects will be designed to encompass the seven Levitan Youth Program Principles, integrated with the Workforce Investment Act (WIA) Ten Program Elements, which are cited as best practice by the U.S. Department of Labor and developed upon evidenced-based research conducted by the Johns Hopkins Institute for Policy Studies. These principles and program elements* are:

- Each young person needs to feel that at least one adult has a strong stake and interest in his or her labor market success. *(Mentoring)



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- Each young person must sense three things: strong and effective connections between the activity or program and employers; a high priority on placing the young person into a paid position with one of those employers as soon as possible; and a continuing and long-term relationship with the program that starts with that initial job placement and projects a commitment to the young person's employment and income potential.
- Each person must feel at each step of the way the need and opportunity to improve his or her educational skills and certification. *(Occupational Training & Certification)
- Each person must feel that the program or initiative will provide support and assistance over a period of time—perhaps up to several years—that may include several jobs and several attempts at further education (brief, time-limited programs for youth that pointed only toward a job placement achieved little success). *(Supportive Services, Work Experience, and Follow-up)
- Effective connections are needed between the program and external providers of basic supports such as housing, counseling, medical assistance, food, and clothing. *(Supportive Services and Follow-up)
- The program requires an “atmosphere” buttressed by specific activities that emphasize civic involvement and service—in short, an extension of practical caring beyond self, family, and friends. *(Leadership, Work Experience)
- Motivational techniques are needed, such as financial and other incentives for good performance, peer group activities, and leadership opportunities. (Leadership, Paid/ Non-Paid Work Experience)

A new framework will be developed that more completely addresses the needs of “disconnected” out-of-school young adults. The program will recognize that disconnected young adults have diverse needs and have dropped out for diverse reasons. The program design will include:

- Open entry and exit (flexible enrollment; first in; first out) to allow young adults to master curricula at their own pace
- Flexible scheduling and year-round learning that accommodate students with family and work responsibilities
- Teachers and other adults who respect students and provide positive relationships and guidance
- Career-to-work or other career-oriented curricula to help young adults with short-term employment or educational goals
- Opportunities for employment with a sustainable wage
- Clear, consistently enforced codes of conduct involving attendance requirements, often in the form of honor codes or contracts with incentives
- Extensive support services, especially those related to health (mental & physical), housing, safety, transportation and childcare



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This framework will (1) address the soft skills that teach the skills young adults need to succeed on the job or in training, (2) provide training in life skills that will help remove barriers to education & employment, and (3) teach occupational skills that provide the skills to be successful in a specific trade or position. If the young adult is basic skills deficient, they will be offered basic skills instruction in an occupational skills contextual environment. The goal is to develop a holistic approach to services to support the whole person - emotionally, physically, intellectually, and vocationally - and create a close long term relationship with at least one successful, caring adult mentor preferably in the chosen occupation that the young adult wishes to pursue.

The training will be offered through class-size or individual training accounts, on-the-job training opportunities and customized training (designed with the employer's needs) that develops occupational skills/certification and work readiness training. The last part of our service delivery model will be enhanced follow-up services for young adult program participants for a minimum of twelve months.

Youth and Young Adult Services

The purpose of the WIA youth system is to assist young people who face significant barriers in making a successful transition to adulthood by successfully entering and being retained in the workforce, higher education, or advanced training.

The Workforce Investment Act of 1998 is designed to develop a strong, thriving workforce system. As part of that system, local areas support youth programs that meet the needs of youth and employers by:

- Preparing eligible youth for a successful transition to further education and employment in occupations that lead to self-sufficiency.
- Providing local employers with a pool of potential youth employees who are socially and academically prepared for employment.

WIA Title I youth programs serve low-income youth who face specified barriers to success. Youth must have one or more of these barriers to be eligible for WIA services:

- Deficient in basic literacy skills (Reading & Math)
- School dropout
- Homeless or runaway
- Foster Child
- Pregnant or parenting
- An offender
- Are one or more grade levels below the grade level appropriate to the individuals age
- Youth, including youth with disabilities, including learning disabilities, which require additional assistance to complete an educational program or to secure and hold employment as determined by local areas or faces serious barriers to employment as identified by the local workforce development board.

