



Fiscal Agent for the Lowcountry Workforce Board

Solicitation Number:
Date Issued:
Procurement Officer:
Phone:
E-Mail Address:

RFP COVER PAGE 1 OF 2
WIOA 2022-01 ADY-OSO
March 29, 2023
Shelly Campbell
843-473-3975
scampbell@lowcountrycog.org

DESCRIPTION: ACQUIRE SERVICES (JAN 2006): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications.

USING GOVERNMENTAL UNIT: Lowcountry Council of Governments (LCOG) Fiscal Agent for the Lowcountry Workforce Board (LWB)

Sabrina P. Graham

Sabrina Graham, Executive Director Lowcountry Council of Governments

The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Lowcountry Council of Governments
Post Office Box 98
Yemassee, South Carolina 29945-0098

PHYSICAL ADDRESS:

Lowcountry Council of Governments
634 Campground Road
Yemassee, South Carolina 29945

SUBMIT OFFER BY (Opening Date/Time) May 3, 2023 / 1:00 pm (EST) (See "Requirements" provisions)

QUESTIONS MUST BE RECEIVED BY April 7, 2023 / 5:00 pm (EST) (See "Requirements" provisions)

NUMBER OF COPIES TO BE SUBMITTED: 1 original and 7 hard copies; (1 Redacted Copy-if applicable)

CONFERENCE TYPE: Pre-Proposal (Non-Mandatory)
DATE & TIME: April 12, 2023 1:00 pm (EST)

LOCATION: 634 Campground Road
Yemassee, SC 29945, Virtual attendance
log-in will be sent upon request (see
"Requirements")

AWARD & AMENDMENTS

Award will be posted on May 24, 2023. The award, this solicitation, any amendments, and any related notices will be posted at the PHYSICAL ADDRESS listed above and may be posted at <http://www.lowcountrycog.org>

You must submit a signed copy of this form with Your Offer. By submitting a Proposal or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of one hundred (100) calendar days after the Opening Date.
(See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF PROPOSER

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Proposer. The entity named as the Proposer must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE (BLUE ink only)

(Person must be authorized to submit binding offer to contract on behalf of Proposer.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

PROPOSER'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

Sole Proprietorship

Partnership

Other _____

PART I: GENERAL INFORMATION

A. ELIGIBLE PROPOSERS

Workforce development minded organization with or without previous experience as a contractor in the Lowcountry area are encouraged to submit proposals; however, only proposals from organizations that can demonstrate that they have the ability to provide workforce development services full-time, at an acceptable level, and on-site within the region will be considered for funding.

Proposers must demonstrate the administrative, fiscal, and management capability to successfully provide the services identified in this RFP.

1. Have the ability to maintain adequate files and records and meet reporting requirements, and
2. Have the administrative and fiscal capability to provide and manage the proposed services as a Sub recipient. This includes the ability to provide an adequate audit trail and meet the audit requirements of a Sub Recipient, and
3. Have experience successfully providing and/or placing participants in vocational/occupational and skill training, and
4. Have experience successfully placing and retaining participants in employment, and
5. Meet other requirements listed in this RFP, including all requirements of 2 CFR 200 and the specific DOL Uniform Administrative Requirements in Part 2900.

Contract(s) resulting from this RFP are anticipated to begin no later than **June 30, 2023** to end no later than **June 30, 2024**.

Proposers must commit to being responsible for providing all WIOA One Stop Operator, Adult, Dislocated Worker and Youth services in the counties of Beaufort, Colleton, Hampton and Jasper. All WIOA services funded through this RFP must be provided at **SC Works** service centers located within the Lowcountry Workforce Board (LWB) service area. The LWB strongly encourages respondents to identify how they will leverage resources and build coalitions that result in an innovative, responsive and cohesive system. Funds provided by this RFP shall not be used to duplicate facilities or services available in LWB's service area (with or without reimbursement) from other Federal, State, or local sources.

When selecting a service provider, the LWB must award only to responsive and responsible entities that possess the ability to successfully perform under the terms and conditions of this procurement. Consideration must be given to the entity's integrity, compliance with public policy, record of past performance, and financial and technical resources (2 CFR 200.318(h)).

Proposers must submit satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this proposal. The LWB reserves the right to make the final determination as to the Proposer's ability to provide the services requested herein.

Any Proposer may be requested to make an oral presentation of their proposal to the LWB, or its designee after the proposal opening. Such presentations provide an opportunity for the Proposer to clarify their proposal and to ensure mutual understanding. LCOG Staff will schedule these presentations, if required. All costs associated with the oral presentation will be the responsibility of the Proposers.

Nothing herein is intended to, nor should it be construed to limit competition. Instead, this RFP is for the purpose of meeting the full needs of the LWB using a system of fair, impartial and free competition among all Proposers. It is the intent and purpose of the LWB that this RFP permit competition.

B. DISCLAIMER AND DISCLOSURE

WIOA was signed into law on July 22, 2014 and is still an evolving work in progress as reauthorization is underway. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need. These services will be made available through the One Stop System. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973. Final Regulations were issued August 19, 2016. Updates from the Departments will be issued over time.

This request for proposals, any Proposals submitted by Proposers to this request, and any final contracts negotiated with the successful Proposer(s) as a result of this proposal is subject to final laws, regulations and guidance, including reauthorization, and may be changed at any time to be in compliance with those laws, regulations and guidance.

The words "Quote," "Bid", "Bidder", "Offeror", "Proposer", "Vendor", and "Contractor" are used interchangeably throughout this document, and are used in place of the person, firm, or corporation.

The LWB reserves the right to cancel or modify this request for proposal or the scope of funding of an approved WIOA program to any extent necessary to ensure compliance with state and/or federal guidelines and as the State of South Carolina and Local area continues to develop and refine systems, policies, procedures and regulations, including reauthorization. The successful Proposer will work very closely with LCOG, Workforce Development staff and the Lowcountry Workforce Board (LWB) to develop and refine operations and services as WIOA evolves and as regulations and guidance (Federal, State and Local) are issued and/or reauthorized. This may occur at any time prior to/or during implementation of the WIOA programs or any applicable extensions. Therefore, proposing organizations should expect requests to quickly modify program design or the delivery of services. All Proposers must demonstrate the capability and agree, in advance, to modify their program design in a timely manner to comply with the new regulations, policy, reauthorization, and/or changes to available funds. These changes will be accomplished through issuance of communications which shall be filed with and will become a part of the contract. It will be incumbent on the successful Proposer to fully and quickly implement changes, including sharing the information and provision of training to applicable staff. By submitting a Proposal the Proposer is explicitly stating that it agrees to and understands all the conditions herein.

The LWB may pursue competitive grants to enhance services in the area. The successful bidder will cooperate as requested if grants are awarded. This may include eligibility determinations, enrollments and provision of services specific to a grant.

STEVENS AMENDMENT

Funding details for award totals for program year 2022 (PY'22) are provided as follows and revised annually. Unless otherwise stipulated, all statements, news releases, requests for proposals, bid solicitations, visual presentations, and other applicable documents and programs are fully funded from federal sources.

- **The Workforce Innovation and Opportunity Act (WIOA) Adult Program** is supported by the U.S. Department of Labor as part of an award totaling \$286,866 with \$0 (0%) state, local, and/or non-governmental funds.
- **The WIOA Dislocated Worker Program** is supported by the U.S. Department of Labor as part of an award totaling \$332,690 with \$0 (0%) state, local, and/or non-governmental funds.
- **The WIOA Youth Program** is supported by the U.S. Department of Labor as part of an award totaling \$310,556 with \$0 (0%) state, local, and/or non-governmental funds.

C. INTRODUCTION/PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals for the provision of WIOA One Stop Operator, Adult, Dislocated Worker and Youth services across the entire Lowcountry service area (Beaufort, Colleton, Hampton and Jasper Counties) in South Carolina.

It is the intent of the LWB to build a complete workforce system that will provide comprehensive and individualized services for the holistic development of an individual's needs. These services will improve education and skill competencies, encourage and develop education and employment goals to make the connection between school and work, to provide links to the labor market, community programs, and services that have strong connections between academic and occupational learning to help customers address and resolve problems they may encounter while attaining the education and/or skills needed to obtain and retain employment and advance in the workforce. Please refer to <http://www.doleta.gov/WIOA> for more information on WIOA.

D. BACKGROUND

ALL WIOA funded services must be delivered in accordance with WIOA Law, rules and regulations, guidance from US Department of Labor (hereafter "DOL"), including the administrative requirements at 20 CFR Part 683, process and policies set forth by the State of South Carolina and the Lowcountry Workforce Board, and 2 CFR 200 and 2900.

WIOA'S THREE HALLMARKS OF EXCELLENCE

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located
- One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement
- The workforce system supports strong regional economies and plays an active role in community and workforce development

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data driven decision making.

E. SERVICE AREA LOWCOUNTRY OVERVIEW

The Lowcountry Workforce Board (LWB) is the policy and planning body for workforce development activities in the South Carolina counties of Beaufort, Colleton, Hampton and Jasper counties. The LWB supplies the funding necessary to operate the SC Works system through the Workforce Innovation & Opportunity Act (WIOA), while also providing leadership and contributing to increasing economic development through a trained and productive workforce in the Lowcountry area. Its oversight responsibility includes designation of the SC Works Operator, certification of the SC Works centers, selection and monitoring of workforce development service providers, creating policies, setting of local service center performance standards, and promoting private sector involvement especially employer linkages to the SC Works systems.

The LWB brings together business and community leaders, appointed by the local county Chief Elected Officials (CEOs) functioning together within the conditions established in the Lowcountry Consortium Agreement. The LWB in partnership with the CEOs seeks to promote and expand workforce development activities to ensure the long-range economic vitality of the region.

The Lowcountry Council of Governments (LCOG) is the administrative entity/fiscal agent for the Lowcountry Workforce Area.

The Lowcountry SC Works System brings together a wide variety of Federal, State and local program partners, integrates the provision of their services and provides a full-range of help to job seekers and employers, all under one roof.

SC Works Lowcountry Centers (American Job Centers/AJC)

Services are driven by business and focus on customer choice. In the Lowcountry, there is a Comprehensive Center located in Beaufort and two Affiliate sites in Colleton and Hampton.

Beaufort SC Works

164 Castlerock Road

Beaufort, SC 29906

Monday – Friday 8:30 – 5:00

Colleton County Career Skills Center

1085 Thunderbolt Dr.

Walterboro, SC 29488

Monday – Friday 8:30 – 5:00

Technical College of the Lowcountry

54 Tech Circle

Varnville, SC 29944

Monday – Thursday 8:30 – 5:00, Friday 8:30 - noon

In the event new SC Works Center locations are formed, the successful Proposer must be willing to work with the Board to arrange for additional centers and/or relocation of centers or access points so that services to the community will not lapse and to maintain excellence in the services provided. It is expected that the same level of services, performance and efficiency that has historically been provided in the Lowcountry area will not decrease due to the implementation of the use of a contractor for service provision.

Part II: REQUIREMENTS

A. PROPOSER'S CONFERENCE (NON-MANDATORY)

A question and answer session pertaining to this RFP will be held in the Board Room at the Lowcountry Council of Governments, 634 Campground Road, Yemassee, SC 29945 on April 12, 2023 1:00 pm (EST). LCOG staff will answer questions and/or requests for additional information relative to this RFP submitted in advance by interested Proposers. Virtual attendance will be offered upon request. To request virtual Attendance, prospective Proposers must email scampbell@lowcountrycog.org no later than April 7, 2023 / 5:00 pm (EST), subject line should be "virtual attendance request". LCOG staff will respond to the email with a link to attend.

SUBMISSION OF QUESTIONS:

All questions and/or requests for additional information shall be submitted in advance in writing to ensure receipt prior to April 7, 2023 at 5:00 p.m.

<u>MAILING ADDRESS:</u>	<u>PHYSICAL ADDRESS</u>	<u>EMAIL ADDRESS</u>
Lowcountry Council of Governments Lowcountry Workforce Development Post Office Box 98 Yemassee, SC 29945-0098 Re: WIOA 2022-01- ADY-OSO	Lowcountry Council of Governments Lowcountry Workforce Development 634 Campground Road Yemassee, South Carolina 29945 Re: WIOA 2022-01- ADY-OSO	scampbell@lowcountrycog.org Re:WIOA 2022-01-ADY-OSO

No questions or requests for additional information will be accepted after the conference is adjourned. Only written questions submitted by the deadline will be answered at the Proposers Conference. No questions will be answered by telephone at any time during the response period. If auxiliary aids and services are necessary for this conference, requests must be made within a reasonable period of time prior to the conference. Answers that change the scope of this RFP will be replied to in writing and distributed to all potential Proposers by posting on the Lowcountry Council of Government’s website <https://www.lowcountrycog.org>.

If you have concerns about the solicitation, do not raise those concerns in your response! **After opening, it is too late! This solicitation includes a pre-Proposal/proposal conference or a question & answer period, raise your questions as a part of that process!** Please see instructions under the heading "submission of questions" and any provisions regarding pre-Proposal/proposal conferences. [09-9010-1]

Communication is prohibited between the potential Proposers, Proposers, their employees, representatives, or agents, and any LWB or LCOG board member or employee, representative, agent or intermediary, other than as stated in this RFP.

Documentation of violations of this provision by the Proposer, LWB or LCOG personnel or its representatives, official or unofficial may result in the rejection of the proposal.

B. DELIVERY OF PROPOSALS

Proposals in response to this RFP, WIOA 2022-01 ADY-OSO, will be received until **1:00 pm (EST) May 3, 2023**. Any proposals received after the scheduled date and time will be immediately disqualified in accordance with the S.C. Consolidated Procurement Code and Regulations. Proposers are urged not to wait until the deadline to submit Proposals. Proposals will be accepted at any time after the issuance of this RFP. If the Proposal is to be hand delivered prior to the deadline the Proposer **must** make an appointment in writing and in advance with the procurement officer shown on the Cover Page for the application to be

received. Should any errors relative to the Proposal due date appear in the Request for Proposal Package, the official due date is as shown on the Cover Page.
Applications may be hand carried or mailed to:

MAILING ADDRESS:

Lowcountry Council of Governments
Lowcountry Workforce Development
Post Office Box 98
Yemassee, SC 29945-0098
Re: WIOA 2022-01-ADY-OSO

PHYSICAL ADDRESS

Lowcountry Council of Governments
Lowcountry Workforce Development
634 Campground Road
Yemassee, South Carolina 29945
Re: WIOA 2022-01-ADY-OSO

IT IS IMPORTANT TO NOTE THIS REQUIRED INFORMATION IS VITAL TO THE PROPER HANDLING OF THE QUOTE/PROPOSAL/OFFER, ESPECIALLY WHEN IT FIRST ENTERS THE DOOR; FAILURE TO INCLUDE THESE REQUIRED MARKINGS MAY RESULT IN YOUR DELIVERY NOT BEING HANDLED PROPERLY AND COULD RESULT IN YOUR QUOTE/PROPOSAL/OFFER BEING DEEMED NON-RESPONSIVE.

C. KEY EVENTS AND DATES

- | | | |
|----|--------------------------------------------------------------|----------------------------|
| 1. | Request for Proposals Issued | March 29, 2023 |
| 2. | Deadline for Questions | April 7, 2023 5:00 p.m. |
| 3. | Deadline to request Proposer’s Conference virtual attendance | April 7, 2023 5:00 p.m. |
| 4. | Proposer’s Conference (non-mandatory) | April 12, 2023 1:00 p.m. |
| 5. | Deadline for Receipt of Formal Proposals | May 3, 2023 1:00 p.m. |
| 6. | Formal Review Process of Proposals | May 3, 2023 – May 24, 2023 |
| 7. | Written Notification of Intent to Award | May 24, 2023 |
| 8. | Contract Negotiations with Proposer | begins May 31, 2023 |
| 9. | Contract Begins (no later than) | June 30, 2023 |

D. APPLICABLE ACT AND REGULATIONS

Proposers shall comply with the WIOA, the Regulations, Uniform Guidance, Federal, State and local area guidance, instructions, agency policies and other federal, state and local laws and regulations. The Successful Proposer will be required to educate itself and its staff on what the entirety of WIOA requires (not just title I) and envisions in order to deliver customer centered, unduplicated, cost effective, efficient, and high performing delivery of comprehensive and holistic WIOA services in the Lowcountry area.

The Successful Proposer will cooperate and work very closely with LCOG Workforce Development Administrative staff and the Lowcountry Workforce Board to develop and refine operations and services as the system evolves and as regulations and guidance (Federal, State and Local) are issued.

This RFP and programs funded as a result of it are governed by

- Public Law 113-128 signed into law on July 22, 2014, entitled the “Workforce Innovation and Opportunity Act of 2014,” (WIOA).
- WIOA Final Regulations issued August 19, 2016. Including,
 - Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act, 20 CFR Part 680 Subparts A, B, C, E, and G
 - Youth Activities under Title I of the Workforce Innovation and Opportunity Act, 20 CFR Part 681 Subparts B, C, D.

- One Stop Operator Part 678 Subpart D to ensure a high performing, certified and compliant One Stop Delivery system as described in Part 678
- Administrative Provision Under Title I of the Workforce Innovation and Opportunity Act, 20 CFR Part 683
- Uniform Guidance, 2 CFR part 200 and 2 CFR part 2900.

E. FUNDING - Estimated Allocations

Funding for this Request for Proposal (RFP) and any contract(s) awarded to successful Proposers is anticipated through Title I of the Workforce Innovation and Opportunity Act of 2014 as detailed below.

The LWB reserves the right to adjust amounts and funding sources depending on the proposals submitted and/or actual funding received.

The planning estimate for the purpose of this RFP is \$775,000

- Total Administration \$ 35,500
- Adult Program \$343,500
- Dislocated Worker Program \$138,000
 - Of the combined Program Adult and Dislocated Worker funds a **minimum** of **\$200,000** must be expended solely on Participant Costs.
- Youth Program \$258,000
 - Of the \$258,000 Youth Program a minimum of \$100,000 Must be expended solely on Youth Work-Based Learning (YWBL) (\$60,000 in direct participant expenditures and no more than \$40,000 in front line staffing costs directly related to the development, execution and monitoring of YWBL contracts)

Participant costs include expenditures for all types of training, basic skill upgrading and GED Preparation, supportive services necessary (and not otherwise available) to enable an individual to participate in WIOA activities (such as transportation, childcare, books, supplies, uniforms, tools and fees), assessments, and testing. Participant costs to **do not** include staff salaries, fringe benefits, operating expenses, profit, or indirect cost. Evaluation of the Participant Cost rate will be evaluated based on the Budget Forms and Schedules submitted in the proposal response. Actual expenditure to meet the required level of Participant costs will be used as a performance metric to evaluate the success of any contract that is formed as a result of this solicitation. June Financial Status Reports (FSRs) will be used to determine total program expenditures and participant costs.

Transfer between Adult and Dislocated Worker – WIOA allows for transfer of funds between Adult and Dislocated Worker programs. If a transfer is needed a formal request, after December 1, 2023 and prior to March 1, 2024, must be submitted . Approval is contingent on the written approval of the LWB and depending on circumstances the State may also need to approve.

Expenditure Time Frame - All budgets submitted for activities under this Request for Proposal are to be for costs incurred between June 1, 2023 and June 30, 2024. LWB’s funding obligations under any agreement are contingent upon receipt of funds from USDOL/State allocation guidelines governing the LWB’s service area. The LWB is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas. In the present Federal fiscal environment, mid-contract funding allocation adjustments may be directed by USDOL to the State and further to the LWB.

The local board will award a contract based on allocations approved by the State at the beginning of each program year. The South Carolina State Workforce Development Board has set several financial policies

and expectations for the local areas. Therefore, specific goals will be set for expenditures and strict adherence to budgets and classes of expenditures (participant cost expenditure, work-based learning expenditure, overall expenditures, etc.) is required.

Failure to quickly implement the programs and budgets will be cause for corrective action and termination for cause if unresolved in a manner and time acceptable to LCOG. Additional requirements may be set.

Although price is a factor in the evaluation, it is not the only factor, therefore all responsive proposals will be evaluated even if a proposed budget is submitted that is for more than or for less than the planning estimate.

F. AMENDMENTS

If it becomes necessary to revise any part of the RFP(s), all amendments will be provided in writing to all Proposers as described on the Cover Page. Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision. Any alteration must be in the form of a written amendment to all Proposers.

G. POLICY OF COMPETITION and TRANSPARENCY

The LWB conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical evaluations will be made of all proposals received. Award will be made to the responsible Proposer and firm whose proposal is most advantageous to the program.

It shall be the Proposer's responsibility to advise Mr. Michael V. Butler, Workforce Development Director, Lowcountry Council of Governments, P.O. Box 98, Yemassee, SC 29945-0098, if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing, and must be received by Mr. Butler no later than fifteen (15) days prior to the RFP opening date. A review of such notifications will be made.

Full and Open Competition. This procurement transaction is being conducted using full and open competition (2 CFR 200.319(a)). This procurement allows for sufficient time for all phases of the procurement process to be carried out in a manner that does not unduly restrict competition. The entire procurement process will be performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase.

H. RESPONSIVENESS OF PROPOSAL and COPIES TO BE SUBMITTED UNDER SEAL AND AUTHORIZED SIGNATURES.

1. Proposals will be reviewed solely on the material they contain. No modifications, alterations, additions or substitutions to any proposals will be accepted from applicants after submission. Any such information received after the closing date will not be opened and may be returned only if Proposer's requests and bears the cost of such return.
2. Any proposal that is not in typed form will be returned, without being reviewed.
3. Any proposal that is not submitted with one original with an original signature (blue ink), and 7 paper copies; (1 Redacted Copy-if applicable) will be returned, without being reviewed.
 - a. The original should contain original signatures in blue ink and should be clearly stamped or marked with the word "ORIGINAL".
 - b. Each copy of the proposal and all supporting documents should be bound or stapled in a single volume.