The WIA youth program requires that local areas carry out specific activities. These program activities can be divided into pre-enrollment activities, framework activities, and program elements.



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Pre-enrollment activities

Pre-enrollment activities focus on recruiting and enrolling eligible youth who can benefit from WIA youth services.

- Recruitment
- Intake
- Initial assessment
- Eligibility/suitability determination
- Referral to other programs as appropriate

Framework activities

Framework activities identify the specific services needed for each youth to:

- Prepare for post-secondary educational opportunities
- Link academic and occupational learning
- Prepare for employment
- Connect to intermediary organizations that are linked to the job market and employers

Framework activities are: Objective assessment, development of an individual service strategy (ISS), and case management.

Program Elements

WIA requires that all ten of the WIA Youth program elements are accessible to all enrolled youth as needed. Bidders must identify how these 10 program elements will be provided, either directly in-house, through partnership agreements or subcontracts, or through referrals.

1. ***Tutoring, study skills training, and instruction*** leading to secondary school completion, including dropout prevention strategies.
2. ***Alternative secondary school offerings***, as appropriate.
3. ***Summer employment opportunities*** for in-school youth must be directly linked to academic and occupational learning. **(Stand-alone, summer-only programs cannot be funded through WIA).** Rather, strategies for comprehensive programs based on principles such as preparation for post-secondary opportunities, linkages between academic and occupational learning, and connections to the local job market in their youth systems should be developed.
4. ***Paid and unpaid work experiences***, including internships and job shadowing.
5. ***Occupational skill training*** is the development of primary occupational skills to perform tasks and technical functions required by specific occupational fields. Bidders must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges and WIA adult resources for older youth).



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Career Pathways are defined as the industry sectors that have high growth/high demand job opportunities in the Central Ohio labor market. Career pathways or sector strategies are levels of training and certification to meet the employer-driven demands for an occupation or industry. (See example on page 12)

6. **Mentoring** by appropriate adults for 12 months may occur during both program participation and follow-up. Bidders are encouraged to provide this element or describe how this element will be delivered through a partnership.
7. **Leadership development opportunities** encourage responsibility and other positive social behaviors. Activities may include exposure to postsecondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities; and citizenship training, including life skills training.
8. **Supportive services** that may include linkages to community services and/or assistance with transportation, child care, housing, referrals to medical services, and the provision of appropriate/necessary work attire and work-related tools.
9. **Comprehensive guidance and counseling**, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
10. **Follow-up services** for at least 12 months after exiting the program to ensure continuity of services and progress towards the performance outcomes. Follow-up services must be provided by the same program that provided case management during participation. The types of services provided must be based on the needs of the individual. Bidders are encouraged to develop partnerships with other youth programs and to leverage additional funding to support follow-up services. However, the bidder will be responsible for coordinating follow-up, gauging its effectiveness and appropriateness, maintaining appropriate contact with the participant, and documenting all activities. Follow-up services may include: leadership development; supportive services; regular contact with the youth's employer, including addressing work-related problems that arise; assistance with job development, career development, and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.

Measures of success for WIA youth programs

Successful WIA youth systems are effective and produce high-quality outcomes for youth. The effectiveness of the local WIA youth system is measured in part by how well the local area performs on three (3) federally mandated performance measures:



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- Placement into Employment or Education
- Attainment of a Degree or Certificate
- Literacy and Numeracy Gains

In addition to performance measures, local areas measure at least two other outcomes for success when evaluating the quality and effectiveness of their WIA youth system: spending and populations served.

Data provided by these indicators should be used to help set and monitor local youth workforce outcomes. Local areas should then invest in programs and services that contribute to meeting the outcomes of the local youth workforce system.

COWIC Young Adult Target Groups

- Junior and senior high school or alternative school students
- 16 – 21 year olds who are not engaged in an education/training system
- Those involved with the juvenile/adult justice system/re-entry program or services
- African American males
- Latinos
- Somalis
- Young adults with disabilities
- Former foster care young adults
- Parents with dependent children on TANF/ Ohio Works First recipients

Additionally, COWIC is targeting services to groups noted above from the following Central Ohio neighborhoods and or schools:

- Whitehall, also Whitehall Yearling High School
- Groveport, also Groveport High School
- Southwestern Franklin County, including Southwestern City School District
- Franklinton
- Hilltop, including West High School
- Reynoldsburg High School
- Columbus Empowerment Zone
- Linden, also Linden McKinley High School
- Marion Franklin, including Marion-Franklin High School
- South High School
- Downtown High School
- Fort Hayes High School

Requested Youth and Young Adult Workforce Services

COWIC's Youth Workforce Services Department is seeking proposals from organizations with employer partnerships that are able to offer the Career Pathways described herein based on high growth/high demand Central Ohio Labor Market trends:



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- 1) Technology Pathways
- 2) Health Pathways
- 3) Advanced Manufacturing Pathways*
- 4) Logistics/Transportation/Warehouse/Distribution Pathways
- 5) Construction Trades Pathways
- 6) Others based on labor market demand verification

***Example: Advanced Manufacturing Career Pathways:** There are three levels of certification in the West Central Ohio Manufacturing Consortium (WCOMC). Students who complete any of these levels are guaranteed referrals for employment to members of the WCOMC.

- **Basic Certification** is an introduction to advanced manufacturing. The 40-hour course includes basic training in math, communication, teamwork, and environmental-health-safety, manufacturing terminology and processes, quality and workplace skills.
- **Intermediate Certification** is hands-on technical training toward certification areas such as CNC Machining, Programmable Logic Control, Robotics, Electrical, Process Operating, Welding, & Fabrication, Environmental-Health-Safety, Quality, Multi-Craft Industrial Technology, Manufacturing Engineering Technology, Integrated Systems Technology or HVAC.
- **Advanced Certification** is an associate's or bachelor's degree in one of several manufacturing-related fields.

***Another example of a Career Pathway would be: State Tested Nurse's Aide (STNA), Licensed Practical Nursing Certification (LPN), and Registered Nursing Certification (RN).**

**COWIC is very interested in Green Jobs that could be integrated with any of the above industries.*

Statement of Work

Services to be provided:

- High School Career Connections, formerly known as Career Academy, for Juniors and Seniors only; including, but not limited to Career Exploration, Work Readiness Skills, Leadership Training, Financial Literacy Training, Internships, Mentoring, Occupational Training integrated with basic skills, and Skill Certification;
- Training Partnerships with Employers integrated with Basic Skills, Mentoring, Leadership Training, Financial Literacy Training, Skill Certification for out-of-school young adults, 16 – 21 years old; and/or;
- Advanced Training, integrated with Basic Skills, Mentoring, Leadership Training, Financial Literacy Training, Skills Certification for out-of-school young adults, 18 – 21 years old.; and/or;

High School Career Connections, formerly known as Career Academy, for Juniors & Seniors only



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The purpose of the COWIC High School Career Connections program is to facilitate Career Exploration, Work Readiness, Leadership Training, Financial Literacy Training, Internships (both paid and unpaid), Skills Certifications, and Mentoring for high school juniors and seniors to develop a career pathway for entry-level employment through Post-Secondary education, occupational, and/ or advanced training opportunities through the workforce development system.

The neighborhoods and/or school districts listed in this Request have been identified by the COWIC Youth Council as high risk/high demand areas for training. However, the proposer may demonstrate other target groups, neighborhoods, or schools that are high risk/high demand areas which can be included such as Youth Build Columbus Community School, a federally funded national youth and community development model.