- c. The name of the Proposer's organization, name of person submitting the proposal, type of proposal submitted, "Request for Proposal Lowcountry WIOA 2022-01 ADY-OSO" and the RFP due date must be typed or written on the envelope or wrapping containing the proposal.
 - d. The pages of the proposal must be numbered.
 - e. The margins and font size should be reasonable to allow the proposal to be easily read.
4. Any proposal that is considered non-responsive will not be evaluated. A responsive proposal must include all required forms and a complete Proposal Response Package.
 5. Each proposal must be signed by an official authorized to contractually bind the Proposer and commit to the provisions of the proposal. Unsigned proposals will be rejected unless an authorized representative is present at the proposal opening and provides the needed signature and provided that the discovery is made prior to the completion of the business to be conducted at the time that the proposals are opened. The proposal shall include a statement to the effect that the request is firm for a period of at least 100 days from the closing date for submission.
 6. Proposals are to be designed to provide the LWB with a straightforward presentation of the Proposer's ability to satisfy the requirements of this RFP. Proposers must address the technical and cost factors associated with the proposal. The proposal must therefore be prepared in accordance with the format outlined herein. Elaborate brochures and other promotional materials are not desired.
 7. It is the expectation that in order to maximize efficient fund utilization, this Solicitation will result in a single award that provides One Stop Operator, Adult, Dislocated Worker and Youth services for the entire Lowcountry Workforce Area. The LWB may deem a proposal as non-responsive and not review any proposal that does not provide all the requested services in all four Lowcountry counties (Beaufort, Colleton, Hampton, and Jasper).
 8. Any proposal that does not contain a Budget Narrative that describes the items in the budget, and specifically explains why the dollar amount requested is (1) reasonable, (2) allowable, (3) cost-effective and (4) justifiable (5) will meet the desire outcomes and goals for both performance and expenditures will be returned, without being reviewed. **DO NOT SIMPLY REITERATE THE BUDGET PAGE** as this could be considered non-responsive.

I. CONTRACT DURATION and OPTION TO EXTEND

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of One Stop Operator, Adult, Dislocated Worker and Youth activities incurred between June 1, 2023 and June 30, 2024. No guarantee for availability of these funds is made at this time. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation within the awarding agency's total jurisdiction. The awarding agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.

The intent is to start the contract as early as June 1, 2023 to allow the time and financial support necessary for the successful Proposer to hire and fully complete the training of its staff so that the contract is fully staffed and the actual work will begin as quickly as possible so as to minimize any negative impact to existing customers (participants) during the transition. The successful Proposer must begin service delivery to existing customers and complete all hiring and staff training prior to July 1, 2023.

Based upon funding availability, the LWB may extend a contract period if it appears to be in the best interest of the LWB and is agreeable with the contractor and if performance is satisfactory, grant administration is found to be in compliance with all program regulations, and other factors. The Grant may be extended for up to three additional years, in any increment, for a total not to exceed Four (4) years. The LWB may adjust service levels, number of participants served; and/or associated costs at any time during the contract period.

J. MULTIPLE PROPOSALS

Proposals must be submitted to provide all One Stop Operator, Adult, Dislocated Worker and Youth services/activities in all four counties (Beaufort, Colleton, Hampton, and Jasper). However, if proposed activities are substantially and materially different in terms of effort, cost, or otherwise, a separate response package may be in your best interest. A separate response is not required for a comprehensive proposal; however, each response package submitted will be evaluated on its own merit.

K. CONTRACT ADMINISTRATION AND NEGOTIATION

Lowcountry Council of Governments (LCOG), serving as the Fiscal Agent, will administer contracts awarded by the LWB through this RFP.

Contracts shall be awarded to responsive Proposer whose proposal is determined to be most advantageous, taking into consideration the evaluation factors contained in this RFP. The LWB reserves the right to select such Proposers it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals received, if it is deemed to be in the best interest of the LWB. The LWB or any agent thereof, on behalf of the LWA will not be obligated in any way by any Proposer's response to this RFP. In all cases the LWB will be the sole judge as to whether a Proposal has satisfactorily met the requirements of this RFP.

The LWB may require the Proposer selected by the Board to participate in cost negotiations, technical revisions or other revisions to their proposals to finalize the award. In addition, contract amounts may be adjusted by the LWB based on final allocation figures and other factors. The successful Proposer will be required to submit additional information, forms, or documents such as, but not limited to, insurance, bonding, and banking information.

An offer and acceptance of the conditions will be executed in a legally binding document. The Uniform Guidance requires that the awarding of contracts is only made to responsible entities that possess the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as integrity, compliance with public policy, record of past performance, and financial and technical resources (2 CFR 200.318(h)).

The successful Proposer, including for-profits, nonprofits, educational organizations, and State or Local governments are considered sub recipients and must adhere to 2 CFR part 200 and 2 CFR part 2900.

Terms and Conditions are a part of this solicitation and will be a part of all Contracts awarded. All Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) Lowcountry policy or (3) administrative procedure.

L. NO REQUEST FOR PROPOSAL REPLY

Anyone electing not to submit a RFP may do so by sending an email or letter of "no reply" to the Lowcountry Procurement Officer (See cover page). Entities not replying in any way may be required to reapply in writing to be placed on the Proposer's list again.

M. ADMINISTRATIVE FISCAL CAPABILITIES

The Proposers administrative fiscal capabilities will be assessed by a review of the Proposer's Response Package. Before contracts are finalized, LWB representative(s) may complete a Pre-Award survey and may visit the offering entity to affirm certain items. Any discrepancies found will be brought to the attention of the LWB prior to contract finalization and may affect award of a contract.

N. DOCUMENTS REQUIRED OF SELECTED PROPOSERS

Before contracts are finalized, selected applicants shall provide additional compliance information to the LWB or its fiscal agent as requested and as based on the Proposer’s organizational structure and staffing. Proposers must be able to obtain and submit, prior to finalizing the contract, proof of insurance coverage, including liability insurance, errors and omissions, worker’s compensation, and invoices showing coverage for current year. It is incumbent on the successful Proposer to ensure compliance with all applicable state and federal labor standards, employment laws and regulations and industry standards. Contractors will be required to provide the applicable information annually or if any changes occur during the contract period.

NOTE: The South Carolina Department of Employment and Workforce (SCDEW) will provide accident insurance coverage for WIOA participants participating in program activities including classroom training and work-based learning opportunities.

O. DISCUSSION / NEGOTIATIONS

By submission of a proposal, Proposers agree that during the period following issuance of a proposal and prior to final award of contract(s), the Proposer shall not discuss this proposal request with any party except the Procurement Officer (PO) or PO’s designated staff person(s). In accordance with Section 11-35-1530(6) of the S.C. Consolidated Procurement Code, The PO or PO’s designated staff person(s) reserves the right to conduct discussions with Proposers who submit proposals which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this RFP. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of their proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Proposers.

P. PROHIBITION OF GRATUITIES

Proposers and their representatives as well as officials who review and make judgments on any award made as a result of this RFP are prohibited by South Carolina law as amended at Section 8-13-420 from making or accepting any compensation or promise of future employment to influence any action, vote, opinion, or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion, or judgment shall be subject to the punishment as provided by SC §16-9-210 and §16-9-220.

Q. APPEAL/PROTEST POLICY

Proposers dissatisfied with decisions regarding contract award or aspects of this procurement process may appeal in the manner stated below. The rights and remedies granted to a disappointed Proposer are to the exclusion of all other rights and remedies of such disappointed Proposer against the LWB, LCOG, the State of South Carolina at common law or otherwise for the loss or potential loss of award of a contract under this solicitation.

Any actual Proposer, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall deliver a written protest within ten (10) days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the Workforce Development Director within the time provided. Any protest must be addressed to, Workforce Development Director, Lowcountry Council of Governments, and submitted in writing (a) by email to mbutler@lowcountrycog.org; subject line must read “Protest WIOA 2022-01-ADY-OSO”, or (b) by post P.O. Box 98, Yemassee, SC 29945-0098, or delivery 634 Campground Rd, Yemassee, SC 29945. If the protestor wishes to appear before the LWB or its designated Committee, it must be so

specified in writing. The appeal process is established to provide recourse for Proposers who think that their proposal did not receive proper consideration.

Proposers entering an appeal should be prepared to document specific facts (e.g., conflict of interest, nepotism, etc.), which put the aggrieved Proposer at a competitive disadvantage and/or document violation of specific sections(s) of the applicable law or regulations. Proposers cannot appeal simply because they believe their program to be superior to the one selected. The solicitation process will be reviewed and a report will be issued on its adequacy and whether the process was followed. The Proposer will be notified in writing of the findings within 30 days.

The Lowcountry reserves the right to refuse to consider any appeal that does not identify specific legal procedural shortcomings.

Appeal of decision:

- A. *Right to protest:* Any actual or prospective Proposer, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Lowcountry Council of Governments (LCOG) Chief Administrative Officer. The protest shall be submitted in writing within fourteen (14) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. *Authority to resolve protests:* The LCOG Chief Administrative Officer shall have authority, prior to commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved Proposer, Proposer, or contractor, actual or prospective, concerning the solicitation or award of a contract.
- C. *Decision:* If the protest is not resolved by mutual agreement, the LCOG Chief Administrative Officer shall issue a decision in writing within fourteen calendar (14) days following final attempt to resolve the protest.
- D. *Notice of decision:* A copy of the decision under paragraph (c) of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- E. *Finality of decision:* A decision under paragraph (c) of this section shall be final and conclusive.

Appeal of Chief Administrative Officer's decision: Any person receiving an adverse decision may appeal to the Executive Committee of the LCOG Board and then to the full LCOG Board before appealing to the courts of the State of South Carolina.

R. AFFIRMATIVE ACTION

Proposers who are awarded contracts will comply with all Federal and State requirements concerning fair employment. As a condition to the award of financial assistance under WIOA, the grant applicant assures that it will comply with nondiscrimination and equal employment opportunity provisions of WIOA with respect to the operation of WIOA programs or activities.

Under the Workforce Innovation and Opportunity Act (WIOA), no individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief. It is also unlawful to discriminate against any beneficiary of programs receiving money under Title I of the WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any program or activity receiving money from WIOA Title I.

Except as otherwise provided in WIOA, each WIOA program shall provide employment and training opportunities to those who can benefit from, and who are most in need of, such opportunities. In addition, the recipients of Federal funding for programs under WIOA shall make efforts to develop programs that contribute to occupational development, upward mobility, development of new careers, and opportunities for nontraditional employment. Nothing in WIOA shall be construed to provide an individual with an entitlement to a service under WIOA.

S. STAFFING

All WIOA-funded staff must adhere to professional standards of client confidentiality and ethics.

The LWB is committed to continuous improvement and as such encourages staff development and training opportunities for professional staff. In addition to attendance at State and Regional conferences, the LWB area seeks to fill staff positions with highly qualified and certified individuals. Appropriate workforce professional certifications are available at a number of vendors including Career Development Facilitators (CDF) or Certified Workforce Development Professionals (CWDP). The Career Development Facilitator credential is designed to promote competency among workforce and career development professionals. All front-line case management staff must possess a current CFD or CWDP credential or earn one within One (1) Year of hire. In addition to CDF or CWDP certification, all one stop personnel are required to successfully complete the State required SC WORKS 101 training and certification and must register for the next available training start date within 30 days of hire. The State required staff training and certification currently called "SC Works 101" is evolving. The successful bidder will comply with all state required staff training, certification, and timeliness deadlines per state guidelines.

After the award of a contract, all employment openings must be listed with the local office of the S.C. Department of Employment and Workforce (SCDEW) in the SC Works Online System (SCWOS). The successful Proposer may list employment openings for the Lowcountry project on additional sites, but at a minimum, all jobs must be posted in SCWOS.

Current Lowcountry Title I Workforce Staff who apply for positions must be granted an opportunity to interview.

There may be customers whose first language is not English. The successful Proposer should be prepared to staff accordingly.

None of the funds available under this title shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of the annual rate of basic pay prescribed for level II of the Executive Schedule under section 5313 of title 5, United States Code. This limitation shall not apply to vendors providing goods and services. Certification of compliance with this requirement will be submitted upon request.

Changes in the approved listing of key staff represent a contract modification and should not be made without prior written notification to LWB and LCOG of any staffing changes.

All staff, pertaining in whole or in part to this project, shall maintain time and attendance records that reflect the total of actual hours worked and hours of leave and holiday time for each day for **ALL PROJECTS** they are funded through (WIOA and Non-WIOA, Lowcountry and non-Lowcountry projects). Staff will record time by program, cost categories (administration/program) and by participant categories, as applicable. Attendance records are to be signed by the employee and their supervisor, as applicable in compliance with the contractor's policies.

T. AUDIT/MONITORING EXCEPTIONS

No contracts will be finalized with approved Proposers who have outstanding audit resolutions and/or monitoring exceptions unless negotiations have been initiated and Fiscal Agent staff (LCOG) determines that a resolution is forthcoming. Funding under this RFP may be decreased by an amount equal to costs disallowed as a result of any prior financial and compliance audit, monitoring, or otherwise.

U. ERRONEOUS PROPOSAL

Correction or withdrawal by the Proposer of an inadvertently erroneous proposal, before proposal opening or withdrawal by the Proposer of an inadvertently erroneous proposal afterwards based on such mistakes, may be permitted. Each written request to correct or withdraw a Proposal must document the fact that the Proposer's error would cause substantial loss to the Proposer.

V. PROPOSAL CONSTITUTES OFFER

By submitting a proposal, the Proposer agrees to be governed by the terms and conditions as set forth in this document, the Workforce Innovation and Opportunity Act and in the WIOA Federal Regulations. Any proposal containing variations from the terms and conditions of this RFP, at the sole discretion of the LWB, may be determined unresponsive. Any inconsistencies between the RFP and other contractual instruments shall be governed by the terms and conditions of the RFP, except where subsequent amendments to any award resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provisions of this RFP.

W. PROPOSER'S RESPONSIBILITY

All Proposers are responsible for understanding conditions relating to the scope and restrictions of work to be done as a result of this request. The failure of Proposers to acquaint themselves with the law, regulations, instructions, conditions, and information relative to the RFP and its scope of work does not relieve them of any obligation with respect to this RFP or to a subsequent contract.

Failure to achieve negotiated levels of performance (participant and financial), or to achieve or maintain One Stop (comprehensive or affiliate) certification, or meet participation service levels, timeframes, benchmarks, obligation, expenditure, monitoring or audit requirements shall be just cause to modify or terminate for cause any contract. Failure to achieve directly impacts the local area's designation as a Workforce Area and its ability to access funding; therefore it shall be a priority and responsibility of the successful Proposer to ensure success and compliance in all areas.

X. SPECIFICATIONS MANDATORY

In order to have an acceptable proposal, the Proposer shall meet all of the specification requirements set forth herein. By submitting a proposal the Proposer is agreeing to comply with them, subject to acceptance by the LWB of any amendments submitted by the Proposer.

Y. ADMINISTRATIVE ENTITY

The Lowcountry Council of Governments (LCOG) is the Administrative Entity and Fiscal Agent for the Lowcountry Workforce Board (LWB). All contracts are entered into with LCOG on behalf of the LWB. The successful Proposer shall maintain regular communications with LCOG Workforce Development staff and shall actively and timely cooperate in all matters and requests, including reports and presentations to the LWB and other applicable organizations, if requested.

Z. SUBCONTRACTS/SUBTIER AGREEMENTS

No part of a proposal (or subsequent contract) may be subcontracted without prior written approval of the LWB. If the Proposer plans to subcontract any activities or funds pursuant to an award, the Proposer shall

identify the subcontracting organization and the contractual arrangements made therewith. A copy of the proposed subcontract agreement must be attached as a part of the proposal and clearly shown on the Budget forms. The successful Proposer will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the Proposer. A contractor is required to monitor sub-tier collaborators and contractors in order to ensure that performance conforms to the project's scope of work and budget. All monitoring must be documented by written reports and provided to both the LWB and LCOG. Contractors must obtain the prior written approval of the LWB to obtain the services of a third party to perform activities that are central to the purpose of the award.

The Proposer in subcontracting of any of the services and/or activities hereunder expressly understands that in entering such subcontracts, the LWB and LCOG are in no way liable to the subcontractor. The contractor will be required to assume sole responsibility for the complete effort as required by this RFP. The LWB and LCOG will consider the contractor to be the sole point of contact with regard to contractual matter.

AA. PROHIBITION ON LOBBYING

No funds provided under this Act shall be used for

- publicity or propaganda purposes; or
- the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat
- the enactment of legislation before Congress or any State or local legislature or legislative body; or
- any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.
- to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment or issuance of legislation, appropriations, regulations, administrative action, or an Executive order proposed or pending before Congress or any State government, or a State or local legislature or legislative body.

BB. SUSTAINABILITY

The LWB is particularly interested in innovative approaches that show collaboration in addressing the holistic needs of the participants to be served. Special emphasis should be given to how the private sector will play a role in this initiative. The Proposer's connections to local employers and partners and specific plans for addressing partners' and employers' needs and eliciting their investment in the system should be provided in the application. Proposers may choose to include a summary table of new initiatives that will be started with award of this grant to include projections of partner participation, job seekers and employers that will be served each year and annual funding levels anticipated.

CC. NON-DUPLICATION

Funds provided under this title shall only be used for activities that are in addition to activities that would otherwise be available in the local area in the absence of such funds (non-duplication).

DD. OWNERSHIP OF MATERIAL

Ownership of all data, material and documentation originated and prepared for LCOG or with WIOA funds shall belong exclusively to the LCOG. The LCOG reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, any work developed under this solicitation and any subsequent contract.

EE. PROCUREMENT

Any procurement must be approved in advance in writing by LWB. All applicable procurement laws, regulations, guidance must be followed.

FF. REDUCTION IN BUDGETS AND NEGOTIATION

The LWB reserves the right to negotiate budgets with potential contractors. The LWB may, in its sole discretion, determine that a proposed budget is reasonable or inappropriate and may negotiate an amended budget with the potential contractors. The contractors may at that time negotiate or withdraw its proposal. In addition, the LWB may desire to fund a project, but not at the level proposed. In that case, the LWB shall notify the potential contractor of the amount that can be funded, and the contractor and the LWB will negotiate a modification in the proposal to accommodate the adjusted budget. All final decisions are that of the LWB.

GG. CONTRACT AWARD

The LWB reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP) and to refuse to grant monies under this solicitation; to negotiate with all qualified Proposers, or to cancel in part or in whole this request if it is in the best interest of the Workforce Innovation and Opportunity Act Program to do so. Neither the Lowcountry Workforce Board (LWB), Lowcountry Council of Governments (LCOG), nor any agent thereof, on behalf of the LWB or LCOG, will be obligated in any way, by any Proposer's response to this RFP.

This solicitation does not commit the LWB to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to procure or contract for the articles of goods or services.

Contracts shall be awarded to responsive and responsible Proposers whose proposals are determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. The LWB reserves the right to select proposal(s) it deems appropriate and is not bound to accept any proposal based on price alone. In all cases the LWB will be the sole judge as to whether a proposal has satisfactorily met the requirements of this RFP.

The LWB may require Proposers selected by the Board to participate in cost negotiations, technical revisions or other revisions to their proposals prior to contract finalization.

Terms and conditions referenced in this RFP will be a part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) LWB policy or (3) administrative procedure. Proposers should expect Terms and Conditions to be changed due to WIOA.

HH. FEE FOR SERVICE

Any successful Proposer(s) must receive prior written authorization from the LWB before offering any fee-for services. Funds provided under this title shall not be used to establish or operate a stand-alone fee-for-service enterprise in a situation in which a private sector employment agency (as defined in section 701 of the Civil Rights Act of 1964 (42 U.S.C. 2000e)) is providing full access to similar or related services in such a manner as to fully meet the identified need. For purposes of this paragraph, such an enterprise does not include a one-stop delivery system described in section 121I. No person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under this title.

II. MONITORING and AUDIT

Audit Requirements – The successful Proposer will be required to conduct an annual Audit in accordance with 2 CFR 200 Subpart F and the Audit Report must be provided to the LWB and LCOG in a timely manner.

Successful Proposer(s) will be required to develop internal monitoring procedures to ensure program operations, including data entry, are conducted in compliance with the WIOA and its Final Rules and Regulations and all related guidance and requirements. All monitoring reports must be shared in a timely manner with the LWB and LCOG.

A copy of a proposed monitoring schedule and monitoring tool is a required attachment to the proposal.

Failure by the successful Proposer to monitor, submit monitoring reports to LCOG, implement corrective action may be grounds for termination for cause.

Oversight and monitoring are integral functions of the State and LWB to ensure One Stop Operator, Adult, Dislocated Worker and Youth services are delivered in compliance with the requirements of WIOA, the activities per this solicitation, performance reporting requirements, and the terms and conditions any subsequent contract or agreement. Monitoring includes an attestation by the monitoring entity that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and condition of the contract/agreement. WIOA requires the LWB to conduct oversight. Monitoring may also be conducted by applicable state and federal agencies. The successful Proposer will cooperate with all local, regional, federal or state monitoring, audits, oversight or evaluations that may be scheduled.

JJ. FINANCIAL MANAGEMENT

The Proposer shall comply with all WIOA title provisions and with The Council on Financial Assistance Reforms New Uniform Guidance 2 CFR Parts 200 and 2900.

The successful Proposer will be required to submit monthly payment invoices on or before the 12th calendar day of each month, the invoice will be accompanied by a separate Financial Status Report (FSR) for each Project (One Stop Operator, Adult, Dislocated Worker and Youth) and appropriate supporting backup documentation for all payments must be attached to each invoice.

ALL REQUESTS FOR FUNDS MUST BE ACCOMPANIED BY SUPPORTING DOCUMENTATION.

The successful Proposer will be required to submit monthly Financial Status Reports (FSRs) by the 12th of each month.

Failure to submit required documentation will delay payment until all required documentation is delivered. Failure to submit timely documentation may result in disallowed costs.

Final, through June 30 invoices and requests for reimbursement may be due earlier, but no later than July 10. Requests submitted after the year-end deadline that will be communicated as the year end approaches (in the event no earlier deadline is established, July 10), or requests that are incomplete as of this date may not be considered for funding.

Failure to comply with any of the requirements herein, both program and finance, may show sufficient cause for the Fiscal Agent to terminate a contract for cause.

All reported costs under this contract will be reported to the benefiting cost objective (Project, Fund, and Account number).

All reported costs under this contract will be reported to the benefiting cost objective (Project and Account number line item).

The Successful Proposer will establish and maintain a financial management system that provides accurate, current and complete disclosure of the financial transactions of this Contract. This system will be in compliance standards and procedures established in 2 CFR 200, 2900, and in the Terms and Conditions of this Contract. Expenditures under this Contract will be in compliance with the Contract Budget.

The Federal requirements governing the title, use, and disposition of real property, equipment, and supplies purchased with funds provided under this title shall be the corresponding Federal requirements generally applicable to such items purchased through Federal grants to States and local governments.

Historically about 5-10% of the total Adult and Dislocated Worker allocation is received in July (“advance” or “program” or “P” funding), the balance (“full” or “fiscal” or “F”) is generally received in November. Youth allocations are generally available in April. The unique funding cycle must be addressed in all responses to this RFP.

KK. STAFF TIME RECORDS

All staff, pertaining in whole or in part to this contract, shall maintain and submit to LCOG time and attendance records that reflect the total of all actual hours worked and hours of leave and holiday time for each day for ALL PROJECTS (WIOA and Non-WIOA; Lowcountry and Non-Lowcountry) they are funded through. All Staff will record all time by program, cost categories (administration/program) and by participant categories, including the front line staff time actually spent developing and monitoring Youth Work Experience, as applicable. Attendance records are to be signed by the employee and their supervisor, as applicable in compliance with the successful Proposer’s Policy which must be submitted as part of any proposal. Time sheets shall serve as documentation for disbursements for salaries and fringe and must be submitted with the request for reimbursement and maintained with other financial documents.

LL. TRAVEL AND EXPENSE

Must adhere to the successful Proposer’s policy, a copy of which must be submitted as part of any proposal, and in no event shall this exceed the current applicable General Services Administration Per Diem and Travel for the applicable area. Only those costs that are allowable, properly allocated, actually incurred, paid and properly documented within the grant period and budget line item will be reimbursed.

Proposer's should review their policies prior to submitting a proposal to ensure compliance, reasonability and effective use of federal funds. Proposers should be aware that LCOG may negotiate staff mileage reimbursement, including policy implementation that requires reimbursement be based on the most efficient route mileage.

MM. USE OF GRANT FUNDS

Funds awarded are to be expended only for purposes and activities covered by the project plan and budget. The LWB must approve all requests for changes in project plan and scope of expenditures. Approvals will be requested by the successful Proposer in advance and any changes will be given in writing.

No financial assistance will be provided for any program under this title that involves political activities. All education programs supported with WIOA funds shall be consistent with applicable State and local educational standards. Standards and procedures with respect to awarding academic credit and certifying educational attainment in programs conducted under such chapter shall be consistent with the requirements of applicable State and local law, including regulation.

No funds available under this title may be used for public service employment except as specifically authorized under WIOA.

NN. COST ALLOCATION PLANS

Cost allocation plans that reflect the allocation of costs to the Youth, Adult and Dislocated Worker cost pools are required of all Proposers. A cost allocation plan is a methodology for identifying and distributing any joint costs related to a program, as well as any costs to be allocated under plans of other organizational units which are to be included in the costs of federally-sponsored programs. Proposers must follow the guidelines established in the 2 CFR 200 and 2900.

OO. ALLOWABLE COSTS AND COST PRINCIPLES, UNIFORM ADMINISTRATIVE REQUIREMENTS.

Recipients and sub-recipients of an award under title I of WIOA must follow the cost principles at subpart E and appendices III through IX of 2 CFR part 200, including any exceptions identified at 2 CFR part 2900.

Only those costs that are allowable, actually incurred, paid, properly documented, submitted on time and within the grant period will be reimbursed.

In general, to be an allowable charge to WIOA, a cost must meet the following principles:

- Costs must be necessary and reasonable for the performance of the award.
- Costs must be allocable to the grant.
- Costs must be authorized and not prohibited under federal, state, or local laws or Regulations.
- Costs must receive consistent treatment by the sub-recipient.
- Costs must be adequately documented.
- Costs must conform to federal exclusions and limitations.

Allowable cost for administration are that portion of necessary and allowable costs associated with the overall management and administration of the WIOA program and which are not directly related to the provision of WIOA activities and services to clients or otherwise allocable to Non-Administration. In general, Administration costs are not incurred or are very minimal for contractors who provide one or more activities. Generally, LCOG staff in maintaining the Workforce Area system incurs administration costs. Administration costs can be both personnel and non-personnel and both direct and indirect.

Allowable costs shall only be charged against the following cost objectives or categories. These examples are not all inclusive; for additional information concerning costs chargeable to the administration cost objective/category, see 2 CFR 200.

- Administration: Administrative costs generally consist of direct and indirect costs associated with the overall management and administration of the WIOA program and which are not directly related to the provision of program activities or services to participants and employers, and otherwise allocable to the program costs. Examples of administrative costs are: expenses for accounting, budgeting, financial and cost management, procurement and purchasing, property management, personnel management, payroll, coordinating the resolution of findings arising from audits, reviews, investigations and incident reports, audit functions, and general legal services. Expenses incurred for developing systems and procedures required for these types of administrative functions will also be counted as administrative cost.
- Non-Administration: These costs generally consist of expenses which directly relate to providing program activities and services to WIOA participants and employers, including expenses related to

tracking and monitoring program, participant or performance requirements, as well as costs incurred for information systems when related to tracking or monitoring of participant and performance information and other performed activities. Examples of such costs generally include: salaries, fringe benefits, equipment, supplies, space, staff training, transportation, other related costs of personnel directly engaged in providing program activities or services to WIOA participants and employers, as well as that part of supervisors' and/or coordinators' salaries and fringes representing time worked exclusively on activities or functions directly related to providing program activities or services to WIOA participants and employers and/or time spent supervising personnel who worked exclusively on activities or functions directly related to providing program activities or services to WIOA participants and employers, as well as any other costs that are not considered administration costs. Other included costs can be: books and other teaching aids, equipment and materials used in providing training to participants, insurance coverage for participants, commercially available training packages, tuition charges and entrance fees, classroom space, communications, printing and utilities costs.

Expenditures must be reported on an accrual basis.

PP. PROFIT AND INDIRECT

Proposers may, as applicable to its entity type, propose Profit or Indirect cost.

Profit

In accordance with 2 CFR 200 sub recipients may not earn or keep any profit resulting from Federal financial assistance, unless expressly authorized.

Proposers must submit a detailed line budget that identifies profit as a separate element of the price, if applicable.

Profit charged to the proposals by private for-profit entities must be fair and reasonable. The proposed profit plan will be reviewed in conjunction with the requirement of federal and state laws and regulations. The LWB requires that the profit margin not exceed 8% of the total project costs and may be paid as benchmarks are met in accordance with the approved profit plan.

For-profit proposals must include a narrative of the proposed profit along with the deliverables to be met before profit will be reimbursed to the organization. The narrative should include how Profit is arrived at (calculation). Criteria for profit must CLEARLY be identified by the Proposer and will be used to evaluate the Proposer's request for payment of profit. The LWB reserves the right to negotiate criteria and limits on profit with the selected Proposer.

Indirect

If indirect costs are included, they must be identified as a separate line item in the budget and documentation of the indirect cost rate and approval of the indirect cost rate/allocation plan by the Cognizant Agency must be included in the proposal response. Cognizant agency for indirect costs means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals.

All Proposers who include indirect costs in their application budget must submit an indirect cost plan approved by their cognizant agency and will be used to evaluate the Proposer's request.

For-profit entities. For-profit entities that are recipients and subrecipients of a Federal award must adhere to the Uniform Guidance at 2 CFR part 200, including any requirements identified by the Department under 2

CFR part 2900. The DOL-specific requirement at 2 CFR 2900.2 expands the definition of ‘Non-Federal entity’ to include for-profit entities. All non-Federal entities, including grant recipients and subrecipients, must adhere to the Uniform Guidance.

Consistent with WIOA sec. 121(d)(2)(B)(iv), under 20 CFR 683.295(a)(1), a for-profit entity may be a service provider. In 20 CFR 683.295(a)(2), consistent with WIOA sec. 121(d)(4)(C), the Department requires private for-profit entities to adhere to the requirements of 2 CFR 200.323 concerning earning and negotiating a fair and reasonable profit. The Uniform Guidance requires that profit is reasonable and fair and that the entity conducting the competition negotiate profit separately from costs (2 CFR 200.323(b)). Negotiation with for-profit entities entitled to earn profit must separate amounts intended to pay for costs from amounts intended to pay for profit. Contract price equals costs plus profit. Profit should be based on the contractors’ efforts and risks in achieving a performance result that typically aligns with the performance measures outlined in the Local WDB’s plan. Conditions to consider in quantifying the opportunity to earn profit are referenced at 48 CFR 15.404-4. Local WDBs are allowed to cap the maximum profit potential that could be earned per performance results within the approved budget. The earning of profit should not be based on total budget, expending of the budget, and/or pass through costs, such as tuition or fixed costs, that require minimal to no effort from the contractor nor directly achieve a performance goal.

For programs authorized by other sections of WIOA, 2 CFR 200.400(g) prohibits earning and retaining profit on Federal financial assistance unless expressly authorized by the terms and conditions of the Federal award.

Other entities. Consistent with WIOA sec. 121(d)(4)(C), all non-Federal entities, including Indian Tribes, nonprofit organizations, educational institutions that are not the State, community-based organizations, and other entities, must adhere to the Uniform Guidance at 2 CFR part 200, including any requirements identified by the Department under 2 CFR part 2900.

QQ. CONTRACT TYPE

Cost Reimbursement. A contract or grant with a line item budget based on all authorized, allowable, allocable, and legitimate costs to be incurred by the contractor in carrying out the approved activity. The contractor is reimbursed for actual expenses according to the approved line item budget.

RR. INCOME

Income under any program administered by a public or private nonprofit entity may be retained by such entity only if such income is used to continue to carry out the program. Each entity receiving financial assistance under this title shall maintain records sufficient to determine the amount of any such income received and the purposes for which such income is expended. Income subject to these requirements shall include:

- receipts from goods or services (including conferences) provided as a result of WIOA funded activities;
- funds provided to a service provider under this title that are in excess of the costs associated with the services provided; and
- interest income earned on WIOA funds received.

SS. OBLIGATION OF WIOA FUNDS

WIOA funds may not be obligated prior to the effective date of the award unless pre-award costs are requested in writing and approved by LCOG. WIOA funds may not be obligated under any circumstances after the program period has ended.

TT. CLOSEOUT PHASE

The steps include:

- i. Reconcile costs and payments;
- ii. Reconcile performance goals with actual performance;
- iii. Ensure participant and financial records are secured and retained; and
- iv. Prepare closeout documents.

During closeout, the successful Proposer will transfer financial and participant records to the LWB’s fiscal Agent to ensure the ability for future review and follow-up. The transfer and retention of such records must ensure that personally identifiable information and confidential (PII and CIF) is reasonably safeguarded.

LCOG, as fiscal agent for the LWB will perform an evaluation or reconciliation of the contractor’s performance and payments to ensure they are made in accordance with the approved contract or agreement.

Final, through June 30 invoices and requests for reimbursement will be due NO LATER THAN July 10. Requests submitted after July 10, or requests that are incomplete as of this date may not be considered for funding. In addition the Annual financial closeout report will be due to LCOG Administrative office no later than August 15. All close out reports must be submitted on time, after which no additional requests for reimbursement will be allowed, regardless of the date incurred.

UU. TIE BREAKERS

- A. In the event that two or more Proposers are tied, either by price quoted or by committee evaluation of qualifications, awards shall be determined as follows:
 - 1) The tie will be resolved by the flip of a coin by the Lowcountry COG Chief Administrative Officer.

VV. SYSTEM FOR AWARD MANAGEMENT

Lowcountry COG shall conduct a search of the System for Award Management (SAM) prior to approval of contracts awarded to determine whether a business is debarred, suspended, or excluded from receiving awards from the federal government. If a search of SAM indicates that the business is debarred or suspended, Lowcountry COG will be unable to approve the contract.

Part III: SCOPE OF WORK

The Successful Proposer will implement, provide and manage, compliant and high performing WIOA One Stop Delivery System Under Title I of the Workforce Innovation and Opportunity Act (20 CFR Part 678) to include One Stop Operator (20 CFR Part 678, Subpart D), Adult, Dislocated Worker (20 CFR Part 680 Subparts A, B, C, E, and G) and Youth (20 CFR Part 681 Subparts B, C, D) service programs across the entire Lowcountry service area (Beaufort, Colleton, Hampton and Jasper Counties) in South Carolina.

The LWB is seeking a turn-key solution and as such does not expect to “hand-hold” any successful Proposer. It is imperative the successful Proposer fully and quickly acquaint themselves with the responsibilities of providing WIOA One Stop Operator, Adult, Dislocated Worker and Youth Services as a sub recipient and deliver outstanding performance independently.

The Successful Proposer will be required to develop comprehensive manual including process and forms. The manual must be delivered to LCOG within ninety (90) days of contract start, any updates or changes to the manual must be delivered to LCOG within thirty (30) days.

A. One Stop Operator

The One Stop Operator is responsible for the seamless and efficient operation of the center in a manner that results in high customer satisfaction, repeat customers, attainment of Federal, State and Local performance goals, non-duplication of services, ensure all services are available and that all partners and staff are aware of the resources available, the referral process, the services available, including accessibility. The One Stop Operator must coordinate the One Stop Delivery System of required one-stop partners and service providers within a multi-center area for the entire Lowcountry area. The Operator may be the provider of all Title I WIOA Adult, Dislocated Worker and Youth Services within the Lowcountry One Stop Delivery System.

The vision for the American Job Center network reflects the long-standing and ongoing work of dedicated workforce professionals to align a wide range of publicly- or privately-funded education, employment, and training programs, while also providing high-quality customer service to all job seekers, workers, and businesses.

Training and Employment Guidance Letter (TEGL) 16-16 issued January 18, 2017 provides general guidance for the implementation of operational requirements under the Workforce Innovation and Opportunity Act (WIOA) pertaining to the one-stop delivery system, branded nationally as the American Job Center network. Due to the broad scope of the one-stop delivery system, encompassing multiple programs administered by different Federal agencies, the guidance provides the primary components for understanding and implementing an integrated American Job Center network. Consistent with the requirement to promote increased public identification of the one-stop delivery system and the requirement for the use of a common identifier across the nation (WIOA sec. 121(e)(4); § 463.900), the U.S. Department of Labor (DOL), in coordination with the U.S. Department of Education (ED), established the “American Job Center” network, a unifying name and brand that identifies online and in person workforce development services as part of a single network of publicly-funded services. The use of the American Job Center network designation in this guidance establishes a framework for accentuating and implementing an integrated workforce delivery system. DOL and ED, in partnership with the U.S. Department of Health and Human Services (HHS) (collectively, the Departments), published the WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (Joint WIOA Final Rule) on August 19, 2016, in the Federal Register at 81 FR 55791. The Joint WIOA Final Rule, became effective on October 18, 2016.

WIOA and its implementing regulations require Local Workforce Development Boards (WDB) to use a competitive process for the selection of a one-stop Operator for the system, and to support continuous improvement through the evaluation of one-stop operator performance and the recompletion of operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for the local WDB to regularly examine performance and costs against original expectations.

Competition provides the best method of ensuring that local WDBs examine one-stop operator effectiveness on a periodic basis. Additionally, regular competition allows local WDBs to make improvements based on their one-stop certification process, particularly in regards to the role of the operator and other service delivery performance and performance metrics that may shift or change as one-stop partners and the Local WDBs update their Memoranda of Understanding (MOUs).

As of July 1, 2017 all existing and new one-stop operators must have been selected using a competitive process.

The vision for the American Job Center network reflects the long-standing and ongoing work of dedicated workforce professionals to align a wide range of publicly- or privately-funded education, employment, and training programs, while also providing high quality customer service to all job seekers, workers, and businesses.

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data driven decision making.

The creation of the integrated one-stop locations was a cornerstone of the Workforce Investment Act of 1998 (WIA). In the years between the passage of WIA and WIOA, the public workforce development system tested a variety of approaches to maximize the benefits that customers and their communities receive from American Job Centers. In the last ten years, technological advances have opened up new methods of service delivery and evidence-based models to build upon our shared understanding of best practices. Further, during the past few years, Federal agencies have worked collectively to reform Federal employment, education, and training programs to create a more integrated, job-driven, public workforce system. As a result of this work, American Job Centers continue to be valued community resources, acknowledged both locally and nationally as a critical source of assistance for individuals looking for work or opportunities to grow in their careers, and employers looking for human resource assistance.

WIOA builds on the value of the American Job Center network and provides the workforce development system with important tools to enhance the quality of its American Job Centers. WIOA strengthens the ability of States, regions, and local areas to align investments in workforce, education, and economic development to respond to regional job growth. WIOA also emphasizes achieving results for all job seekers, workers, and businesses.

Finally, WIOA reinforces the partnerships and strategies necessary for American Job Centers to provide all job seekers and workers with the high-quality career, training, and supportive services they need to obtain and maintain good jobs. Such strategies help businesses find skilled workers and access other human resource assistance, including education and training, to meet their current workforce needs.

The American Job Center network includes six core programs: title I Adult, Dislocated Worker, and Youth programs; the title II Adult Education and Family Literacy Act (AEFLA) program; the Wagner-Peyser Act Employment Service (ES) program, authorized under the Wagner-Peyser Act, as amended by title III of WIOA; and the Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973, as amended by title IV of WIOA. The American Job Center network also includes other required and additional partners identified in WIOA. Through the American Job Centers, these partner programs and their direct service providers ensure businesses and all job seekers—a shared client base across the multiple programs—have access to information and services that lead to positive educational and employment outcomes. Under WIOA, American Job Centers and partner staff strive to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families;
- Provide access and opportunities to job seekers, including individuals with barriers to employment, as defined in section 3(24) of WIOA, such as individuals with disabilities, individuals who are English language learners, and individuals who have low levels of literacy, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;

- Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance, including education and training for their current workforce, which may include assistance with pre-screening applicants, writing job descriptions, offering rooms for interviewing, and consultation services on topics like succession planning and career ladder development, and other forms of assistance.
- Participate in rigorous evaluations that support continuous improvement of American Job Centers by identifying which strategies work better for different populations; and
- Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

The management of the American Job Center network is the shared responsibility of States, local workforce development boards (WDBs), elected officials, the six WIOA core program partners, required one-stop partners and other additional one-stop partners, American Job Center operators, and service providers. Through the American Job Center, the one-stop operator carries out the activities described below:

- Facilitates integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.
- Develops and implements operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings.
- Organizes and integrates American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having American Job Center staff that perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams).
 - Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by relevant functional teams, consistent with the purpose, scope, and requirements of each program.
 - Integrated American Job Centers also ensure that:
 - Center staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery, consistent with the requirements of each of the partner programs.
 - Center staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. This allows staff from differing programs to understand other partner programs' services, and share their own expertise related to the needs of specific populations so that all staff can better serve all customers.
 - Center staff are routinely trained so they are keenly aware as to how their particular work function supports and contributes to the overall vision of the Local WDB, as well as within the American Job Center network. This enhances their ability to ensure that a direct linkage to partner programs is seamlessly integrated within the center.

There are significant benefits to partner participation in the American Job Center network. The clear benefit is better outcomes for customers, both job seekers and businesses. The following is not an exhaustive list of benefits, but provides some of the many advantages inherent in partnering in an integrated one-stop delivery system:

- **Expanded workforce services for individuals at all levels of skill and experience.** All customers, including those with disabilities or other barriers to employment, have the opportunity to receive hard and soft skills guidance, career planning and job placement services, particularly timely labor market

demand and occupational information, and a variety of job-driven training options, including work-based training opportunities such as registered apprenticeship, on-the-job training (OJT), and incumbent worker training.

- **Access to multiple employment and training resources.** Access to multiple program resources, including necessary supportive services that may not be offered by or available through one individual program. Access to multiple resources in one location also reduces the travel and commuting distances for customers needing referrals to or the receipt of multiple services. Access to multiple resources may also facilitate the leveraging and braiding of resources across systems for individual customers, as appropriate.
- **Integrated and expert intake process for all customers entering the American Job Centers.** Frontline staff are highly familiar with the functions and basic eligibility requirements of each program, appropriately assist customers, and make knowledgeable referrals to partner programs, as appropriate, given the authorized scope of, and eligibility requirements for, each program.
- **Integrated and aligned business services strategy among American Job Center partners.** As part of an aligned team, partners have access to a wider range of business engagement strategies, increasing the opportunity for better placement services and outcomes for all customers. This partnership also allows for a unified voice for the American Job Center in its communications with area employers.
- **Expert advice from multiple sources.** Customers, including individuals with barriers to employment, can benefit from multiple levels of staff expertise, guidance, and advice across programs. This enhances job seekers' experiences and increases their chances for success in the evolving labor market.
- **Relevance to labor market conditions.** All workforce development activities occur within the context of a regional economy. Services provided should be informed by data on labor market demand in the local area to ensure a positive impact or labor market outcome. This outcome results in a return on investment for the job seeker's time and efforts, and for the workforce program resources expended.
- **Expanded community and industry outreach.** The integrated nature of the American Job Center network extends the one-stop reach to increase customer participation and enrollments, and to engage and support businesses.
- **Strengthened partnerships.** The integrated nature of the American Job Center network also helps in providing seamless workforce services that serve similar populations. Some examples include setting up common intake and assessment, joint outreach activities, and referral processes outlined in agreements implemented between partners in the American Job Center.
- **Encouraging efficient use of accessible information technology** to include, when possible, the use of machine readable forms and other features consistent with modern accessibility standards, such as section 508 Standards (36 CFR part 1194) and the Worldwide Web Consortium's Web Content Accessibility Guidance 2.0, as well as virtual services to expand the customer base and effectively deliver self-services.

The one-stop delivery system brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.

One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

Title I of the Workforce Innovation and Opportunity Act (WIOA) assigns responsibilities at the local, State, and Federal level to ensure the creation and maintenance of a one-stop delivery system that enhances the range and quality of education and workforce development services that employers and individual customers can access.

Comprehensive American Job Centers.

The system must include at least one comprehensive physical center in each local area as described in The WIOA Final Regulations §678.305.