- **Career Connections** services to be provided at the High School level
 - Framework Services
 - Parent & student orientation
 - Initial assessment & screening
 - Eligibility determination & verification
 - Assessment and testing or school data within the last 6 months
 - Individual service strategies
 - Program Services
 - Assessment/occupational identity/goal setting
 - Work readiness skills & certification
 - Personal & professional development
 - Career exploration with area employers/professionals
 - Labor Market Orientation
 - Paid & Non-Paid internships during the school year
 - WIA 10 program elements including, but not limited to:
 - Supportive services
 - Tutoring, study skills, and dropout prevention
 - Alternative secondary school offerings
 - Occupational Skill Training & Certification
 - Adult mentoring for a minimum of 12 months
 - Comprehensive guidance & counseling
 - Summer employment opportunities linked to academic & occupational skills
 - Leadership development
 - Mentoring
 - Follow-up services for no less than 12 months



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- The successful bidder will adhere to the following guidelines when designing this program:
 - Document the justification of need for the target group, neighborhood, and/or school
 - Describe why the proposed program design will work with the expected outcomes
 - Select the high schools from a high risk/high demand area for the High School Career Connections program
 - Develop the strategy for coordination with the High School Internship Coordinators, High School Guidance Counselors, and appropriate High School Staff & Parents/Guardian
 - Develop the strategy for outreach & recruitment at the high schools and working with Parents/Guardian
 - Develop the program design model during or after school hours based on each school with letters of commitment from each school
 - Develop strategy to monitor student's course work, school-to-work transition, grades, extra-curricular activities, and other activities in coordination with the High School Guidance Counselor
 - Demonstrate the Employer Partnerships for Career Development/ Career Exploration, and Labor Market Orientation
 - Develop the Career Exploration Model to be used, including partners
 - Demonstrate the Work Readiness Training & Certification Process
 - Develop strategy for performance outcomes and/or interim progress reports
 - Develop strategy for integration of the WIA 10 Program Elements and how they will be accomplished and documented with outcomes
 - Develop strategy for program evaluation & surveying youth satisfaction
 - Maintain documentation - attendance, classroom activities, and test scores, etc.

High School Career Connections Outcomes:

1. Successful completion from the Career Connections Program
2. Successful mentoring experience
3. Demonstrate successful Leadership Development
4. Completion of one non-paid internship during the school year
5. High school graduation diploma
6. Enrollment into post-secondary training, and/or education, and/or job placement.
7. Increase in literacy/numeracy skills
8. Increase Test Taking Skills
9. Other negotiated benchmarks

Training Programs Include: Occupational Training (Career Pathways) integrated with basic skills (math & reading) and Industry Skills Certification; Customized Training/Skills Certification integrated with basic skills and Advanced Training/Skills Certification, integrated



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with basic skills, Work Readiness Skills, Financial Literacy Training, and Leadership Training for young adults 16 – 21 years of age.

COWIC can provide funding for occupational training and skill certification to young adults to obtain marketable skills for career pathways and entry-level job placement and retention.

The career pathways included in this Request for Proposal have been identified by COWIC as key sectors in need of skilled workers and demand occupations that currently exist. These sectors are also expected to continue experiencing a lack of trained and qualified workers, further exacerbated by an aging population, numbers of workers reaching retirement, and the current economic recession.

COWIC will pay particular attention to proposals designed to meet the needs of businesses in Central Ohio in the industry sectors listed. **Proposals that address “Green Jobs and renewable energy” will receive strong consideration.** We will also consider other unmet needs in high-demand occupations for which the proposer documents the level of demand and provides information specific to a targeted business or businesses needing assistance in Central Ohio.

Please describe your relationship with private business and justify the need for customized training (see definition). Describe the training and employment strategy to assure the training meets the employers need.