Currently the Lowcountry has designated the Beaufort SC Works Office located at 164 Castlerock Road Beaufort, SC 29906 as the area comprehensive center.

A comprehensive American Job Center, as described in 20 CFR 678.305, 34 CFR 361.305, and 34 CFR 463.305, is a physical location where job seekers and employer customers can access the programs, services, and activities of all required one-stop partners (section 121(b)(1)(B) of WIOA), along with any additional partners as determined by the Local WDB. The one-stop delivery system must include at least one comprehensive physical center in each local area. Comprehensive American Job Centers should reflect and exemplify the characteristics of a high-quality American Job Center as described in DOL's TEGL No. 4-15, and ED's RSA-TAC-15-01 and OCTAE Program Memorandum 15-3, entitled *Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act*. Comprehensive one-stop centers should reflect a welcoming environment to all customer groups who are served by the American Job Centers. All American Job Center staff should be courteous and helpful to all job seekers, businesses, and others who interact with the American Job Centers, in person, by telephone, or online.

A comprehensive American Job Center must have:

1. At least one WIOA title I staff person physically present, and the Center must provide the career services listed in 20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430;
2. Access to training services described in 20 CFR 680.200;
3. Access to any employment and training activities carried out under section 134(d) of WIOA;
4. Access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410, 34 CFR 361.400 through 361.410, and 34 CFR 463.400 through 463.410, including the Wagner-Peyser Act ES program; and
5. Workforce and labor market information.

NOTE: The successful Proposer will be responsible for ensuring customers have access to the services and for the coordination of seamless, integrated, non-duplicative, customer-centered delivery of all the required services and in accordance with the Lowcountry Memorandum of Understanding.

Customers must have access to these programs, services, and activities during regular business days at a comprehensive one-stop center (20 CFR 678.305(c), 34 CFR 361.305(c), and 34 CFR 463.305(c)). The Local WDB may establish other service hours at other times to accommodate schedules of individuals who work on regular business days or who, because of life circumstances, are not able to access the American Job Centers during regular business hours. Access to services outside of regular business hours (i.e., nights and weekends) is recommended when doing so is possible and best serves the needs of the American Job Center's customers. Centers not open outside of the regular business hours should have a plan for how they will provide services to individuals who cannot visit a center during regular business hours.

It is important to note that "providing" career services in the comprehensive does not mean that each required partner must provide these services directly on-site at the comprehensive American Job Center. However, it does mean that some career services must be provided directly on-site. Career services may be provided through access to one-stop partner programs and activities, which, as described in 20 CFR 678.305(d), 34 CFR 361.305(d), and 34 CFR 463.305(d), may be delivered in one of three ways:

- Option 1. Having a program staff member physically present at the American Job Center;

- Option 2. Having a staff member from a different partner program physically present at the American Job Center and *appropriately trained* to provide information to customers about the programs, services, and activities available through all partner programs; or
- Option 3. Making available a direct linkage through technology to a program staff member who can provide meaningful information or services.

The options above offer a wide range of possibilities to partners. Option 2 could require varying levels of assistance depending on the program's needs, but this could be as simple as having an adequately trained Wagner-Peyser ES staff member providing basic program information to a one-stop customer regarding the Job Corps program. In this example, the partner staff member has been trained by someone from the Job Corps program on basic eligibility requirements as well as how to access and complete an enrollment application. Once the application is completed, the partner staff member will connect the customer to a Job Corps representative who can further assist the customer through the enrollment process. This option allows for the customer to receive high-quality service through the American Job Center, in a timely manner. In this example, it would be essential that the Wagner-Peyser Act ES staff person providing information about the Job Corps program document his or her time and effort to ensure that the charges to the appropriate program, namely the Job Corps program, for salaries and wages are based on records, that accurately reflect the work performed consistent with Federal cost principles in the Uniform Guidance at 2 CFR 200.430.

Option 3, a direct linkage, can take many forms as well. As described in 20 CFR 678.305(d)(3), 34 CFR 361.305(d)(3), and 34 CFR 463.305(d)(3), a "direct linkage" means providing a direct connection at the American Job Center within a reasonable time, by phone or through a real-time Web-based communication, to a program staff member who can provide program information or services, including career services, to the customer. Solely providing a phone number, Web site, information, pamphlets, or materials does not constitute a "direct linkage".

The flexibility provided through the three optional methods for assuring customer access to required one-stop partner services and activities at the comprehensive centers, ensures that dispersed programs, such as the National Farmworker Jobs Program, Job Corps, or Indian and Native American programs, remain accessible through the American Job Center network.

Under WIOA, Wagner-Peyser Act ES programs must be co-located in comprehensive and/or affiliate American Job Centers. If the Wagner-Peyser Act ES is part of an affiliate American Job Center, the affiliate American Job Center must include at least one or more other partners with a physical presence of combined staff more than 50 percent of the time the center is open. In other words, if the Wagner-Peyser Act ES is located in an affiliated site, there must be staff of at least one other partner in that affiliated site that is physically present more than 50 percent of the time the center is open.

Additionally, 20 CFR 678.315(b), 34 CFR 361.315(b), and 34 CFR 463.315(b) specify that the partner program administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs would not count as the other partner for purposes of this requirement. Therefore, if Wagner-Peyser Act ES and any of these three programs are provided at an affiliated site, an additional partner or partners must have a presence of combined staff in the center of more than 50 percent of the time the center is open. These and other Wagner-Peyser Act ES requirements will be addressed further in upcoming DOL-administered program-specific guidance.

The Lowcountry, in conjunction with the partners and one-stop operator(s), has established the method or means of providing access to partner programs and document such means or methods in their Memoranda of Understanding (MOUs).

All comprehensive American Job Centers must be physically and programmatically accessible to individuals with disabilities, as described in section 188 of WIOA and its implementing regulations at 29 CFR part 38 (Final Rule published at 81 FR 87130 (Dec. 2, 2016)).

To ensure meaningful access to all customers, American Job Centers should incorporate the principles of universal and human-centered design. These principles include, for example, flexibility in space usage; the use of pictorial, written, verbal, and tactile modes to present information for customers with disabilities or English language learners; providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants.

Required one-stop partner programs must provide access to programs, services, and activities through electronic means if applicable and practicable. This is in addition to providing access to services through the mandatory comprehensive physical one stop center and any affiliated sites or specialized centers. The provision of programs and services by electronic methods such as Web sites, telephones, or other means must improve the efficiency, coordination, and quality of one-stop partner services. Electronic delivery must not replace access to such services at a comprehensive one-stop center or be a substitute to making services available at an affiliated site if the partner is participating in an affiliated site. Electronic delivery systems must be in compliance with the nondiscrimination and equal opportunity provisions of WIOA sec. 188 and its implementing regulations at 29 CFR part 38. The design of the local area's onestop delivery system is described in the Memorandum of Understanding (MOU) executed with the one-stop partners, as described in §678.500.

The system may also have additional arrangements to supplement the comprehensive center. These arrangements include: (1) An affiliated site or a network of affiliated sites, where one or more partners make programs, services, and activities available, as described in §678.310; (2) A network of eligible one-stop partners, as described in §678.400 through §678.410, through which each partner provides one or more of the programs, services, and activities that are linked, physically or technologically, to an affiliated site or access point that assures customers are provided information on the availability of career services, as well as other program services and activities, regardless of where they initially enter the public workforce system in the local area; and (3) Specialized centers that address specific needs, including those of dislocated workers, youth, or key industry sectors, or clusters.

Affiliate American Job Centers.

The Lowcountry has also chosen to operate other access points to services in addition to comprehensive American Job Centers. Such access points are called affiliate or specialized American Job Centers, and are created to supplement and enhance customer access to American Job Center services. These sites make one or more of the one-stop partners' programs, services, and activities available to job seekers and employers. Affiliated sites, as described in 20 CFR 678.310, 34 CFR 361.310, and 34 CFR 463.310, allow for more flexibility in terms of the services one-stop partner programs provide. These sites do not need to provide access to every required one-stop partner program. Just as is required of comprehensive American Job Centers, affiliated sites must be physically and programmatically accessible to individuals with disabilities, as required by section 188 of WIOA and its implementing regulations at 29 CFR part 38. The frequency of program staff's physical presence in an affiliated site will be determined through partner MOU negotiations

at the local level, within the parameters of the Federal regulations at 20 CFR 678.310 through 678.320, 34 CFR 361.310 through 361.320, and 34 CFR 463.310 through 463.320.

Current Lowcountry affiliate site locations:

Colleton County Career Skills Center
1085 Thunderbolt Dr.
Walterboro, SC 29488

Technical College of the Lowcountry
Hampton Campus Mungin Center
54 Tech Circle
Varnville, SC 29944

The Lowcountry desires to have some level of presence in each county. The successful Proposer is expected to assist in the identification of and participation in the expansion of the One Stop System. This may include, either in the proposal or during the contract period, identification of additional locations, a change in existing location, changes in hours of operation, etc. that will result in improved service delivery and/or cost effectiveness. Additional locations should be utilized to respond to needs as they are identified. The goal is to be highly mobile and quickly responsive to the needs of customers (job seekers and employers). All proposed changes must be referred to the LWB for prior written approval. Proposed changes to location, hours of operation or staffing must be accompanied by a detailed budget, cost-benefit analysis and proof of consultation and solicitation of input from the One Stop Partners.

Partner Roles and Responsibilities in the American Job Center Network.

One-Stop Partners. Section 121(b) of WIOA identifies the required and additional one-stop partner programs. Generally, the entity that carries out the program serves as the one-stop partner. This may be the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in a local area. In some local areas, the partner program may be carried out by more than one grant recipient, contractor, or organization. If the Federal grant recipient has issued or awarded part of or its entire program funds to a sub-recipient or subcontractor in accordance with program requirements, the Federal grant recipient remains the entity responsible for fulfilling the roles and responsibilities of a one-stop partner program. It is the responsibility of the Federal grant recipient to ensure that the subrecipient, who is providing services in that local area on its behalf, participates in the one-stop delivery system. If a program does not have a local administrative entity, the responsible State agency is considered the one-stop partner. The joint regulations at 20 CFR 678.415, 34 CFR 361.415, and 34 CFR 463.415 provide more specific information on which entities are the one-stop partners for the VR and AEFLA programs (two of the six WIOA core programs), as well as for certain other required partner programs.

A program becomes a one-stop partner when it begins carrying out the program or activity in a local area. As explained in 20 CFR 678.415, 34 CFR 361.415, and 34 CFR 463.415, if a partner is not carrying out its program or activities in the local area, the requirements relating to a required one-stop partner are not applicable to that partner program. Carrying out a program or activity means that the partner is providing any of the services its grant, contract, or program requires. The Operator is responsible for One of the critical requirements that a one-stop partner must satisfy is signing the local MOU, which describes the services to be provided, infrastructure and additional costs and contributions, the duration of the agreement, and other elements described in section 6 of this document and additionally outlined in section 121(c) of WIOA and 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500.

Required and Additional One-Stop Partner Programs. The chart below identifies the required one-stop partner programs. Attachment II of TEGl 16-16 provides a brief description of the one-stop partner programs, along with some options for aligning and integrating service delivery through the American Job Center network.

Required Department of Labor programs	
Adult (WIOA title I formula)	Senior Community Service Employment Program (title V of the Older Americans Act of 1965)
Dislocated Worker (WIOA title I formula)	Trade Adjustment Assistance activities (Trade Act of 1974, as amended)
Youth (WIOA title I formula)	Jobs for Veterans State Grants (Chapter 41 of title 38)
YouthBuild (WIOA title I)	Unemployment Compensation programs
Indian and Native American Programs (WIOA title I)	Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA title III
National Farmworker Jobs Programs (NFJP)/Migrant and Seasonal Farmworker Programs (WIOA title I)	Reentry Employment Opportunities (REO) program (formerly referred to as the Reintegration of Ex-Offenders (ReXO) program) (Section 212 of the Second Chance Act of 2007 and WIOA sec. 169)
Job Corps (WIOA title I)	
Required Department of Education programs	
AEFLA program (WIOA title II)	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006
State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV	
Required Department of Health and Human Services programs	
Programs authorized under the Social Security Act title IV, part A (TANF)I	Community Services Block Grant Employment and Training activities (Community Services Block Grant Act)
Required Department of Housing and Urban Development (HUD) program	
Employment and training programs	

Required one-stop partner programs have specific governance, operations, and service delivery roles within the American Job Center network. In accordance with 20 CFR 678.420, 34 CFR 361.420, and 34 CFR 463.420, each required one-stop partner program must:

- Provide access to its programs or activities through the American Job Center network, in addition to any other appropriate locations (i.e., affiliated or specialized sites);
- Use a portion of its funds, to the extent consistent with the relevant authorizing statute and with the Uniform Guidance at 2 CFR parts 200, 2900, and 3474 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable) to:
 - Provide applicable career services; and
 - Work collaboratively with the State and Local WDBs to establish and maintain the one-stop delivery system. This includes jointly funding the one-stop infrastructure costs through partner contributions.
- Enter into an MOU that meets the requirements of 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b) with the Local WDB relating to the operation of the American Job Center network;
- Participate in the operation of the American Job Center network consistent with the terms of the MOU, requirements of authorizing laws and implementing regulations, Federal cost principles, and all other applicable legal requirements; and

- Provide representation on the State WDB and Local WDBs as required, and participate in Board committees, as needed.

The successful Proposer may also recruit and facilitate the addition of one-stop partners and refer them to the Lowcountry for approval of the Local WDB and CEOs. Additional one-stop partners would be required to enter into the Lowcountry Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA). Additional partners may include Social Security Administration employment and training programs (i.e., Ticket to Work and Self Sufficiency programs); Department of Agriculture's Supplemental Nutrition and Assistance Program (SNAP) employment and training programs; the Client Assistance Program, authorized under section 112 of the Rehabilitation Act of 1973, as amended by title IV of WIOA; National and Community Service Act Programs; employment and training programs carried out by the Small Business Administration; and other appropriate Federal, State or local programs, including, but not limited to, employment, education, or training programs such as those operated by libraries, foundations, community-based organizations, or in the private sector. Partnerships with the local mental health and transportation agencies also provide opportunities to complement and streamline supportive services through the American Job Center network.

The successful Proposer is responsible for promptly identifying any issues or potential issues regarding one stop operations, service delivery, MOU, RSA, or SC Works Certification Standards and notifying the Lowcountry Workforce Development Director in writing in enough detail to ascertain a course of action.

The MOU is an agreement developed and executed by the Local WDB and the one-stop partners, with the agreement of CEO and the one-stop partners, relating to the operation of the one-stop delivery system (20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500). As the management of the American Job Center network is the shared responsibility of States, Local WDBs, elected officials, the WIOA core programs, the required one-stop partners (as defined at 20 CFR 678.400, 34 CFR 361.400, and 34 CFR 463.400), other entities that may serve as additional one-stop partners (as defined at 20 CFR 678.410, 34 CFR 361.410, and 34 CFR 463.410), and American Job Center operators, the Departments expect local areas to use a collaborative and good-faith approach to negotiations and encourage all of these entities to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.

A. ONE STOP OPERATOR DESCRIPTION OF SERVICES

The list of duties **does not** contain any of the following responsibilities which would suggest there is a conflict of interest:

- Convening of system stakeholders to assist in the development of the local plan;
- Preparing and submitting local plans (as required under sec. 107 of WIOA);
- Responsibility for oversight of itself;
- Managing or significantly participating in the competitive selection process for one - stop operators;
- Selecting or terminating one - stop operators, career services, and youth providers;
- Negotiating local performance accountability measures;
- Or developing and submitting budgets for activities of the Local WDB in the local area.

The Board, LCOG and its staff has retained responsibility for the aforementioned items and, through the board carrying out its responsibilities, including SC Works System oversight, ensures that the operator fairly and transparently collaborates with all partners.

One-stop operators must:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to, career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.
- Establish sufficient firewalls and conflict of interest policies and procedures.

SC Works Center Operations

Under the leadership of the LWB the successful Proposer will serve as the Operator of the Lowcountry SC Works System. The Operator will provide on-site day-to-day operations for the System, provide functional supervision for all Center staff, ensure that customer and staff complaints are addressed in a timely manner, coordinating service providers within the center and across the one-stop system; coordinate service delivery in a multi-center area, which includes affiliated sites. The Workforce Board's primary responsibilities are strategic, while the Operator's responsibilities are primarily operational management.

NOTE: The Operator is currently a cost-shared position with the Trident Workforce Area. PY 23 estimate is 70% Lowcountry, 30% Trident.

Provision of SC Works Center Operations

The State and Lowcountry have has issued policy regarding SC Works Certification Standards for Management, Job Seekers and Business. The successful Proposer will be responsible for achievement of all Standards, Continuous Improvement of baseline standards, attaining certification of and maintaining certification of at least One Comprehensive One Stop Center in the Lowcountry at all times. Affiliate and Access Point locations must also be certified in accordance with the State Workforce Board's Criteria and the Lowcountry Workforce Board Process.

Not attaining or maintaining certification may be cause for immediate termination of any contract.

NOTE: The Certification Standards are subject to change. By submitting an Offer the Proposer agrees to adhere to the most current Certification Standards as issued by the State and any local amendments, if applicable.

American Job Center Certification. WIOA requires the State WDB, in consultation with CEOs and Local WDBs, to establish objective criteria and procedures to use when certifying its American Job Centers (20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800). The certification process establishes a minimum level of quality and consistency of services in American Job Centers across a State. The certification criteria allow States to set standard expectations for customer-focused seamless services from a network of employment, training, and related services that help individuals overcome barriers to obtaining and maintaining employment.

The State WDB has established objective criteria and procedures for the Local WDBs to use in evaluating the effectiveness, physical and programmatic accessibility, and continuous improvement of American Job Centers. Local WDBs must follow procedures and criteria established by the State WDB and certify its American Job Centers and its American Job Center network at least once every three years (20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800); this includes comprehensive, as well as affiliate American Job Centers. Local WDBs may establish additional criteria relating to service coordination achieved by the one stop delivery system. For example, this may include establishing more flexible business hours to meet the range of customer needs or increasing staff competencies to promote higher level service coordination to more vulnerable populations. Both the State WDB and Local WDB must review and update the criteria every two years as part of the review and modification of the State and local planning process. The joint regulations at 20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800 describe the specific requirements for the certification process.

Physical and Programmatic Accessibility.

The American Job Center must ensure equal opportunity for individuals with disabilities to participate in or benefit from American Job Center services.

Physical accessibility refers to the extent to which facilities are designed, constructed, or altered so they are accessible and usable by individuals with disabilities. The successful Proposer will be required to conduct evaluations of programmatic and physical accessibility that takes into account both external accessibility and internal accessibility. For example, evaluations of external accessibility could include a review of the availability of transportation to the American Job Center and access into the site location via ramps consistent with the Americans with Disabilities Act's (ADA) standards. On the other hand, an evaluation of internal accessibility could include a review of the center's access to bathrooms, adjustable work stations, and appropriate signage, including signage to meet multilingual needs common to the specific region of the State. Programmatic accessibility refers to the extent to which the full range of services is available to all one-stop customers regardless of disability or cultural background. The implementing regulations of section 188 of WIOA require that American Job Centers provide programmatic accessibility. As such, American Job Centers must provide reasonable accommodations for individuals with disabilities, administer programs in the most integrated setting appropriate, communicate with persons with disabilities as effectively as with others, and provide appropriate auxiliary aids or services (29 CFR 38.7-38.9).

The successful Proposer must provide effective delivery systems and physical locations that take actions to comply with disability-related regulations implementing WIOA section 188. In addition to ensuring compliance with WIOA and the ADA, accessible American Job Centers must maximize usage by, and benefit, all customers. The use of universal design and human-centered design often benefit all customers accessing services. For example, closed captioning provides a critical link to information for individuals who

are deaf or hard-of-hearing, but can also be a link for those without deafness sitting in the same noisy lobby to get updates. For additional exemplary customer service and service design principles and resources on accessibility, see DOL's Training and Employment Notice (TEN) No. 01-15, Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide and ETA's Disability and Employment Community of Practice. Also see the evaluation of American Job Center accessibility (20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800).

The successful Proposer must ensure:

- Center management is flexible and can respond to changes or needs in the labor market quickly and deliver high quality customer service;
- All agencies involved in SC Works Operation work together towards common goals and objectives;
- There are consistent expectations for physical infrastructure and facilities throughout the state.

The successful Proposer will be the One Stop Operator and will:

- Be responsible for own work, functional supervision (within the confines of each program and agency requirements and goals) of One Stop System staff and partners, oversight and coordination of activities and the service delivery of the staff and partners within the One-Stop System.
- Create and maintain a high performance work environment through the development and promotion of functional and cross-functional teams that encourages and delivers innovation solutions, including incorporation of new technologies, to meet the needs of staff, partners, job seekers and employers.
- Serve as a liaison to partners, prospective employers, training programs, and the customers.
- Provide implementation, management, operation, and continuance improvement of the One-Stop Centers and overall System in the Lowcountry Workforce Development area as governed by the Workforce Innovation and Opportunity Act (WIOA) and accompanying regulations and guidance. This position is responsible for ensuring that the service delivery system at the comprehensive One-Stop Center and all the affiliate sites deliver exceptional service, trusted results, and fully integrates the services, protocols, and quality standards that conform to the federal law, regulations and federal, state and local guidance and plans.
- Manage the daily operations of the One-Stop System to include hours of operation, coordinate and schedule facilities usage such as, but not limited to classrooms, work areas, resource center, and assessment and conference rooms. Including, but not limited to layout, maintenance, supplies, and emergency procedures. In state owned buildings, communicate with appropriate management regarding facilities.
- Develop and implement continuous improvement that is agile and responsive to immediate operational needs while ensuring that short-term actions support long-term objectives.
- Communicate, provide training, and enforce Federal, State, Local, and SC Works Center laws, regulations, process and policies that define operations; such as hours of operation, data confidentiality, service delivery, data entry, proper equipment use, health and safety, office closings, and emergencies.
- Develop and implement new staff and partner orientation procedures to acclimate new partner employees to site procedures and policies;
- Develop and implement operational procedures that reflect an integrated system of:
 - Performance,
 - Communication,
 - Case management;

- Perform professional and technical work monitoring performance to ensure contract compliance, quality of services provided, data quality, and positive outcomes.
- Work with LCOG to ensure the One-Stop system is fully aligned with WIOA State and local plans.
- Collaborate with the local Workforce Development Board (WDB) on oversight of the One-Stop center and enforce the State's and WDB's policies.
- Establish and communicate specific and measurable performance standards in conjunction with the LWB and input from partner staff regarding their own performance standards. Use performance information to measure the effectiveness of the SC Works delivery system, and that result in continuous improvement.
- Assure accountability for overall goals and objectives of the SC Works Centers.
- Develop and implement a current Operational Plan and ensure all staff and partners are aware of, trained and adhere to the Operational Plan.
 - The Operational Plan must be continuously evaluated and updated as needed, at a minimum an Annual update is required.
- Serve as the point of contact for center information and data.
- Ensure the design and implementation of customer services within the One-Stop System.
- Coordinate the timely and efficient handling of incoming telephone calls by staff, arrange and coordinate the staffing of a resource area for use by the public.
- Coordinate the delivery of workshops conducted by partner staff that will enable One-Stop System customers to become job ready and as applicable, training ready.
- Develop cross-referral protocols in partnership with One-Stop partners and community service providers and coordinate a triage system for One-Stop customers that efficiently best directs them to the most appropriate services offered by all partners.
- Foster partnerships within the One-Stop System to function as a multi-agency team and promote and participate in collective accountability that recognizes both system outcomes and individual partner's program outcomes.
- Outreach to bring in additional resources to the One-Stop System.
- Ensure compliance with branding protocols, disclosure/notification requirements (ADA/EEO/TTY, Veteran's Priority, Stevens Amendment, etc.) and compliance with Americans with Disabilities Act (ADA) accessibility standards.
- Ensure the One Stop System presents a professional, well-maintained environment.
- Collaborate with the appropriate entities, including local board staff and Business Workforce Center staff to provide business access to information on a variety of workforce topics in order to create a more business demand driven system.
- Provide access to businesses for in person opportunities to meet with jobseekers and access to screened jobseekers based on the employer's skill requirements through the Jobs.scworks.org system (SCWOS).
- Collaborate with Business Services Team and outreach to businesses to educate them about the services available throughout the One-Stop System.
- Develop and implement training materials for partners, systems and programs and lead professional development initiatives. Facilitate training sessions among One-Stop partners where each partner's programs and detailed procedures will be made known to all of the other partners to ensure appropriate and timely Referral and effective and efficient delivery of quality services to all customers.
- Develop and maintain a system to evaluate customer satisfaction (jobseekers and businesses). Collect feedback from organizations whose clients are served by the One-Stop System. Increase customer satisfaction by developing and implementing flows and processes that are driven by the feedback collected.

- Establish and maintain an effective procedure to track and address customer complaints in a timely and efficient manner;
- Facilitate problem-solving and continuous improvement activities for the One-Stop Center. Design, develop and implement quality improvement procedures. Recommend improvements.
- The One Stop System Operator must read, analyze, interpret and apply report data, information from quality/respected general business periodicals, professional journals, technical procedures, guidance, laws and regulations.
- The One Stop System Operator must write reports, business correspondence and procedure manuals and effectively present information and respond to questions from groups of managers, staff/partners, clients, customers, and the general public.
- The One Stop System Operator must possess the ability to understand and display proficiency in software such as Microsoft Word, Excel and PowerPoint. Ability to use Microsoft Outlook for email and scheduling. Ability to master the state's SCWORKS.ORG data reporting systems is required.
- Participate in presentations, meetings, work groups, webinars, conference calls, etc. for staff development, sharing of ideas and promotion of the One Stop system.
- Ensure quality service delivery to customers with special needs and involve partners such as Vocational Rehabilitation to help staff know how to recognize if a customer has special needs;
- Maintain knowledge of partner program policies and procedures that affect service delivery in order to ensure programmatic and statutory compliance and successful outcomes.
- Assess the service delivery needs of the Lowcountry SC Works System to determine the number and type of staff required to accomplish those needs and coordinate with the Lowcountry System to address the identified staffing needs.
- Assess and ensure the adequate supply of equipment, tools, materials, supplies, and assistive technologies.
- Ensure all staff and partners are knowledgeable and well trained on the use of the equipment, tools, materials, supplies, and assistive technologies in the centers.
- Use technology to achieve integration and expanded service offerings.
- Organize and integrate Lowcountry SC Works Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through:
 - Coordinating staff communication
 - Capacity building
 - Training efforts
- Ensure a well-integrated Lowcountry SC Works (American Job Center) by ensuring that Center staff are:
 - Trained,
 - Equipped,
 - Operating in a continuous learning environment with the skills and knowledge needed to provide superior service.
- Ensure center staff are cross-trained, as appropriate to increase staff capacity, expertise, and efficiency.
- Ensure center staff are routinely trained so they are keenly aware of how their particular work function supports and contributes to the overall vision of the LWB, as well as within the SC Works network.
- Ensure integrated and expert intake process for all customers entering Lowcountry SC Works Centers.
- Ensure integrated and aligned business services strategy among partners.
- Ensure relevance to labor market conditions.

- Expand community and industry outreach.

The Operator must convene regular One Stop partner meetings to ensure partners (both management and front line staff) are aware of their role so that they can provided One Stop services and referrals.

The purpose of the partner meetings (both front line and management) are to ensure everyone at all locations:

- Fully understand the system and goals,
- Are well informed on the One Stop system purpose, goals, operations, process, and responsibilities,
- Consistently delivers the highest quality service possible across all locations in the system.

It is expected that partner meetings (both front line and management) will occur **frequently**.

Partner meetings will occur as often as needed, but at minimum at least quarterly. All meetings must be widely announced in advance and scheduled at a time and place to ensure maximum participation. A record of all meetings shall be maintained by the Operator locally on site in a central location and a copy will be delivered to LCOG Workforce staff within thirty (30) days of the meeting. These records will include, but are not limited to (1) meeting notices, (2) Agendas, (3) sign-in sheets, (4) minutes, and (4) any materials or reports handed out.

In addition to any new or old business, every Partner meeting will include

- A review of Customer (job seeker and employer) feedback system, process, and outcomes
 - Process or corrective actions to improve customer feedback, including response rates
- A review of Referrals and Referral Outcomes
 - Process or corrective actions to improve Referrals and Referral Outcomes
- A review of the one-stop common Intake process
 - Process or corrective actions to improve the Intake process
- A review of the Greeter Reports and results
 - Process or corrective actions to improve Greeter accuracy and customer experience (reduced wait times, number who leave office without service, etc.)

The Operator must convene all major partners (management and front line) to participate in a formal data-driven analysis of employer need at least annually. All documents, minutes, data from the meeting will be maintained locally onsite by the Operator in a central local location and a copy will be delivered to LCOG Workforce staff within 30 days.

The Operator, in consultation with all partners, will develop and implement a Common Intake Process that incorporates the SCWOS Greeter and in compliance with state and local policies, to include a written triage protocol/standard set of questions that could lead to service prescriptions or options. The Operator will ensure adequate partner training (initial and on-going). A copy of the Common Intake Process and evidence of all training will be delivered to LCOG Workforce Staff within 30 days of completion or revision.

The Operator is responsible for the set up and maintenance of the SCWOS Greeter system in compliance with State Instruction 21-04 Required Use of the SCWOS Greeter in SC Works Centers. The Operator will customize and maintain the Greeter set up in each office as needed so that Visitors can easily understand and efficiently use the Greeter system for office self-check in.

The Operator is responsible for the set up and maintenance of the SCWOS Referral system in compliance with State Instruction 20-14 Required Use of SCWOS for Referrals and the Lowcountry Memorandum of Understanding (MOU).

The Operator is responsible for initial and on-going continuous improvement training of all staff and partners on the use of the general use of SCWOS, and the specific Greeter and Referral system modules. This includes submission of SCWOS account requests to LCOG for new partners and immediate submission of requests to LCOG for deactivation of SCWOS accounts for partners.

The One Stop Operator is responsible for the functional supervision of staff and partners in the Centers. This will include maintenance and review of schedules, staffing pattern, customer flow and staff development training to ensure adequate and knowledgeable coverage to meet customer demand.

The One Stop Operator will facilitate integrating partnerships to seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.

The Operator is responsible for the operational management of the Resource Rooms and common public areas of the One Stop system. This will include supplies and communication of IT issues to the designated LCOG IT contact.

B. Adult, Dislocated Worker and Youth Services

These services will improve education and skill competencies, encourage and develop education and employment goals to make the connection between school and work, to provide links to the labor market, community programs, and services that have strong connections between academic and occupational learning to help customers address and resolve problems they may encounter while attaining the education and/or skills needed to obtain and retain employment and advance in the workforce. Please refer to <http://www.doleta.gov/WIOA> for more information on WIOA.

The Proposal must include a description of the program design and must provide all required elements, services and activities that address each individual participant’s employment, training and supportive service needs. A “hands-on” case management model that uses a holistic approach is required.

The program design will provide customer centered, unduplicated, cost effective, efficient, and high performing delivery of comprehensive WIOA Adult, Dislocated Worker and Youth services in Beaufort, Jasper, Hampton and Colleton counties (the Lowcountry, or LWA). All services must be available while having no duplication. These services must be available, however not all individuals will receive all services. The services do not all need to be provided directly by contractor if the contractor has developed linkages and established a process for tracking and communication regarding co-enrolled individuals. Each individual will receive the unduplicated services necessary to reach their individual goals and objectives as listed on their Plan (Individual Service Strategy (ISS) or Individual Employment Plan (IEP)).

Linkages must be developed to refer individuals, as appropriate (identified on Plan), to other service providers, community resources. It is imperative the Contractor excels in collaboration of resources to meet this requirement. The Contractor will develop and keep an up-to date comprehensive list of community resources/service providers in their location. The list will include all relevant contact information, locations, services, hours, cost, requirements, and any other relevant information to insure all required services are available. Recommendation is for the lists to also be maintained on the designated Lowcountry Workforce Website.

The Successful Proposer will cooperate and work very closely with LCOG Workforce Development Administrative staff and the Lowcountry Workforce Board to develop and refine operations and services as the system evolves and as regulations and guidance (Federal, State and Local) are issued.

The intent is to start the contract on or after June 1, 2023 to allow time and financial support necessary for the successful Proposer to hire and fully complete the training of its staff so that the contract is fully staffed and the actual work will begin as quickly as possible. This is to minimize any negative impact to existing customers (participants) that will transition or carryover to the contractor. The successful Proposer must begin service delivery to existing customers and complete all hiring and staff training no later than July 1, 2023.

Staffing of the SC Works Lowcountry Centers (American Job Centers/AJC)

The successful Proposer must staff each of the locations during the hours listed below. The budgets submitted as part of the proposal must note how many staff will be assigned to each center, their hours, and other relevant details of the proposed staffing costs, by location.

Each center calendar is different based on the owner of the building. Beaufort follows the State of South Carolina schedule of holidays and closures, Hampton follows the Technical College of the Lowcountry schedule of holidays and closures, Colleton follows Colleton County’s schedule.

The successful Proposer should describe:

- (1) how they plan to staff the centers during all operational hours, and
- (2) how and where or if staff will be utilized during differing holiday/closures; especially the long winter holiday break in Hampton and the early closure every Friday in Hampton.

Beaufort SC Works
164 Castlerock Road
Beaufort, SC 29906
Monday – Friday 8:30 – 5:00

Colleton County Career Skills Center
1085 Thunderbolt Dr.
Walterboro, SC 29488
Monday – Friday 8:30 – 5:00

Technical College of the Lowcountry
54 Tech Circle
Varnville, SC 29944
Monday – Thursday 8:30 – 5:00, Friday 8:30 - noon

1. **OUTREACH AND RECRUITMENT**

The successful Proposer will be responsible for the recruitment of applicants. The intent is to use WIOA funds to serve participants who would benefit from service and otherwise have limited access to comprehensive services. Development and implementation of a viable outreach and recruitment strategy for the WIOA Adult, Dislocated Worker and Youth programs to meet targeted annual enrollment levels and expenditures as set forth in this RFP is crucial to the success of this program.

Appropriate Social Media may be used to promote the Lowcountry One Stop system and services, with the prior written approval and in coordination with the One Stop System Operator (“Operator”) and the Workforce Development Director, or his designated staff to avoid duplication of efforts, to ensure compliance, and to present a unified message.

The successful Proposer will coordinate in advance with the Workforce Development Director, or his designated staff on outreach materials, communication, or presentations, speaking engagements, meeting attendance, etc. to avoid duplication of efforts, to ensure compliance, and to present a unified message.

All outreach materials, communication, or presentations must be approved in advance by LCOG Workforce Development Director, or his designated staff.

All materials and communications must be in compliance with the State’s Branding Guide requirements.

All communication, materials, presentations must be in compliance with:

- State Instruction 22-01 - Stevens Amendment Requirement for Federal Grant Awardees.
- EEO/ADA notice
 - *An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711*

- Veteran Priority notice
 - *Priority of service is given to veterans and spouses of certain veterans.*

All activities conducted by a program provider and funded by the Lowcountry Workforce Board will be consistent with the federal, state, and local initiatives. All marketing and other internal and external communication including, but not limited to presentations, materials, documents and forms used in recruiting, worksite development and orientation to students, parents, businesses, as well as specialty items must use the current State Branding Guide. Branding includes use of specific state required logos, colors and wording, as well as any required state or federal workforce co-branding. Staff of the provider will utilize business cards. Any documents or items created by the program provider must be approved by the LCOG Workforce Director prior to use.

Section 121(e)(4) of WIOA requires each one-stop delivery system to use a common identifier on all products, programs, activities, services, electronic resources, facilities, and related property and new materials. States and local areas are also permitted to use any State- or locally-developed identifier. The Departments established the “American Job Center” network, a unifying name and brand, that identifies online and in-person workforce development services as part of a single network of publicly-funded services (20 CFR 678.900, 34 CFR 361.900, and 34 CFR 463.900). The one-stop delivery system must use either that common identifier as its name, or use the tag line phrase “a proud partner of the American Job Center network.” Either the plain text or one of the logos may be used. If a logo is used, it must be used in accordance with the guidelines contained in the Graphics Style Guide for Partners, and with the terms of use for the logos, available at <https://www.dol.gov/ajc> and <https://ion.workforcegps.org/resources/2016/09/30/12/11/AJC> Common-Identifier-and-Branding so that states and local areas can proactively identify one- stop centers as "American Job Centers" in outreach materials, Web sites, and other communications. DOL announced the American Job Center brand first in Training and Employment Guidance Letter No. 36-11, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7695 and DOL and ED required its use in the Joint WIOA Final Rule (20 CFR 678.900, 34 CFR 361.900, and 34 CFR 463.900). The Joint WIOA Final Rule at 20 CFR 678.900(b), 34 CFR 361.900(b), and 34 CFR 463.900(b) requires: “As of November 17, 2016, each one-stop delivery system must include the “American Job Center” identifier or “a proud partner of the American Job Center network” on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials. The Joint WIOA Final Rule at 20 CFR 678.900(c), 34 CFR 361.900(c), and 34 CFR 463.900(c) further requires: “as of July 1, 2017, each one-stop delivery system must include the “American Job Center” identifier or “a proud partner of the American Job Center network” on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.”

2. **ELIGIBILITY**

Under WIOA legislation, all participants must meet eligibility guidelines. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment/participation. This includes determination, verification, and documentation of WIOA eligibility for program participants, maintenance of formal participant eligibility files, and related quality assurance activities.

Funding for the services included in this RFP come from the WIOA, Title I Adult and Dislocated Worker and Youth programs. Eligibility determinations will be conducted in SCWOS and in compliance with the WIOA Act and Regulations, and applicable State and Local guidance and processes. All Eligibility determinations, both eligible and ineligible, require documentation of specific data elements as verification of determinations which must be maintained.

Test of Adult Basic Education 11/12 (TABE) Reading and Math will be administered as appropriate to determine Basic Skills status (sufficient/deficient) for Eligibility Determination and as appropriate to document Measurable Skill Attainment (both pre-test and post-test). Title I WIOA funds may not be used prior to both a determination of eligibility and participation.

The state is in the process of implementing WIN. When available, WIN may be used to document Basic Skills status (sufficient/deficient) for Eligibility Determination. WIN may not be used to document Measurable Skills Attainment.

The successful Proposer will be required to formally determine whether customers seeking services under Title I of WIOA are eligible to receive such services in accordance with the Act. Such determination will be made by use of the SC Works Online Services (SCWOS) WIOA Application and will be supported by the appropriate documentation used to make the determination.

The successful Proposer will be required to maintain a SCWOS WIOA file for every eligibility determination (eligible and ineligible regardless of whether or not the individual becomes a program participant). This will include, but is not limited to, a signed and dated application and all required documents supporting or verifying the application. Exact match between SCWOS and file documents is required (electronic records are an exact match to file documents).

The successful Proposer shall be financially liable for erroneous eligibility determinations. Such disallowed costs must be reimbursed to the administrative entity from non-Federal and non-WIOA funds.

3. **REFERRAL**

All Referrals must be conducted in compliance with State Instruction 20-14 Required Use of SCWOS for Referrals and the Lowcountry Memorandum of Understanding (MOU).

Programs are encouraged to link and share information with other participant-serving organizations provided the appropriate releases of information have been signed. All participants must receive information on the full services available through the SC Works system. If there are participants requesting services that cannot be certified as eligible under WIOA guidelines, the successful Proposer will be expected to make efforts to help these persons secure other appropriate services. Collaboration with the mandated and critical WIOA partners in the workforce development system and as described in the Lowcountry MOU is mandatory.

Those who are not eligible, or do not fit the local provisions, or who choose to not submit an application, those who are eligible and enrolled, but are in need of Partner provided services, must be given a Referral and information to other providers and resources. This Referral will provide each person with:

- Information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those providers or partners receiving funds under WIOA; and
- Referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

An eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served must be referred for further assessment, as necessary, and referred to appropriate programs in accordance with WIOA to meet the basic skills and training needs of the applicant.

All Referral(s) must be entered in SCWOS and followed up on. Referrals will utilize the SCWOS referral module in compliance with the Lowcountry Memorandum of Understanding (MOU) and SC Works Certification Standards and as required by the most recent State Instruction regarding use of SCWOS Referral module. The Operator is responsible for the setup and maintenance of the Referral system and will establish and train staff on procedures.

Referrals will be created in SCWOS in real time. The Individual will be given a copy of the Referral, the Referral will contain information and instructions for the Individual to follow regarding “Next Step(s)” including specific date, time, location of referred service.

Ideals, goals, or targets:

- Referral created real time.
- Referred Out for service date and time of “next-step(s)”) should ideally be within 7 days, but should be made with staff’s unique knowledge of the particular partner’s schedule and staffing in the applicable location.
- Referred In for WIOA Title I Workforce Service(s). Upon receipt of Referral the successful contractor’s staff should begin contact attempts as soon as possible and always within no more than 2 days, all contact attempts and contact must be documented in SCWOS (case note).
- Closing Referral. Referral must be closed and have reportable outcome within the guidelines established by the Operator (current Operator has established a thirty (30) day deadline).

4. **ENROLLMENT/PARTICIPATION**

As required under WIOA Section 134(c)(3)(E), with respect to individualized career and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient and other individuals in accordance with the applicable policy. Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker or youth population. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E).

This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288 and 20 CFR Part 1010 (Final Rule) which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program’s eligibility requirements.

For adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low- income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-07-20>

The State of South Carolina has issued State Instruction #15-17, change 3 <https://scworks.org/sites/scworks/files/State%20Instruction%2015-17%20Change%203%20Adult%20Priority%20of%20Service%20under%20WIOA.pdf> requiring as of July 1, 2021, seventy-five percent (75%) of all enrolled adult participants must be either low-income or basic skills deficient as described in the instructions.

An Adult-Dislocated Worker Participant is defined as a reportable individual who has received services other than the services described in 20 CFR § 677.150(a)(3) after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination. The following individuals are not participants:

- Individuals who only use the self-service system
- Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

A Youth Participant is a reportable individual who has satisfied all the applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy (ISS Plan), and received one or more the 14 WIOA Youth program elements identified in §129(c)(2) of WIOA.

For those who are eligible for both the Youth and Adult program, the successful Proposer must determine the appropriate program, as required by § 681.440 and as allowable by § 681.430. The successful Proposer must determine the appropriate program(s) for the participant based on the service needs of the participant and if the participant is career-ready based on an assessment of their occupational skills, prior work experience, employability, and the participant's needs.

a. Assessment

Assessment must be conducted in accordance with Lowcountry Workforce Instruction Number 11, issued January 27, 2021 and any future revision or replacement of the current policy. NOTE: The State is in transition regarding the statewide contract for regarding the WIN® Assessment and components. Any requirement for WIN® is suspended until such time as the statewide assessment, components and process are finalized and available locally.

b. Plan (Individual Service Strategy (ISS)/Individual Employment Plan (IEP))

State Instruction Letters 18-01 and 18-06. All Plans must be in compliance with the applicable state policies at all times.

- The Plan is a written document that reflects and utilizes the information obtained from the objective assessment, individual interviews, and other sources of information. The Plan must contain appropriate long, intermediate, and/or short-term Goals with appropriate Objectives that address the educational, occupational or vocational, and support service needs of each individual. A Plan must be developed with each participant. The Plan must be kept current by regular reviews and updated as changes occur in employment goals, barriers, program services or support service needs. The Plan must follow the State's Policy, training, and process regarding Plans.
- ISS for Youth must directly linked to one (1) or more of the WIOA performance outcomes (WIOA sec. 116(b)(2)(A)(ii)) and the ISS shall identify career pathways that include the participant's appropriate educational and employment goals and must comply with State 18-06, and any applicable changes.

- IEP for Adults and Dislocated Workers must comply with State Instruction Number 18-01 and any applicable changes.
 - A clear link between Assessment results and the IEP/ISS is required. Assessment provides a snapshot of the Individual's ability, interest and need. The Goals in the IEP/ISS show where the Individual wishes to be when WIOA services are completed (case closure). The Objectives in the IEP/ISS show the planned services that will bridge the gap between the current state of the individual (as supported by Assessment) and Goals (as shown on the IEP/ISS). The IEP/ISS is a living document and regular, periodic review is required. As Assessment results are added and as the Individual's situation evolves, Goals and Objectives may change.