The successful bidder will adhere to, but not be limited to the following guidelines when designing this evidence-based program:

- Document the justification of need for the target group or neighborhood
- Describe why the proposed program design will work with the expected outcomes
- Describe how the project will accomplish the Youth Framework Services (Eligibility, Assessment, Testing, etc.)
- Describe the recruitment strategy for the selected target population or target area
- Provide letters of commitment and explain the relationship with private business(es) in the high demand/high growth occupation(s)
- Develop the project model integrating basic skills with Occupational skills, including attainment of the Industry Recognized Skill Certificate; i.e., Micro Soft Office Suites, State Tested Nurse’s Aide, etc.
- Provide the evidence-based curriculum for the occupational training
- Explain the training timeframes and project plan
- Outline the project goals and objectives; i.e., numbers to be served, retention, completion, interim progress, etc.
- Demonstrate the Work Readiness preparation and certification
- Develop strategy for program evaluation and effectiveness
- Describe how the project will maintain documentation for attendance, classroom activities, and test scores

- Describe the integration of the WIA 10 Program Elements into the training/program model with a strong follow-up, leadership and mentoring component.

Definitions of the requested training 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.

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.

Occupational Skills Training

Occupational skills 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 be outcome-oriented and focused on a long-term goal as specified in the Youth's ISS and result in attainment of a certificate as defined below:

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation; based on standards developed or endorsed by employers; awarded in recognition of an individual's attainment of technical or occupational skills.

Certificates awarded by local WIB's or workforce readiness certificates are not included in this definition.

WIA-funded summer internships must be connected to Occupational Training and/or be provided throughout the program year. COWIC Youth Workforce Services encourages summer programs to focus on Career Exploration, Leadership Development, Financial Literacy, Pre-vocational Training (short-term orientations) to the high growth/high demand industries in Health, Technology, Logistics, & Advanced Manufacturing with internships in



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the targeted industries. WIA Summer Programs must be included with year round training services for High School Juniors & Seniors and young adults up to 21 years of age with Career Exploration, Leadership Development, Financial Literacy, Work Readiness Training, Pre-Vocational Training in Technology, Health, Logistics, and/or Advanced Manufacturing with internships in related areas. Year-round internships may be unpaid and summer internships are paid.

Occupational/Customized/or Advanced Training Outcomes:

1. Retention and completion of the project
2. Occupational skill competency attainment
3. Industry recognized skill certification
4. Word readiness certification
5. Unsubsidized job placement
6. Wage based on demand occupation(s)
7. Job retention
8. Enrollment into Post-Secondary Education and/ or Advanced Vocational Training in a Career Pathway

Successful proposals funded by WIA must accept the WIA Common Measures set by the Workforce Investment Act and the State of Ohio, Department of Job & Family Services, Office of Workforce Development and any other negotiated performance benchmarks established by COWIC (See Performance Chart on page 22).

VI. 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 Thursday, March 1, 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**

Proposal Schedule

Date	Event/Activity
February 13, 2012	Release RFP
February 28, 2012	Bidders Conference, 9:30AM-11:30AM, 1111 E, Broad St., Columbus, Ohio 43205, 9 AM Registration
March 9, 2012	Notice of Intent to Bid due
March 23, 2012	Bids Due
April 16 – April 20, 2012	Meetings with selected vendors



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May 2, 2012	Recommendations to Youth Council
May 24, 2012	Recommendations to Finance Committee
May 30, 2012	Recommendations to COWIC Executive Committee
June 13, 2012	Recommendation to COWIC Board
June 14, 2012	Execution of Contracts
July 1, 2012	Projected Start Date

COWIC reserves the right to revise this schedule.

VII. General RFP Information

Request for Proposals (RFP) Solicitation Overview

This RFP is developed pursuant to 20 CFR Part 652, et al, the Workforce Investment Act, Final Rule, and the Workforce Investment Act of 1998.