5. CASE MANGEMENT/SERVICE DELIVERY

The successful Proposer's program design will provide all required WIOA Adult, Dislocated Worker and Youth elements, services and activities that address each individual participant's employment, training and supportive service needs as identified on the Plan. A "hands-on" case management model that uses a holistic approach is required. LCOG expects individuation and diversity of services, not a "one-size fits all" approach.

Barriers and strengths identified via Assessment must translate directly the an individual's Plan. Barriers must be addressed through expected services on the Plan so as to remove the barrier or at a minimum mitigate the barrier to ensure successful outcomes.

Participants (Active Open Plan, No Case Closure) must be seen as often as needed. In no case will this be more than thirty (30) days. LCOG is looking for a sense of urgency, accuracy and accountability in the service delivery design. The Plan must always be for the individual to move quickly through the program so as to minimize the number of days an individual is unemployed or not fully employed in a "Good Job" <https://www.dol.gov/sites/dolgov/files/goodjobs/Good-Jobs-Summit-Principles-Factsheet.pdf>.

It is expected that as important milestones approach for each individual they will be seen more often. A few examples of important times that will require increased interaction, may be as much as daily interactions, would be when training or employment is about to start, when training is about to end.

The Plan must be considered when setting appointments to ensure Objectives and Goals are completed as planned and to avoid violation of the State's policies. Face-to-Face services are preferred to aid in the case management process as non-verbal cues are often important for the case manager to explore. Virtual services are allowable if the case manager deems it appropriate.

CASE NOTES

Best Practice is to create case notes real-time, however all case notes must be created in SCWOS within 2 weeks of attempt or contact. Excessive late case note creation may be an indication of a need for the successful contractor to provide more training for their staff. The successful contractor should analyze case notes for timeliness, accuracy, completeness, grammar, spelling, understanding on a regular basis to identify small issues and correct them to avoid large issues in the future. The Lowcountry and the State have developed minimum case note content requirements and other case note requirements that the successful contractor will be required to incorporated into their service delivery model and monitoring. Further, all successful contact and all attempt(s) to contact must be case noted. Every successful contact case note must have a definite date and time and subject

(activities) for next appointment and should contain a detailed statement regarding employment status.

6. LOCAL PROVISIONS

- Utilizes ITAs for out of School Youth
- Does not maintain hard copy files or documentation. All required documentation will be scanned in SCWOS Electronic Document Management System (EDMS).
- In addition to the statutory eligibility requirements, the applicant must be a resident of Beaufort, Colleton, Hampton or Jasper County; or for Dislocated Workers only, the qualifying dislocation employer was located in Beaufort, Colleton, Hampton or Jasper County.
- All Eligibility determinations, eligible or ineligible and enrolled or not enrolled, require documentation of specific data elements as verification of determinations. The Eligibility determinations and verifications must be maintained.
- While WIOA does outline various categories of Eligible individuals the law also makes clear that nothing in WIOA shall be construed to provide an individual with an entitlement to a service under WIOA. It is the intention of the LWB to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. Therefore, the LWB currently intends to only serve Eligible Out of School Youth. Further, the LWB will only serve those who are beyond the age of compulsory school attendance, for South Carolina that is 17 or older (SC Code of Laws, Title 59, Chapter 69). This is in keeping with the Priority provisions to serve a minimum of 75% out of school youth, in support of consistency with compulsory school attendance laws and to reduce duplication of activities and funding that are otherwise available to in-school youth. Finally, keeping mind the element of serving those most in need, the LWB will not serve any youth who would only qualify under the 5% Exception or 5% Limitation (129(a)(3)). All customers must be advised of the above Local Provisions, those who desire to make an application, follow the application process and present the required verification documents must be given the opportunity to submit an application.
- This solicitation does not include provision or funding of On-the-Job Training (OJT). The LWB will retain the funding and provide these services through their designated Business Service Lead staff.
 - The Successful Proposer will be required to identify, prepare and refer an adequate number of appropriate individuals who are in need of and would benefit from OJT services.
- The following items do not need to be considered when making a proposal. These items have been purchased previously and will be available once the contract is awarded.
 - Equipment/Furniture in SC Works Centers – desks, chairs, computers for staff (laptops, desktops, tablets), phone system, copiers, meeting space/classroom furniture (conference tables, chairs, etc.).

7. PERFORMANCE STANDARDS

The successful Proposer will participate in common performance reporting that support continuous improvement of American Job Centers by identifying which strategies work better for different populations. The LWB expects the successful Proposer to describe how it will achieve performance outcomes. The response to this RFP must indicate how the combination of services proposed will achieve WIOA performance standards for the individual programs AND for the overall system.

Failure to achieve negotiated levels of performance, participation service levels, expenditures, monitoring, or audit requirements directly impacts the LWB's designation as a Workforce Area and its ability to access funding. Therefore it shall be a priority and responsibility of the successful Proposer to

ensure success in all areas. Failure to achieve any indicator could be considered a termination for cause.

Adults:	2022	2023
Employment Rate 2nd Quarter after exit	74.5%	75.0%
Employment Rate 4th Quarter after exit	74.0%	74.0%
Median Earnings 2nd Quarter after exit	\$5,650	\$5,650
Credential Attainment Rate	74.6%	74.6%
Measurable Skills Gain	55.2%	55.2%
Dislocated Workers:		
Employment Rate 2nd Quarter after exit	77.5%	78.0%
Employment Rate 4th Quarter after exit	68.5%	69.0%
Median Earnings 2nd Quarter after exit	\$7,420	\$7,470
Credential Attainment Rate	76.7%	76.7%
Measurable Skills Gain	63.6%	63.6%
Youth:		
Employment Rate 2nd Quarter after exit	77.6%	77.6%
Employment Rate 4th Quarter after exit	70.5%	71.0%
Median Earnings 2nd Quarter after exit	\$3,500	\$3,600
Credential Attainment Rate	66.5%	67.0%
Measurable Skills Gain	53.9%	53.9%

Data Integrity

<https://www.dol.gov/agencies/eta/performance/reporting/data-integrity>

Includes both Data Validation and Quarterly Report Analysis (QRA).

The successful proposer will participate and cooperate in Data Validation activities in compliance with state and local policy and procedures.

The successful proposer will be responsible for attainment of QRA goals established by the state. QRA is an evolving system in South Carolina and is subject to change, both in what is measured and the goal. The current measures and goals are:

	Adult	DW	Youth
Individual Employment Plan (IEP)	90%	90%	n/a
Successful Training Completion	80%	80%	80%
Service in Quarter	95%	95%	95%
With at least 1 barrier	n/a	n/a	95%
Training Occupational Skills Code	98%	98%	n/a
Program Entry Alignment	99%	99%	99%
Program Exit Alignment	95%	95%	95%
Occupational Code Employment Q-2	35%	35%	35%
Employment Related To Training	50%	50%	50%
WIOA Adult Priority of Service	75%	n/a	n/a
Record Add	98%	98%	98%
Record Drop	98%	98%	98%

8. CARRY-OVER

There will be Participants, Eligible (not yet enrolled) Customers, and Potential Candidates (no application, but have started the application process), and those who are in the 1-year of follow-up phase, all will transition to the successful Proposer. The successful Proposer will be required to assume responsibility for existing participants, some of whom may be approved but have not yet started Training or Support Services, and some of whom may be actively receiving training and/or support services and those in follow-up. The successful Proposer will also be responsible for assumption of existing eligible (determined eligible within the 90 days prior to contract start date), but not yet enrolled applicants, and for those potential applicants who have started the candidate process.

9. PHYSICAL AND PROGRAMMATIC ACCESSIBILITY

The American Job Center must ensure equal opportunity for individuals with disabilities to participate in or benefit from American Job Center services.

Physical accessibility refers to the extent to which facilities are designed, constructed, or altered so they are accessible and usable by individuals with disabilities. The successful Proposer will be required to conduct evaluations of programmatic and physical accessibility and take into account both external accessibility and internal accessibility. Programmatic accessibility refers to the extent to which the full range of services is available to all one-stop customers regardless of disability or cultural background. The implementing regulations of section 188 of WIOA requires programmatic accessibility. As such, the successful Proposer must provide reasonable accommodations for individuals with disabilities, administer programs in the most integrated setting appropriate, communicate with persons with disabilities as effectively as with others, and provide appropriate auxiliary aids or services (29 CFR 38.7-38.9).

The successful Proposer must provide effective delivery systems and physical locations that take actions to comply with disability-related regulations implementing WIOA section 188. In addition to ensuring compliance with WIOA and the ADA, must maximize usage by, and benefit, all customers. The use of universal design and human-centered design often benefit all customers accessing services. For example, closed captioning provides a critical link to information for individuals who are deaf or hard-of-hearing, but can also be a link for those without deafness sitting in the same noisy lobby to get updates. For additional exemplary customer service and service design principles and resources on accessibility, see DOL's Training and Employment Notice (TEN) No. 01-15, Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide and ETA's Disability and Employment Community of Practice. Also see the evaluation of American Job Center accessibility (20 CFR 678.800, 34 CFR 361.800, and 34 CFR 463.800).

10. PARTICIPANT TRACKING AND REPORTING

The successful Proposer will be required to utilize SCWOS for data entry. All data entry and record keeping is done by the successful Proposer and reviewed (via SCWOS and site visits) by LCOG and State staff. The successful Proposer must adhere to the established process guidelines and instructions regarding the timeliness, accuracy and documentation/verification of data entry into the SCWOS system. The successful Proposer will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding.

Exact match between SCWOS data and file documents is required (Data Validation).

The successful Proposer must adhere to all Federal, State and local data entry and reporting requirements. Currently the State of South Carolina utilizes the SC Works Online Services (SCWOS)

online system. The successful Proposer will utilize the State's MIS system to timely, accurately, and fully enter all data and documents in order to track and to report on all participant program and financial transactions and services for all customers (job seekers and employers). The State MIS system will be used to evaluate all performance, including financial performance.

Activity Completion Status. LCOG has approved the following activity completion status data entry:

- Successful - the individual successfully completed all components of the service and the Plan, including attainment of a recognized Credential for Training or GED services and for Remediation attainment of an Educational Functioning Level gain or increase (depending on the Plan Goal statement related to Basic Skills).
- Dropped Out - the individual left the service prior to completion of all the components, including as applicable attainment of a recognized Credential or Basic Skills gain.
- Unsuccessful - the individual completed all the components of the service (attended as required), but did not attain the intended outcome, such as GED, Credential, Basic Skill.
- Void - this used to correct staff data entry errors.
- Unknown - this is a TEMPORARY status when staff are waiting on verification documents related to the activity, such as Credentials or test results. Unknown status must be resolved within sixty (60) days of the Actual End Date to avoid exiters with unknown outcomes.

Both financial reporting and program reporting will be required. This will be a work in progress as WIOA develops and SCWOS implements changes in response to WIOA. The successful Proposer(s) will implement all data entry requirements of the South Carolina Works Online Services (SCWOS) Users Guide. Successful Proposers are expected to comply with all Federal, State and Local instructions and guidance.

The successful Proposer will maintain the SCWOS Advanced Individual Fund Tracking (AIFT) module in order to provide detailed, accurate, timely, current and complete disclosure of Participant Obligation, Expenditures, and detailed Participant Cost financial transactions on behalf of each individual customer.

The successful Proposer will utilize the SCWOS Electronic Document Management System (EDMS) for file maintenance. The goal is to be as paperless as possible.

- Local Policies: https://www.lowcountrycog.org/workforce/related_documents.php#outer-978sub-994
- State Policies: <https://scworks.org/workforce-system/policies-and-guidance>
- Federal Policies and Directives: <https://www.dol.gov/agencies/eta/advisories>
- WIOA Law, Regulations, etc.: <https://www.dol.gov/agencies/eta/wioa>
- PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- PART 2900 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XXIX/part-2900>

Part V: RESPONSE PACKAGE AND PROPOSAL INSTRUCTIONS

Important Note: The LWB is seeking original and well thought out Responses and Services to meet the unique needs of the Lowcountry area community. Proposers should avoid responses that are simply a restatement of information contained in this RFP, or simply agreeing to a particular requirement where a Process is requested. Proposers should also avoid selecting only a particular element such as the rating and ranking criteria in framing and developing their response. To do so is likely to increase the potential for the Proposer to miss the LWB’s recognition of the transitional business environment and context in which this RFP is offered.

By submitting a proposal the Proposer is agreeing to the requirements herein and in the offer submitted.

All narratives should be concise, relevant, and provide a clear explanation of the proposed project, timeline, benchmarks and outcomes.

The words “Quote,” “Bid”, “Bidder”, “Offeror”, “Proposer”, “Vendor”, and “Contractor” are used interchangeably throughout this document, and are used in place of the person, firm, or corporation.

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. Information that may be treated as confidential is information which, if disclosed, might cause harm to the competitive position of the Proposer supplying the information. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be clearly identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold. All information not so noted and identified shall be subject to disclosure. The Proposer may not mark the entire proposal as “Confidential”, any proposal received in this manner will be rejected as non-responsive.

A. Executive Summary (no more than 5 pages)- A brief summary of highlighting details that describes the proposed service delivery for Title I One Stop Operator, Adult, Dislocated Worker and Youth Services for the LWA and resources necessary to effectively execute the service delivery plan.

1. Provide a description of the proposed project along with projected financial and program goals/outcomes desired.
2. Describe the target population and geographic area to be served.
3. Describe, by program, by staff position and location, the target active caseload numbers and target total numbers to be served during the initial contract period, including a benchmark timeline to achieve targets, and action(s) that may be taken when goals are not on target to be met.
4. Describe the organization's past experience and results delivering services in similar projects and/or to similar populations along with the outcomes. This should also include experience in coordinating services with other community entities and programs.

B. Administrative, Fiscal, and Management capability (no more than 15 pages (not including required documents and forms)). Proposal must address each item below, in order:

1. Description of the Proposer

- Legal organizational name
- Legal status and authority to conduct business in South Carolina.
- Organization's Mission and Vision Statements
- Size of the proposing organization (total number of employees)
- Names, titles of senior organization management
- Number of years in operation
- Experience. National, sub-national regional, or state geographic distribution of the Proposer's current professional service delivery sites.
 - Describe previous or current experience with WIOA or similar employment-related services programs preparing participants for or placing in employment. Indicate when previous experience occurred, where previous experience occurred, what programs were operated, and how many individuals were served, trained, and placed.
 - Include specific verifiable data on outcomes achieved to demonstrate your ability to meet contractual performance standards for WIOA services or comparable programs.
 - Discuss the Proposer's knowledge and experience in dealing with South Carolina State Government, its systems, structure, rules and policies.
 - Include a description that demonstrates your understanding of local partners, population, and geographical diversity of the Lowcountry Workforce Area.
- Internal structure including management and supervisory staff positions to be used to operate in the LWB service area.
- Staffing Plan - For each proposed staff position, the Proposer must provide education and experience requirements and performance standards that staff will be expected to meet. Proposers should address special computer and technological skills of staff persons that will be essential to efficient use and maintenance of the WIOA customer tracking system. The Proposer should provide information on WIOA-relevant workshops, conferences, seminars, professional organizations and/or other activities key staff members have participated in over the past two years to stay abreast of current and best practices in the employment and training field. For vacant staff positions, Proposers should attach a job description with minimum required knowledge, skills, and abilities with a statement of their commitment to hire qualified staff and to ensure that staff will stay current and knowledgeable in all areas associated with their job responsibilities. If the staff person is known, a resume for that individual should be

attached to the job description(s). Please detail your staffing plan to include the following details:

- Number of staff (indicate full time or part time) by Job Title, to include where staff will be housed and regular working hours. If staff will serve more than one center or one contract (local area), please indicate this with the appropriate details regarding the locations, time at each center and schedule of work hours.
 - If any positions are shared with other non-Lowcountry projects, will be assigned to more than one Lowcountry location, or are less than full time, provide all relevant details.
- Job descriptions to include, job titles, job duties, educational and experience requirements, to be funded under this proposal and range of activities to be performed.
- Qualifications of key staff to be assigned on-site to this program including education, experience, and any specialized training or certifications specific to workforce service delivery, including the use of SCWOS (Geographic Solutions Virtual One Stop), or other similar tracking and federal reporting systems.
- If your organization will need to hire staff as a result of being awarded a contract, please outline your plan to quickly hire and train qualified staff.
- Describe how you expect to provide on-going staff training to ensure your staff has access to the most current information, tools, and promising practices.
- Describe any required background checks for WIOA staff.
- Describe how the proposing organization will prevent staff turnover.
- Proposed on-site Staff development plan
 - Describe your experience in developing and delivering technical assistance and capacity building with workforce staff and organizations.
 - Describe initial and ongoing training that is provided to staff to ensure at a minimum an understanding of WIOA legislation, case management tactics, LWB policies and procedures, customer service, and other internal processes.
 - Describe staff accountability process.
- Describe the development and management of quality control processes to ensure continuous improvement, including but not limited to, internal monitoring of participant files, performance tracking and internal monitoring of case manager's time and effort, customer (job seeker and employer) satisfaction, continuous improvement, performance measures, data validation, and contract compliance.
- Describe your organization's financial and administrative experience in managing and accounting for multiple federal, state and local funding sources in accordance with Generally Accepted Accounting Principles (GAAP); audit process; conducting self-monitoring for contract performance and compliance; and developing and implementing a continuous improvement model.
 - What monitoring and evaluation of the program operations and staff are to be routinely carried out? Include any systems that may be used to track, capture and report performance or outcomes.
- Fiscal Management and Reporting Capacity Please describe the financial systems in place to operate the programs listed in the RFP and the internal controls present to ensure all costs are reasonable, allowable and expenditures are tracked for reporting purposes. Please also note the relationship of financial staff and case management/project management staff and how they will ensure all parties are knowledgeable of expenditures to operate the WIOA programs listed in the RFP.
 - The process the Proposer uses or proposes to use to timely capture and report fiscal information to LCOG.

- What systems are in place to ensure fiscal accountability, timely, and appropriate expenditure of WIOA funds?
 - Describe your fiscal system and how it will ensure integrity in using these funds.
 - Describe how the Proposer will internally track both actual and projected obligations and expenditures.
 - Describe any previous experience in meeting contract budget expectations.
 - Describe the Proposer's ability and method it would use to repay disallowed costs from non-federal funds if such disallowances are identified in the monitoring or audit of the contract.
 - Proposers must have the capacity to track expenses down to the customer level within their organization's accounting system and the SCWOS IFT module must be utilized. Please describe how this will be accomplished.
 - WIOA funds are distributed through a process of drawdowns from DOL and then from the State to LCOG. Since this is a reimbursement process, the time from incurred expense to receipt of reimbursement may take 30 to 60 days. Explain how your organization has the fiscal capacity to operate under this projected timeline.
 - Explain how your organization addresses the following. Entities will be evaluated in terms of their historical performance as it relates to financial and administrative matters.
 - Debt recovery.
 - Fraud or criminal activity of a significant nature.
 - Failure to maintain an appropriate financial management system.
 - Unresolved or recurring audit findings of a significant nature.
 - Failure to provide services to applicants as agreed to in a previously funded program or to meet applicable program standards.
 - Failure to return a grant closeout package by the established deadline.
 - Failure to submit required reports in a timely manner.
 - Failure to properly report and dispose of government property.
 - Unresolved disallowed costs or disallowed costs.
Firewalls, internal controls, and conflict of interest policies and procedures in conformity to the specifications in WIOA Regulation §679.430.
 - Describe strategies that will ensure DOL Performance measures are met.
- The Proposer shall include performance outcomes that will be achieved consistent with federal performance standards and the performance expectations of the local board. The response to this RFP must indicate how the combination of services proposed will achieve performance standards.

C. Documents Required of Proposer (in order)

- List of Current Board Members of Governing Body
- Charter, By-Laws of Organization
- Organizational chart showing lines of authority for the organization down to the proposed on-site management and front-line positions in the Lowcountry service area
- Current resumes of senior organization management
- Job Descriptions for proposed staff assigned to this contract
 - If applicable, include current resumes of existing staff the organization proposes to assign to this project
- Current Financial Statement
 - If not available or more than 1 year old, provide a written explanation as to why.
- Most recent audit report
 - If not available or more than 1 year old, provide a written explanation as to why.
- Copy of Indirect Cost Plan and Approval, if applicable;

- Cost Allocation Plan, if applicable;
- Grievance Procedures;
- Staff, Personnel, Procurement, and Travel Policies;
- A proposed monitoring schedule and monitoring tool;
- A budget narrative that addresses the following:
 - A description of how the proposed budget effectively supports the program model.
 - Include evidence in the budget of leveraged resources and in-kind contributions that will assist in meeting proposal outcomes, if any.
 - If your organization is requesting a profit and/or indirect rate, documentation to support the requested percentage must be attached.

The failure to meet any one of the above capability/responsibility tests does not establish that an organization is not responsible, unless the failure is substantial or persistent (for two or more consecutive years), and therefore, will not automatically preclude an award being made.

D. WIOA Statements of Work Response (no page limit)

The Statement of Work must detail all aspects of the proposed project design in a logical, easy to understand order that aligns with the following pages. The Statement of Work will include all aspects of the implementation and management of programs and services required by the WIOA Act and Regulations and other information deemed relevant.

The purpose of the Statement of Work is to provide an in-depth and very detailed description of the Proposed design of services, to demonstrate how requirements will be met, and to describe the process for achieving compliance and Financial and Program Performance Outcomes for the WIOA Adult, Dislocated Worker, and Youth programs and One Stop Operator. Each Statement of Work will be supported by separate line item budgets submitted. Urgency, Accuracy, and Accountability should be embedded in all responses.

In order to provide a clear picture of the program design, program activities/services, anticipated outcomes, and the Proposer's capability of delivering the services, please address all of the following areas in order:

Business Services. Describe how the Proposer will work with the Lowcountry Business Services Team, including if the Proposer will be a member of this team.

Federal Performance. Describe how the Proposer will monitor progress toward Federal Performance measures, including how and when issues will be identified, communicated, and how corrective actions will be implemented to improve outcomes.

Budget Management. Describe how the Proposer will monitor progress toward Financial Performance measures (expenditure of budgets to ensure maximum Participant Cost Rates and achievement of Youth work Based Learning expenditure requirements), including how and when issues will be identified, communicated, and how corrective actions will be implemented to improve outcomes.

- Describe the strategies related to Expenditures.
 - Describe how the Proposer will ensure Expenditure Rate requirements are met for each program.
 - Describe how the Proposer will ensure the Adult-Dislocated Worker Participant Cost Rate is met.
 - Describe how the Proposer will ensure Youth Work Based Learning Expenditure requirements are met.
 - Describe any transfer that is expected between the Adult and Dislocated Worker funds.

Describe the Proposed **Monitoring** Process.

- To include both programmatic and financial monitoring process, including the staff position(s) responsible, how often monitoring will occur, and the corrective action process and follow through (accountability).

Describe the proposed **Reporting** Process.

- Describe any reports, including frequency and time period covered, and distribution lists.
- Describe how the information in these reports will be applied within your organization.
- Describe how these reports will be monitored for effectiveness, relevance, accuracy and validity.

Strategies.

- Describe how the Proposer will implement Equity, Diversity, Inclusion and Accessibility internally (within the Proposer’s organization) and externally via its proposed Lowcountry program service delivery model.
- Describe how the Proposer will serve large numbers of varying individuals. If applicable, include past successes and how the success was measured. Include specifics regarding measures used to claim success. In your description discuss service delivery for serving individuals with barriers to also include:
 - Individuals with limited English proficiency
 - Low-Income individuals
 - Persons with limited literacy skills
 - Offenders
 - High School Dropouts
 - Low-skilled job seekers
 - Highly skilled job seekers
 - Veterans
 - Persons with disabilities
 - Youth, specifically out-of-school or disconnected youth
 - Individuals residing in rural areas
 - Individuals with limited or no internet access
 - Individuals with limited or no personal transportation
- Describe how your organization will ensure that all communities within the four-county area will have access to WIOA and other one-stop/SC Works services; include successful past experiences that you have had with identifying sites and locating services to best address target customer groups/categories to be served.
- Any innovations and strategies that have been found to increase the likelihood of success for individuals and how you plan on using those strategies within the SC Works system.
- Please describe your start-up plan and proposed transition period, including a timeline of events, to include hiring of staff, staff training, start-up of services and other critical steps in the process toward full scale service delivery. The narrative must align with the timeline benchmark provided in the Executive Summary.
- Please describe how urgency, accuracy and accountability will be incorporated into the program. Include a description of how Proposer will handle no show no call individuals, how many contact attempts and over what period of time and avenues of contact (mail, email, phone, text, etc.) will be utilized during each phase of the program.
 - Recruitment to Orientation
 - Orientation to Application
 - Application to Enrollment
 - Enrollment to Placement
 - Placement to Follow Up

ADULT, DISLOCATED WORKER AND YOUTH

The proposal should list each WIOA required Program element and service and a description of how the element/service will be delivered and by staff position(s). The Lowcountry expects services to be the same across the entire Lowcountry Area, in each county and for all services to be offered in each county.

Describe your organization's **File Maintenance** process to ensure that participant information is kept in a secure environment.

- Include scanning requirements.
 - What and when to scan and what not to scan.
- Describe the monitoring process to ensure proper file maintenance.
- Describe how Confidential Information and Personally Identifiable Information (PII) will be maintained and safeguarded.

Describe the proposed **Data Entry** process and how the proposing organization will ensure that all data is entered in SC Works Online Services system (SCWOS) in a timely and accurate manner. Please note any previous experience and success with Geographic Solutions Virtual One Stop systems.

- Describe the monitoring process to ensure timely and accurate data entry.
- Describe the proposed data entry training for staff (both onboarding and continuous).
- If the Proposer will require additional data entry into additional non-SCWOS tracking systems, please describe the process and why it is necessary to duplicate data entry.

Including deadlines, for:

- Services data entry
- Case Notes data entry
- Financial Transactions data entry
 - Include a description of how the Proposer will ensure timely receipt of financial payments to participants, employers, vendors.

Describe **Outreach and Recruitment**

- Including the staff position(s) responsible, timeline and benchmark numbers, including the target time from 1st contact to the next step (decision from recruitee on if they will or will not make an application).
- Describe how this plan will result in enough participants in each program to meet the required Expenditures and Performance outcomes.
- Highlight any local partner organizations that will be key in outreach and recruitment strategies and the methods the proposing organization will take to work with them.
 - The narrative must align with the timeline benchmark provided in the Executive Summary.

Describe the **Orientation and Intake** process and how it will efficiently and effectively result in a customer-centered approach to ensure recruits (potential applicants) successfully navigate the steps from recruitment to successfully completing a WIOA application.

- Described the Orientation process
 - Information that will be provided
 - Schedule
 - Format(s)
- Describe how this plan will result in enough participants in each program to meet the required Expenditures and Performance outcomes.
 - The narrative must align with the timeline benchmark provided in the Executive Summary.

Describe the **Information and Referral** process.

- To ensure that individuals who are not participants are referred to appropriate partner agencies or other community services elsewhere.
- To ensure participants who may be eligible and in need of Partner programs services are referred.
- Describe the communication process with other Partner programs for those participants who are co-enrolled in either concurrent or sequential partner services to ensure non-duplication and aligned services.
- To ensure all referrals, for those enrolled and those not enrolled, are coordinated, tracked and reported?

Describe the **Eligibility** process. At a minimum, please include:

- How the process will ensure that everyone is afforded the opportunity to make an application.
- Staff position(s) responsible, timeline and benchmark number, including the target time from recruitee's decision to make an application to completion of application.
- How Eligibility criteria for each program will be documented.
- Information about staff training, initial and on-going, and supervision related to the eligibility process.
- Internal monitoring of eligibility, including verification document review, safeguarding confidentiality, and maintenance of documents.
- How the process will result in complaint, fully verified, and accurate Eligibility determinations.
- How the process will result in enough participants in each program to meet the required Expenditures and Performance outcomes.
 - The narrative must align with the timeline benchmark provided in the Executive Summary.

Describe the **Enrollment/Participation** Process, including the staff positions(s) responsible, timeline and benchmark numbers, including the target time from eligible application completion to enrollment (applicant becomes a Participant).process to ensure that all customers enrolled are eligible and appropriate for WIOA services? At a minimum, please include:

- Information about staff training, initial and on-going, and supervision related to the enrollment process
- Information on how Adult Priority of Service will be applied and how it will meet or exceed the 75% minimum requirement
- Information on how Youth Out of School priority will be applied
- Assessment process and instruments.
- Describe the career, aptitude, and literacy assessments that will be used during the intake and case management process for Adult and Dislocated Worker and Youth participants to determine eligibility, progress, suitable training programs and career pathways.
- Description of the development, evolution and closure of Plans (IEP/ISS).
- Decision process for program enrollment of those who are eligible for more than one program.
- Internal monitoring of the Enrollment process.
- How this process will result in complaint, accurate, and customer-centered individualized Plans.
- How this process will result in enough participants in each program to meet the required Expenditures and Performance outcomes.
 - The narrative must align with the timeline benchmark provided in the Executive Summary.

Describe the **Case Management** process.

- Include a description of the decision process that determines when and what services each participant receives or does not receive.
- Include the proposed frequency and method (face-to-face, phone, email, etc.) of contact with participants.
- Include information on how services will be tracked and reported.
- Include information on the proposed case note process.
- Include information on how duplication of service will be prevented.
- Include information on how the Case Management Process will be monitored.
- Describe how the proposing organization will ensure that Adult and Dislocated Worker and Youth participants have the necessary employment skills (soft skills and basic skills) to complete interviews and secure and retain employment. Include Assessment tools, how those in need (skills deficient) will be identified (pre-test/evaluation), for those who are determined to be deficient, how skills will be improved (curriculum), how skill attainment will be documented (post-test/evaluation).
- Describe how the proposing organization will approach the target sectors and industries identified by the Lowcountry Area and South Coast Region and how participants will be encouraged to move toward skills leading to demand occupations within these industries.
- Describe the transition from case management to employment/placement for those who do not participate in training.

Describe how the Proposer will ensure all Support Service payments are in compliance with WIOA Act and Regulations, and applicable State and Local policy.

- Include a description of the checks and balances to ensure accurate, verified, and timely payments are made.
- Include a description of how participants are determined eligible for support services.
- Include a description of how participants are determined to be in need of support services.
- Include a description of the proposed support services.
- Include a description of documentation that will be maintained.
- Include a description of proposed time frame from delivery of supporting documentation to participant receipt of payment.
- Proposers must describe their payment system in detail.
 - ✓ Timely payment of Participant payments is of paramount concern. Include how accuracy and timeliness of payments will be monitored.

Describe how the Proposer will manage the provision of WIOA funded Training Services. Include specifics:

- Regarding determining individual customer Need and Eligibility for training.
- Assisting the customer in selecting an appropriate occupational sector.
- Assisting the customer in identifying the Training Provider.
- Developing a comprehensive Plan (IEP/ISS) to include the training services.
- The Individual Training Account (ITA) process and management.
- Monitoring of the ITA process. Include a description of the checks and balances to ensure allowable, accurate, verified, and timely payments are made.
- How the Proposer will document a participant's time and attendance throughout the period the participant is receiving training.
- Other details about how the Proposer will engage the customer to be successful with the educational component.
- The transition from training to employment.

Describe how the Proposer will manage the provision of WIOA funded Follow Up Services. Include specifics:

- How and when staff will determine when it is appropriate to transition from Case Management phase to Follow Up
- Case Closure
- Follow Up Service delivery
- Documentation and Reporting of Outcomes and Follow Up Services
- How staff will handle Unplanned Exits (those with unknown outcomes, those not responding or participating in Plan services) and Planned Exits.

YOUTH

The proposal must describe and the successful Proposer must make each of the following 14 services (§ 681.460) available to youth participants.

For each service describe how your organization will define the service, how your organization will deliver the service, the staff position(s) responsible, how individuals will be identified as “in need” of the service, how staff will document “in need”, describe the service model, describe who will deliver the service (will the Proposer deliver the service or will the Proposer sub-contract or will the Proposer have an MOU with another partner/service provider).

14 YOUTH ELEMENTS

1. Tutoring, study skills training, instruction, and dropout prevention services

Services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training.

2. Alternative secondary school services and dropout recovery services

Alternative secondary school services assist youth who have struggled in traditional secondary school education. Dropout recovery services are aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program.

3. Paid and unpaid work experiences

Which may include Summer employment opportunities and other employment opportunities available throughout the school year; Pre-apprenticeship programs; Internships and job shadowing; and On-the-job training opportunities, must be aligned with the Career Pathway the individual has identified and must include both Academic and Occupational education.

The description should include any Job Readiness or preparation that will be provided by the Proposer to enhance successful placement and completion of WBL component or other services that will occur prior to placing the individual on the worksite and information relevant to the contracts with worksite and the worksite monitoring that will occur.

- Describe the Youth Work Based Learning (WBL) process from identification of appropriate individuals, preparation for WBL, identification of appropriate work sites, the contract, the monitoring process, the payment process, including pay schedules, and completion/close-out.
- Include how this will be set forth in the participant’s Plan.
- Describe available wrap around services and how they will be coordinated
- Describe what happens when an individual does not successfully complete a WBL service
- Describe how the proposing organization will work with the Lowcountry Business Services Lead with employment placement strategies and On-the-Job Training (OJT) recruitment, efficient identification and referral to LCOG Business Service staff of those customers who are Work Ready and would benefit from paid On the Job Training (OJT)

4. Occupational skills training

Training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area, is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Occupational skills training must meet the following criteria:

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized postsecondary credential.
- Meet the quality standards in WIOA Section 123.

5. Education offered concurrently with workforce preparation and training

Training/education for a specific occupation or occupational cluster. This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway.

6. Leadership development opportunities

Includes community service and peer-centered activities, encouraging responsibility, confidence, employability, self-determination, and other positive social behaviors.

7. Support Services

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Needs-related payments;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Legal aid services;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications;
- Other needs related to training or employment retention, as determined by assigned staff, to ensure the youth can continue to participate in and complete WIOA activities.

8. Adult mentoring Mentoring for a duration of at least 12 months, that may occur both during and after program participation.

Required as part of comprehensive staffing and program implementation strategy. Includes Peer Mentoring

9. Follow up services Services for not less than 12 months after the completion of participation.

Required as an extension of program to support outcomes as provided in § 681.580

10. Comprehensive guidance and counseling

Provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs.

11. Financial literacy education

Includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft.

12. Entrepreneurial skills training

Assists youth develop the skills associated with starting and operating a small business.

13. Services that provide labor market information

Information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

14. Post-secondary preparation and transition activities

Activities that prepares youth for postsecondary education after attaining a high school diploma or its recognized equivalent.

ADULT AND DISLOCATED WORKERS

The proposal must describe and the successful Proposer must make each of the following required Adult and Dislocated services (§ 680.150) available.

For each service describe how your organization will define the service, how your organization will deliver the service, the staff position(s) responsible, how individuals will be identified as “in need” of the service, how staff will document “in need”, describe the service model, describe who will deliver the service (will the Proposer deliver the service or will the Proposer sub-contract or will the Proposer have an MOU with another partner/service provider).

Individualized Career Services

described in WIOA sec. 134(c)(2)(A)(xii) and § 678.430(b) must be made available, if determined appropriate in order for an individual to obtain or retain employment.

- (1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include -
 - (i) Diagnostic testing and use of other assessment tools; and
 - (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- (2) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180);

The individual employment plan (IEP) is an individualized career service, under WIOA sec. 134(c)(2)(A)(xii)(II), that is developed jointly by the participant and career planner when determined appropriate by the one-stop center or one-stop partner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.
- (3) Group counseling;
- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- (7) Internships and work experiences that are linked to careers (as described in § 680.170);
- (8) Workforce preparation activities;
- (9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.
- (12) Follow-up services, as described in WIOA sec. 134(c)(2)(A)(xiii) and § 678.430(c), must be made available, as determined appropriate by the Local WDB, for a minimum of 12 months following the first day of employment, to participants who are placed in unsubsidized employment.

Training Services

Training Services for Adults and Dislocated Workers are described at § 680.200 paragraphs (a) through (k) and WIOA sec. 134(c)(3)(D).

Describe the particular career services an individual must receive and how, the specifics of the process, steps, forms, responsible staff, etc., the Proposer will implement to meet the requirements of § 680.220.

Describe how, the specifics of the process, steps, forms, responsible staff, etc., the Proposer will implement to meet the requirements of WIOA sec. 134(c)(3)(A) and § 680.210, Eligibility for Training:

- (1) Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- (2) In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- (3) Have the skills and qualifications to participate successfully in training services;
- (4) Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate;
- (5) Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Trade Adjustment Assistance (TAA), and Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (provisions relating to fund coordination are found at § 680.230 and WIOA sec. 134(c)(3)(B)); and
- (6) If training services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) and § 680.600.

ONE STOP OPERATOR

Describe the proposed process to achieve initial (Baseline) and continuous One Stop Certification.

- This must include what the Proposer will use as demonstration (documentation) of achievement of each Standard. A description of the detailed process, evaluation documentation, methodology, and timeline for each location that addresses every Management, Job Seeker and Employer measure.

Describe the proposed **Management** Process.

- Describe any reports, documents or information, including frequency and time period covered, and distribution lists.
- Describe how the information in these reports will be applied by your organization for compliance, management purposes, continuous improvement.
- Describe how these reports will be monitored for relevance, accuracy and validity.
- Describe how urgency, accuracy and accountability will be implemented.
- Describe triggers for corrective action and monitoring procedures.

One Stop Operations Performance. Describe the metrics the Proposer will use to evaluate One Stop Operations. How the Proposer will monitor progress toward the One Stop performance measures, including how and when issues will be identified, communicated, and how corrective actions will be implemented to improve outcomes.

Describe how the Operator will achieve and maintain **One Stop Certification**, including the creation, maintenance, review, update and sharing of the required paperwork and information.

Describe how the Operator will implement **One Stop Partner meetings** component.

One Stop Partners. Describe how the Operator will ensure that all required partners participate and fulfill their required roles and responsibility in the Lowcountry One Stop system. (§ 463.400 and Section 121(b)(1)(B) of WIOA identifies the entities that are required partners in the local one-stop delivery systems and § 463.420 describes the roles and responsibilities of the required one-stop partners). If applicable, describe any proposed plans, if any, for the Operator to add additional partners to the Lowcountry One Stop system and the services they will deliver.

Greeter. Describe how the State Policy regarding the required use of SCWOS Greeter will be implemented, maintained, monitored and the corrective action process and follow through (accountability).

Referral. Describe how the State Policy regarding the required use of the SCWOS Referral module will be implemented, maintained, monitored and the corrective action process and follow through (accountability).

One Stop Services.

(Subpart J—Description of the OneStop Delivery System Under Title I of the Workforce Innovation and Opportunity Act, § 463.)

Describe each WIOA required One Stop Service including a description of how the element/service will be delivered and by whom (Proposer or Partner). If additional service will be offered they should also be detailed.

The Lowcountry expects service design to be the substantially the same across the entire Lowcountry Area, in each county. For example, Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system should "look and feel" the same no matter which office an individual visits for these services. All required One Stop services must be available at the Comprehensive Center. For affiliate site, please provide an explanation of why the service will not be available in the county and how the county's job seekers and employers will be equitably served.

Describe how the Operator will ensure a compliant One Stop system in the Lowcountry area and how the minimum requirements will be met, if additional services will be offered please provide all relevant details:

a. Basic career services

- (1) Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- (2) Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system. For the TANF program, States must provide individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services, which could be implemented through the provision of paper application forms or links to the application Web site;
- (3) Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
- (4) Labor exchange services, including -
 - (i) Job search and placement assistance, and, when needed by an individual, career counseling, including -
 - (A) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and
 - (B) Provision of information on nontraditional employment; and
 - (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;
- (5) Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;
- (6) Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including -
 - (i) Job vacancy listings in labor market areas;
 - (ii) Information on job skills necessary to obtain the vacant jobs listed; and
 - (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- (7) Provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
- (8) Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
- (9) Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the

earned income tax credit; and assistance under a State program for TANF, and other supportive services and transportation provided through that program;

(10) Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.

(i) "Meaningful assistance" means:

(A) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or

(B) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

(ii) The costs associated in providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof.

(11) Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

(1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include -

(i) Diagnostic testing and use of other assessment tools; and

(ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

(2) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180);

(3) Group counseling;

(4) Individual counseling;

(5) Career planning;

(6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;

(7) Internships and work experiences that are linked to careers (as described in § 680.170);

(8) Workforce preparation activities;

(9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500;

(10) Out-of-area job search assistance and relocation assistance; and

(11) English language acquisition and integrated education and training programs.

c. Follow-up services must be provided, as appropriate, including: Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

d. TANF agencies must identify employment services and related support being provided by the TANF program (within the local area) that qualify as career services and ensure access to them via the local one-stop delivery system.

e. Local Employer Career Services must be made available, specifically labor exchange activities and labor market information described in § 678.430(a)(4)(ii) and (a)(6).

D. FORMS REQUIRED OF PROPOSER

INSTRUCTIONS:

For all forms, the solicitation number is WIOA 2022-01 ADY-OSO. “Grant #” should indicate the project (One Stop Operator, Adult, Dislocated Worker, or Youth). “Mod #” should be left blank. Grantee or Agency should indicate the name of the Proposer; all information must appear on each form. All Signatures must be written in blue or blue-black ink. ***All applicable budget forms*** must state the project start and end dates and contain the total projected costs for the duration of the proposed project.

SPECIAL INSTRUCTIONS: One complete set of Budget forms (Summary, Salary Detail, Operating Expenses, Participant Costs, Sub-Tier) must be submitted for each of the proposed project funds: One Stop Operator, Adult, Dislocated Worker and Youth. The Project Title must be included on each page.

Required Forms to be completed, including signatures and dates and submitted with the Response Package (in order).

- **RFP Cover-page** (pages 1 and 2)
- **Active Participant chart**
- **Annual Participants Served chart**
- **Participant Training chart**
- **Youth Work Based Learning chart**
- **One Stop Operations Performance chart**
- **Historical Performance Data chart**
- **Organizational Information and Certifications**
- **Schedule A** – Consolidated Assignment Schedule Form - *Complete this form only if the applicant agency is assigning some of the grant funds to one or more sub-tier agencies.* An authorized representative from each sub-tier agency must sign the Schedule. If it is not possible to circulate a single form among the sub-grantees, copies may be made and sent to the sub-tier agencies individually. The purpose of the form is to assure the LWB that participating agencies are aware of the monetary commitment that will be made to support the work they have agreed to do.
- **Assurances**
- **Debarment and Suspension Certification** This is a federal form. Grant applicants must attest to the fact that they are neither in default of any federal loans (including student loans) nor the subject of any disqualifications regarding submitting applications for federal grants or contracts (i.e., prohibition of funding due to fraud in a research program). Award recipients must make sure that all agents listed on Schedule A are also in compliance. (primary covered transactions to be signed by Proposer; lower tier covered transactions to be signed by sub-grantees)
- **Lobbying Certification**
- **Certification of a Drug-Free Workplace** (primary covered transactions to be signed by Proposer; lower tier covered transactions to be signed by sub-grantees)
- **Certification of Legal Authority of Grantee and Signatory**
- **Request for Funds Signatory Authorization**
- **W-9**, (available online at www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3)
- **If Applicable: Nonresident Taxpayer Registration Affidavit – Income Tax Withholding**, Form I-312, as applicable, (available online at <https://dor.sc.gov/forms-site/Forms/I312.pdf>)
- **Budget Package**

Complete a separate Budget Package in their entirety for each Program and Project (One Stop Operator, Adult, Dislocated Worker, and Youth). If no amount is indicated, please record \$0.

- Budget Package -“Grant #” should indicate the Project and Funding, “Mod #” should be left blank, Proposer’s name goes on the Agency/Grantee lines.
 - ✓ If any narrative is needed about any of the budget, including a description of cost effectiveness or analysis, in addition to the indirect costs or profit line items, please do so and reference line item and program in the narrative. If additional written documentation is necessary concerning any budget line item, please attach to the Budget Summary document.
- **Optional:** Other material (letters of support, agreements, contracts, policies, sample process, curriculum, exercises, etc.) or information may be included, but should not be elaborate and must be included in electronic copy submission (.pdf). No material submitted as part of any proposal will be returned.