Eligible Organizations

Qualified applicants will have a minimum of two (2) years of documented, successful experience within the last four years in providing skills-based workforce development, training, supportive and/or assessment services to youth. Applicants may submit a joint proposal to collaborate to provide the requested services. Joint proposals must clearly identify the collaborating organization(s), the services they will provide, and agree to be held accountable for successful performance of their agreed upon services. Joint proposers must identify each partner's responsibility in contracting with the Central Ohio Workforce Investment Corporation, complying with all terms and conditions of that agreement for the delivery of occupational training services, provision of oversight and monitoring of all program activities, and administering all funds paid to the program.

Applicants must agree to:

1. Collaborate with other organizations awarded contracts under this RFP, other COWIC service providers, and those mandated by the Central Ohio Workforce Investment Corporation or the State of Ohio, including:
 - Local education agencies
 - Social service agencies, public housing agencies, TANF, OWF, foster care, and other related programs
 - Business Industry
 - Mandatory partners in the Central Ohio Workforce Investment Corporation One Stop system
 - Other WIA contract awardees.

2. Assist in the collection of WIA eligibility documentation, reviewing and entering appropriate



client and service information into SCOTI or another data collection system determined by the Central Ohio Workforce Investment Corporation, and submitting all performance documentation to COWIC.

3. Coordinate with COWIC and partners in program design, implementation, and capacity building staff development and ensuring that the program meets performance outcomes.
4. Conduct customer satisfaction surveys of participants and employers and using the results to develop and implement a continuous improvement plan.

Contract Period

The contract could begin July 2012 and continue for a period of up to two years with an option to extend for up to an additional two years based upon performance and available funding.

Funding Source

The Central Ohio Workforce Investment Corporation 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.

Payments under this agreement shall be made from regular WIA, City of Columbus, Federal, State, Local, TANF and other applicable funding. Funding received by COWIC for purposes similar to WIA, but is known by a name other than WIA, may be used to fund these contracts as long as the purpose of the contract is an allowable expense under the new funding.

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.

Selection of Service Providers

1. A primary consideration in selecting agencies or organizations to deliver services will be an evaluation of the applicant's experience in providing the same or similar services as those being proposed to meet the requirements of the RFP. Key factors in this evaluation will include the applicant's:
 - Organization's history and track record in serving the target group, neighborhood, or school(s)
 - Ability to attain, track, and report performance
 - Experience in collaboration and integration of services
 - Ability to serve characteristics of target population(s)
 - Performance outcomes and likelihood of achieving contractual goals



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- Ability to provide follow-up services and report results accurately
- Staff qualifications
- Cost effectiveness
- Staff diversity
- Leveraged resources
- Employer partnerships and other community-based collaborations

Recognizing the limitation of WIA resources, applicants are very strongly encouraged to form collaborative relationships with other entities that possess expertise and resources, and to develop a system-wide approach that maximizes the available resources and provides a comprehensive array of services responsive to the unique needs of the target populations.

2. Funding determinations will be made through a competitive procurement process in accordance with federal regulations and shall include a determination of the ability of the proposer(s) to meet program design specifications that take into account the objectives of WIA.

Funded service providers shall be subject to all applicable federal, state, and local services area laws, regulations, policies, and/or directives.

Proposal Review and Rating Process

1. A review team will consist of knowledgeable professionals consisting of staff, Board members and community partners.
2. Evaluation committee members will review and score proposals according to the criteria and assigned points specified in the Evaluation Factors below. These scores will be used as a guide for discussion. **Note: Proposals that do not conform to the submission requirements identified in this RFP will not be considered for funding.**
3. Proposals and related scores will be provided to the Central Ohio Workforce Investment Corporation Board of Directors for final approval. If no response adequately addresses the services and outcomes requested, the Board of Directors may recommend that no award be made.
4. To the greatest extent possible, proposals will be funded which serve the wide array of the target populations identified herein.
5. Central Ohio Workforce Investment Corporation staff shall negotiate and execute contracts with those proposers approved for funding. Negotiations may include such items as costs, program design, service levels, service by geographic locations, and or target populations, or any other areas deemed relevant to successful program execution.
6. Contracts awarded through this RFP will be entered into with the Central Ohio Workforce Investment Corporation.



Evaluation Factors

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

Proposals properly submitted before the deadline will be evaluated in the following categories:

1. Organizational Strength and Demonstrated Effectiveness: 25 points

This category will evaluate the experience of an organization in providing services similar to those being proposed and requested in the RFP, including the ability to achieve, track and report performance in the SCOTI system as required by the WIA Performance Indicators. Evaluation of the performance and management capability of the proposing agency(s) will include:

- Experience in collaboration with community based organizations, schools and central Ohio employers
- Demonstrated ability to meet goals
- Demonstrated success with the targeted population
- Experience in tracking and reporting performance data - please identify experience with State of Ohio’s Sharing Career Opportunities and Training Information (SCOTI) system and/or other internet based case management and reporting systems.
- Experience in the provision of services similar to those proposed
- Qualified staff including acceptable staffing levels and turnover
- Staff Diversity
- Demonstrated administrative and fiscal accountability, including the necessary organizational and operational controls
- Satisfactory financial and technical resources
- Satisfactory record of integrity and business ethics

2. Program Strategy, Design, and Implementation: 35 points

This category will evaluate the details of how the proposed program will be implemented and the degree to which the services proposed and requested in the RFP (as detailed in each service request) will enhance the attainment of the WIA Performance Outcomes (see chart below for current Area 11 WIA performance measures).

3. Performance Outcomes: 15 points

COWIC Youth Service Level Performance Goals for PY 2012*

COWIC Service Level	Number of Individuals Served
In-School	126
Out-of-school	294



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****Youth Performance Levels for PY 2013 have not yet been established but are expected to be at least equal to the PY 2012 levels with the service targets to reverse, serving more In-school Youth versus the Out-of-School Youth Population.***

Youth Performance Measures for PY 2012

Performance Measure	Percentages PY 2012
Youth	
Youth Placement in Employment or Education	60%
Youth Attainment of a Degree or Certificate	42%
Youth Literacy and Numeracy Gains	37%

High School Career Connections Outcomes:

1. Successful completion from the High School Career Connections Program
2. Successful mentoring experience
3. Completion of one non-paid internship during the school year
4. High School Graduation or GED
5. Enrollment into post-secondary training or education and/or Job Placement.

Occupational/Customized or Advanced Training Outcomes:

- 1) Retention and completion of the project
- 2) Occupational skill competency attainment
- 3) Industry Recognized Skill Certification
- 4) Work Readiness Certification
- 5) Unsubsidized Job Placement
- 6) Wage based on demand occupation(s)
- 7) Job Retention

4. Cost Reasonableness and Competitiveness: 25 points

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on other program services and/or historical data, and the degree to which expenditure of funds relates to expected performance outcomes. It will include such factors as:

- Length and intensity of program design
- Staff-to-participant ratio
- Supportive services
- Leveraging of funding from other resources



- Costs per participant (cost benefit)
- Cost per positive outcome

Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line item budget, the program design, and comparison to all other proposals. Guidance as to reasonable, necessary, and allowable cost is provided in Federal OMB Circular A-87 (available at www.whitehouse.gov/OMB).

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 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



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.

Contract Term

The contract term could begin July 1, 2012 and continue for a period of up to two years with an option to extend for up to an additional two years based upon performance and available funding. 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. Proposers may collaborate to offer more services than they would individually propose but the proposal must clearly delineate which entity is providing what service. 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 and training not included in the RFP will be rejected. Contract funding levels for individual proposals will be based on data, the 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 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 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.

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

IX. Proposal Format

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

General Preparation Guidelines

1. Proposal Cover Page

The proposal cover page (use form in Section X: 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 X: Proposal Forms) identifies all narratives, exhibits,



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(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 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 Agreement(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. 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.

Program Narrative

Provide information requested in items 1 through 4 below. This RFP provides an overview of program services, and the requested programs. Refer to these 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. 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? **Program narrative should be no more than twenty pages.**

1. Program Need & Design

Proposers must document and justify the need of the target group, neighborhood, and/or school selected for the project. They must also demonstrate, through past experiences, the methods and strategies that have been successful in the past with similar groups. Explain the organization's



history of providing similar services and outcomes, describing both qualitative and quantitative outcomes.

Proposers may select to offer all or some of the services requested. Proposals should identify and address each area for those services the proposer plans to offer. Proposals must detail the program design for service areas offered, (including service level capacity in terms of numbers of clients to be served) including the specific services proposed, how those services will be delivered, provide job descriptions for and resumes of proposed staff. Specifically state how the proposer will assist COWIC in meeting its performance measure and service level.

Describe your experiences in the narrative to demonstrate that all agencies providing services have previous, successful experience in providing workforce development services.

Review the evaluation factors for Program Strategy, Design and Implementation, Section V, Evaluation Factors and ensure each of those items is addressed in the proposal. Be specific and follow the instructions provided.

2. Program Objectives

Objectives identify specific outcomes in a specific timeframe as well as a level of accomplishment. Your objectives may include, but are not limited to:

- Describe your capacity in terms of staff/customer ratio for all service areas you are applying for.
- Number of job placements and retention rates based upon staff client ratio and experience.

The proposal should address the following:

- Describe your performance outcome objectives: include specific goals and outcomes.
- Indicate how you will monitor and track performance.
- Describe how you will evaluate the effectiveness of each service area on an on-going basis and how you will ensure continuous improvement.

3. Program Management

Describe your organization's previous experience and your success in operating workforce development/employment programs, administrative fiscal capabilities. Include the points of contact of three references for which your organization provided similar services.

Review the evaluation factors section on Organizational Strength and Demonstrated Effectiveness: Section V, Evaluation Factors and ensure that all applicable factors are addressed.

4. Budget Justification

The budget format to be submitted is included in Section X, Proposal Forms. The budget should be



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for a twenty four (24) month period and for a second twenty four (24) month, if renewed. The budget must also be accompanied by a narrative which discusses the budget amount requested; i.e., staff costs and justification; direct customer costs; supportive services costs (transportation, child care, etc.), 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.

X. 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. 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
- Proposal Design Narrative
- Program Objectives Narrative
- Program Management Narrative
- Program Budget Justification, includes budget & budget narrative
- 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)



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FY 2012 Youth Services Proposal

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 _____

<p>WIA Title I-B Funds Requested:</p> <p>\$ _____</p>	<p>Funding Category Service Areas Proposed</p> <p>_____</p> <p>_____</p>
<p>Proposed Service Sites: (Specify if known)</p> <p>_____</p> <p>_____</p>	<p>Applying As:</p> <p><input type="checkbox"/> Single Agency/Organization</p> <p><input type="checkbox"/> Consortium of (#) ____ Partners</p>

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

Federal Tax ID number _____ Minority Owned _____



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Proposal Summary

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

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



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PROPOSAL BUDGET FORMS

*Please download and complete **Budget Forms** (budget package along with the budget narrative) from COWIC Web Site (www.cowic.org)*



Statement of Compliance

As the authorized signatory official for:

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.

Authorized Representative Signature

Typed Name/Title

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.
8. A participant in a covered transaction may rely upon a certification of a prospective



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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

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.

Organization

Name of Certifying Official

Signature

Date

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 the statement (B)(1) of this provision;



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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.

Organization

Name of Certifying Official

Signature

Date



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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)



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XI. 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 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



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- 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.
 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



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- 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.
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 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:
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 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 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.



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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.
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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.

XII. 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



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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

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



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.

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



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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.

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



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complete the citizenship application process. ESL-Citizenship classes must use ESL as a method and citizenship as content.

F

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



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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.

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.

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



Central Ohio Workforce Investment Corporation

(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.

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



Central Ohio Workforce Investment Corporation

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.

Y

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.