Provide the number of proposed **Annual Participants Served**, by program, by quarter and overall program year, to be served.

Customer Group	Participants Served Quarter 1	Participants Served Quarter 2	Participants Served Quarter 3	Participants Served Quarter 4	Total Participants Served PY 23
ADULT					
DISLOCATED WORKER					
YOUTH					
TOTAL					

Provide the total number of proposed participants who will receive **Training**, by program, by quarter and overall program year, (Regardless of Funding Source), including a breakdown of the Totals by Fund Source:

Customer Group	Received Training Quarter 1	Received Training Quarter 2	Received Training Quarter 3	Received Training Quarter 4	Total Participants Received Training PY 23
ADULT					
DISLOCATED WORKER					
YOUTH					
TOTAL					
of Total, # to be funded by WIOA Title I					
of Total, # funded by other sources					

Provide the total number of proposed **Youth** participants to receive a **Work Based Learning** service, by quarter and overall program year:

By County	Received Youth Work Based Learning Quarter 1	Received Youth Work Based Learning Quarter 2	Received Youth Work Based Learning Quarter 3	Received Youth Work Based Learning Quarter 4	Total Received Youth Work Based Learning PY 23

Provide One Stop Operations Performance.

The Proposer is required to develop and implement a system of evaluation and reporting on One Stop Operations. Summarize those goals, expected outcomes, deadlines/evaluation period, data sources and evaluation calculation specifications and definitions (exceeded, met, not met, etc.). Successful Bidders will be expected to report out to the Board/Committees throughout the contract period regarding progress towards these goals. Selected Bidders are encouraged to develop a full internal work plan with strategies, tactics, point persons, and Threats/Risk evaluations to assist with goal attainment.

	Goal Description	Expected Outcome	Deadline(s) or Evaluation Periods(s)	Data Sources/Calculation Specifications	Definitions
Goal # ____					
Goal # ____					
Goal # ____					
Goal # ____					

*Duplicate as needed to capture remaining goals

HISTORICAL PERFORMANCE DATA

LIST EXPERIENCE IN PROGRAMS FUNDED UNDER WIOA, OR OTHER SIMILAR EMPLOYMENT AND TRAINING PROGRAMS DURING THE PAST TWO YEARS. PROVIDE THE FOLLOWING INFORMATION BY DATES OF OPERATION. Add Additional columns or pages as needed.

	WIOA Adult	WIOA Youth	WIOA Dislocated Worker	If applicable Other Employment & Training (Describe)
Name of Awarding Organization				
Point of Contact Awarding Organization				
Contract Amount				
Number Served (Actual)				
Program Year(s)				
WIOA Employment Q2 After Exit				
WIOA Employment Q4 After Exit				
WIOA Median Earnings Q2				
WIOA Credential Attainment Rate				
WIOA Measurable Skills Gain				
Other Performance (Describe):				
Other Performance (Describe):				

NOTE: Experience listed above must be described in detail in the Narrative.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
GRANT BUDGET**

SALARY SCHEDULE - ____/____/____ to ____/____/____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

Staff Position Title (do NOT list names of staff)	Location /County	Wages per Hour (A)	Hours per week (B)	Annualized Wages ((AxB)x52)	Program Wages (C)	Administration Wages (D)
TOTAL						

Annualized Wages Total must equal
PROGRAM WAGES C+ ADMINISTRATION
WAGES D

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
GRANT BUDGET**

SALARY ALLOCATION SCHEDULE - ____/____/____ to ____/____/____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

Staff Position Title (do NOT list names of staff)	Location /County	Annualized Wages	Allocation of Annualized Wages to PROGRAM ADULT	Allocation of Annualized Wages to PROGRAM DISLOCATED WORKER	Allocation of Annualized Wages to PROGRAM YOUTH	Allocation of Annualized Wages to ADMINISTRATION ADULT	Allocation of Annualized Wages to ADMINISTRATION DISLOCATED WORKER	Allocation of Annualized Wages to ADMINISTRATION YOUTH
TOTAL								

WORKFORCE INNOVATION AND OPPORTUNITY ACT

WIOA 2022-01- ADY-OSO

PARTICIPANT COST SCHEDULE (ADULT + DW)

____ / ____ / ____ to ____ / ____ / ____

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

Total Participant Costs Adult		(a)
Total Participant Costs Dislocated Worker		(b)
Grand Total Participant Costs (Adult + Dislocated Worker)		(a) + (b) = C
Total Program Costs Adult		(d)
Total Program Costs Dislocated Worker		(e)
Grand Total Program Costs (Adult + Dislocated Worker)		(d) + (e) = F

Participant Cost Rate (Grand Total Participant Costs/Grand Total Program Costs (C/F))	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> % </div>
----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WORKFORCE INNOVATION AND OPPORTUNITY ACT

ADULT GRANT BUDGET

____/____/____ to ____/____/____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

<i>Adult (CDFA 17.258)</i>	Budget	% Applicable	Calculation Formula
ADMINISTRATION			
Salaries			
Fringe Benefits		_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit		_____	x _____
Administration Sub-Total	-		
PROGRAM			
Salaries			
Fringe Benefits		_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit		_____	x _____
Total Non-Participant Costs	-	_____	of TOTAL PROGRAM
Participant Costs			
Assessment		# _____ @ \$ _____/PER	
High School Equivalency		# _____ @ \$ _____/PER	
Occ. Skills Training		# _____ @ \$ _____/PER	
Supportive Services		# _____ @ \$ _____/PER	
Transportation			
Childcare			
Books, Supplies, Uniforms			
Other			
		# _____ @ \$ _____/PER	
Total Participant Costs (a)	-	_____ %	of TOTAL PROGRAM
Program Sub-Total (d)	-		
Total Grant Cost	-		

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
DISLOCATED WORKER GRANT BUDGET**

____ / ____ / ____ to ____ / ____ / ____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

<i>Dislocated Worker (CDFA 17.278)</i>	Budget	% Applicable	Calculation Formula
ADMINISTRATION			
Salaries			
Fringe Benefits		_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit			x _____
Administration Sub-Total	-		
PROGRAM			
Salaries			
Fringe Benefits		_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit			x _____
Total Non-Participant Costs	-	_____	of TOTAL PROGRAM
<u>Participant Costs</u>			
Assessment		# _____ @ \$ _____ /PER	
High School Equivalency		# _____ @ \$ _____ /PER	
Occ. Skills Training		# _____ @ \$ _____ /PER	
<u>Supportive Services</u>		# _____ @ \$ _____ /PER	
Transportation			
Childcare			
Books, Supplies, Uniforms			
Other			
		# _____ @ \$ _____ /PER	
Total Participant Costs (b)	-	_____ %	of TOTAL PROGRAM
Program Sub-Total (e)	-		
Total Grant Cost	-		

WORKFORCE INNOVATION AND OPPORTUNITY ACT

YOUTH STAFFING WORK-BASED LEARNING COST SCHEDULE

_____ / ____ / _____ to ____ / ____ / _____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

PROGRAM	Of Staff Working to Develop and Manage Youth Work-Based Learning (A)	Balance of Youth Staff cost (B)	TOTAL COST (A+B, MUST MATCH TOTAL YOUTH PROGRAM BUDGET)
Salaries*			
Fringe Benefits*			

TOTALS

* \$40,000 is maximum allowable expenditure for Work Based Learning Front-line Youth Staff Salary & Fringe costs

As stated in TEGL No. 23-14, program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

YOUTH GRANT BUDGET

____/____/____ to ____/____/____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

<i>Youth (CDFA 17.259)</i>	Budget	% Applicable	Calculation Formula
ADMINISTRATION			
Salaries			
Fringe Benefits		_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit		_____	x _____
Administration Sub-Total	-		
PROGRAM			
Salaries*	-		
Fringe Benefits*	-	_____	x _____
Indirect Cost		_____	x _____
Operating Expenses			
Profit		_____	x _____
Total Non-Participant Costs	-	_____	of TOTAL PROGRAM
DETAIL - Participant Costs			
Assessment		# _____ @ \$ _____/PER	
High School Equivalency		# _____ @ \$ _____/PER	
Occ. Skills Training		# _____ @ \$ _____/PER	
Youth Incentives		# _____ @ \$ _____/PER	
Supportive Services		# _____ @ \$ _____/PER	
Transportation			
Childcare			
Books, Supplies, Uniforms			
Other			
Youth Work Experience		# _____ @ \$ _____/PER	
Total Participant Costs	-	_____ %	of TOTAL PROGRAM
Program Sub-Total	-		
Total Grant Cost	-		

* \$40,000 is maximum allowable expenditure for Work Based Learning Front-line Youth Staff Salary & Fringe costs

Only a Total of Support Services is need for the Budget.
HOWEVER, the successful proposer will be required to track and report expenditures by the detailed type of support services

WORKFORCE INNOVATION AND OPPORTUNITY ACT

GRAND TOTAL - ALL GRANTS (ADULT + DISLOCATED WORKER + YOUTH)

____/____/____ to ____/____/____

WIOA 2022-01- ADY-OSO

NAME OF ORGANIZATION (GRANTEE PROPOSER): _____

<i>Total Non-Participant Costs</i>	Budget
ADMINISTRATION	
Salaries	
Fringe Benefits	
Indirect Cost	
Operating Expenses	
Profit	
Administration Sub-Total	-
PROGRAM	
Salaries*	
Fringe Benefits*	
Indirect Cost	
Operating Expenses	
Profit	
Total Non-Participant Costs	-
DETAIL - Participant Costs	
Assessment	
High School Equivalency	
Occ. Skills Training	
Youth Incentives	
Supportive Services	
Transportation	
Childcare	
Books, Supplies, Uniforms	
Other	
Youth Work Experience	
Total Participant Costs	-
Program Sub-Total	-
Total Grant Cost	-

ORGANIZATIONAL INFORMATION AND CERTIFICATIONS

RFP: 2022-01 – WIOA Title I Adult, Dislocated Worker, Youth Services and One Stop Operator
Area: Lowcountry

The undersigned submits a proposal to furnish services herein requested in a RFP during the contract period in accordance with the specifications and requirements described in the contract documents, which include by reference this Request for Proposal document.

Conflict of Interest. In accordance with the requirements at 2 CFR part 200.112 sub recipients must disclosed in writing any potential conflict of interest. **Any potential conflict of interest must be identified in the response to this RFP.** By making this offer to provide services, the Proposer warrants and represents that its offer identifies and explains any unfair competitive advantage it may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from its participation in this competition or its receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor’s judgment, (b) preventing an unfair competitive advantage. If the Proposer has an unfair competitive advantage or a conflict of interest, the LWB may withhold award. Before withholding award on these grounds, the Proposer shall be notified of the concerns and provided a reasonable opportunity to respond.

DUNS number. Sub recipient name must match DUNS number (see 2 CFR §200.32 Data Universal Numbering System (DUNS number).

Name of Organization: _____
DUNS Number _____
SC Employer ID Number _____
Website _____

1. Type of Proposal: ___ Cost Reimbursement ___ Fixed Price – Performance Based

2. Type of Agency:
() Governmental () School District () Accredited Training Institution
() Private/Non-Profit () Private/For-Profit () Public/Non-Profit

3. The Proposer’s organization operates as:
___ an individual
___ a partnership
___ a public agency (specify): _____
___ a corporation incorporated under the laws of the State of: _____
___ other (specify): _____

4. The Proposer certifies, as explained on the attached, that:
a. it has no outstanding liens, claims, debts, judgments or litigation pending against it which would materially affect its programming or financial abilities to implement and carry out its proposed program;
___ Without Exception ___ With Exception
b. it, as a result of a prior WIOA funded contract, has no unpaid disallowed costs;
___ Without Exception ___ With Exception

ORGANIZATIONAL INFORMATION AND CERTIFICATIONS

- c. it is current in its payment of applicable federal, state and local taxes (including withholding);
 Without Exception With Exception

- d. it is free and clear of any questioned or excepted audited costs or management and financial practices;
 Without Exception With Exception

- e. it is not currently under probation or suspension status from any regulatory agency it is governed by;
 Without Exception With Exception

- f. its costs and pricing data submitted with this proposal are representative of only those reasonable, allowable, and allocable costs necessary for carrying out its proposed program;
 Without Exception With Exception

- g. it understands and accepts the performance requirements of this RFP, and of WIOA and its promulgated rules and regulations;
 Without Exception With Exception

- h. it has not been debarred by an action of any governmental agency;
 Without Exception With Exception

- i. it is authorized to submit this proposal in accordance with the policies of its governing body;
 Without Exception With Exception

- j. the information contained herein is true and correct to the best of its knowledge;
 Without Exception With Exception

- k. it does not have a Conflict of Interest; and
 Without Exception With Exception

- l. it has had no prior WIOA funded contract terminated for cause.
 Without Exception With Exception

(If any of the above questions are answered with exception, please explain in full on an attached sheet headed by the appropriate section requiring explanation.)

By my signature, I certify I am empowered to act on behalf of the proposing organization in submitting this proposal.

Authorized Signature

Date

Print Name & Title

**WORKFORCE DEVELOPMENT GRANT PROGRAM
SCHEDULE A
(Consolidated Assignment Schedule)**

This schedule is to be completed if the applicant agency administers a grant project using funds assigned to more than one agency.

Name of agency operating and administering the project:		
Title of project:		
Name of Participating Agency	Amount of Assigned Funds*	Signature of Authorized Representative
TOTAL of Assigned Funds		

* The amounts in this column must agree with the sum of the corresponding subtotals listed in the Sub-Tier categories on the Budget Summary page.

ASSURANCES (Page 1 of 2)

As the duly authorized representative of _____, I certify that we

- A. Have the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the Lowcountry Workforce Area (LWA) and applicable State and Federal agencies access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
 - The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.
- C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the LWA for costs related to this grant.
- D. Will initiate and complete work within the applicable time frame after receipt of approval by the LWA.
- E. Will not discriminate against any individual from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any program or activity because of race, color, religion, sex (including gender identity, gender expression, and sex stereotyping), national origin, age, disability, political affiliation or belief. It is also unlawful to discriminate against any beneficiary of programs receiving money under Title I of the WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any program or activity receiving money from WIOA Title I. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability, political affiliation or belief or on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2004)).
- G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 et seq. (Supp. 2004)) if the amount of this award is \$50,000 or more.
- H. Will fully comply with the requirements of the Workforce Innovation & Opportunity Act (WIOA), all State and Federal regulations issued pursuant to the Title V, Section 5001 of the Budget Reconciliation Act of 1997, and with its funding application as approved by the LWB. The Proposer also agrees to conduct any and all activities under this agreement in accordance with all applicable Federal, State, Local Statutes, Rules, Regulations, Directives, Issuances and Ordinances in effect, revised, amended or promulgated during the term of this agreement, to include but not limited to the Workforce Innovation & Opportunity Act and Final Regulations, 2 CFR 200 and 2900 and Appendix.

ASSURANCES (Page 1 of 2)

- I. The Proposer also certifies that as a condition to the award of financial assistance under WIOA from the Department of Labor, the Proposer assures, with respect to operation of the WIOA funded program or activity, and all agreements, or arrangements to carry out the WIOA funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation & Opportunity Act (WIOA), including the Nontraditional Employment for Women Act of 1991, as amended, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs; the Age Discrimination Act of 1975; as amended; Title IX of the Education Amendments of 1972, as amended, imposed by or pursuant to regulation implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.
- J. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and Local Government employees.
- K. For grants, sub grants, contracts, and subcontracts in excess of \$100,000, or where the State has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1857C-8(C) (1)] or the Federal Water Pollution Act [33 U.S.C. 1319(C)] and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the Proposer assures that: (1) no facility to be utilized in the performance of the proposed program has been listed on the EPA list of violating facilities; (2) it will notify the LWB, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA list of violating facilities; and (3) it will include substantially this assurance, including this third part, in every non-exempt sub-grant, contract, or subcontract.
- L. The Proposer also certifies that all information contained herein, in this funding application is correct to the best of his/her knowledge and belief.

Proposer Organization

Name of Certifying Official

Signature

Title of Certifying Official

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant Number: _____ **Name of Participant:** _____
Address of Participant: _____

Name and Title of Authorized Representative	Signature	Date
<ol style="list-style-type: none"> 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 4. 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 rules implementing Executive Order 12549. 5. The prospective lower tier participant agrees by submitting this proposal 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 department or agency with which this transaction originated. 6. The prospective lower tier 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", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that 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 its principals. Each participant may check the Nonprocurement List. 8. 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. 9. Except for transactions authorized under paragraph 5 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 to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 		

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans,
And Cooperative Agreements

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies, to the best of their 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(s) for influencing or attempting to influence an officer or employee of an agency, a 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(s) 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 subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Proposer Organization

Name of Certifying Official

Signature

Title of Certifying Official

Date

* Note: In these instances "all", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned Proposer certifies that it will provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Proposer’s policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Proposer’s policy statement;
- (d) Notifying the employees in the Proposer’s policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the Proposer in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- (e) Notifying the Lowcountry Council of Governments within ten (10) days of the Proposer’s receipt of a notice of a conviction of any employee;
- (f) Taking one of the following actions, within 30 days of receiving notice of an employee conviction —
 - (1) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute; up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Organization Name

Signature

Date

CERTIFICATION FOR LEGAL AUTHORITY OF GRANTEE AND SIGNATORY

I, _____, do solemnly swear and certify that I, being the
(typed Name of Certifying Official)

_____ for _____ have both official and
(Title of Certifying Official) (Grantee Name)

personal knowledge that the above referenced Grantee has the legal authority to enter into this agreement and has the legal authority to sign and execute such an agreement

on behalf of _____ if such as agreement is executed.
(Grantee Name)

I, _____, agree to submit, upon request of the Lowcountry
(Typed Name of Signatory Official)

Council of Governments (Administrative Entity/FISCAL AGENT), such information and documentation as may be necessary to verify the certification contained herein.

Signature of Signatory Authority

Signature of Certifying Official

Date

**LOWCOUNTRY COUNCIL OF GOVERNMENTS
REQUEST FOR FUNDS SIGNATORY AUTHORIZATION FORM**

GRANTEE NAME: _____

ADDRESS: _____

NAME & TITLE (Typed):

SIGNATURE:

The individuals whose signatures appear above are authorized to request funds for the Grantee listed above and shall be authorized until such time as written notice is submitted to LCOG of termination or change.

Approved: _____
(Signatory Official)

(Date)

REVIEW AND SELECTION PROCESS

The LWB shall identify eligible providers of WIOA Title I One Stop Operator, Adult, Dislocated and Youth services in the local area by awarding grants or contracts on a competitive basis and in consideration of recommendations of the review committee.

The proposal review committee will evaluate the project proposals received based on the evaluation criteria included in this solicitation. Proposals receiving the minimum score to be considered (70) will be discussed by the review committee to determine best fit for the area's need in regard to service area, program elements to be provided and budgetary concerns. The committee will make a recommendation of funding to the Lowcountry Workforce Board. The Board will take action on the Committee's recommendation.

Each proposal will be read by a panel of reviewers. Each reviewer will arrive at an independent score for the proposal. The scores will then be averaged to obtain a final score.

Proposals will be reviewed by individuals who are members of the Lowcountry Workforce Board or its Committees or their designees, or staff. Proposers should take care to prepare their offers in the most efficient and straight forward manner possible. Overly complicated proposals, the use of very technical terms, acronyms, abbreviations, or highly technical elaboration could possibly result in a good proposal not being understood and therefore not funded.

Applications will be ranked based on the final score that is assigned. Applications receiving the highest score will be recommended for funding, after taking into consideration the LWB's needs.

The Review Committee will consider the following information in determining the appropriateness of funding proposals:

- The ability and capacity to meet project design specifications at a reasonable cost.
- The ability to meet performance expectations.
- A satisfactory record of past performance and/or satisfactory evidence of ability to perform the services requested in a timely manner.
- A satisfactory record of integrity, business ethics and fiscal accountability.
- The technical skills to perform the work.
- An understanding of the project, requirements and desired outcomes.

All narratives should be concise, relevant, and provide a clear explanation of the proposed project, timeline, benchmarks and outcomes.

RFP WIOA 2022-01 ADY-OSO

Lowcountry Workforce Area Evaluation Panel “Briefing” Instructions to the Evaluation Panel

Your responsibility is to review, evaluate, and score each proposal. Each reviewer will read the RFP and each Proposal to arrive at an independent score for the proposal. The scores will then be averaged to obtain a final score. Proposals will be ranked based on the final score that is assigned. The Proposal receiving the highest score will be recommended for funding, after taking into consideration the LWB’s needs.

The Reviewers will consider the following information in determining the appropriateness of funding proposals:

- The ability to meet project design specifications at a reasonable cost.
- The ability to meet performance expectations.
- A satisfactory record of past performance and/or satisfactory evidence of ability to perform the services requested in a timely manner.
- A satisfactory record of integrity, business ethics and fiscal accountability.
- The technical skills to perform the work.
- An understanding of the project, requirements and desired outcomes

The criteria that will be used to evaluate proposals are listed in the RFP along with their point values. Each reviewer will arrive at an independent score for each proposal. The scores will then be averaged to obtain a final score. A minimum average score of seventy (70) must be achieved in order to be considered for funding.

1. **Conflict of Interest** – See applicable form enclosed.
2. **Reviewing Proposals** - The RFP listed the LWA requirements for this procurement. Those requirements containing the words “must” or “shall” are considered mandatory. If you believe that an entity’s proposal fails to meet one of these requirements, notify the LWA procurement officer as soon as possible. The procurement officer will review your findings and notify the other evaluators. Any proposal not meeting a mandatory requirement must be eliminated from consideration. There may be other requirements listed in the Solicitation containing the words such as could, may, might, or should. These requirements are considered optional or desirable. If you do not understand an Proposer’s response to a requirement contact the LWA procurement officer and ask the procurement officer to seek clarification from the Proposer. The procurement officer will get the clarification for you and share that information with the other members of the evaluation committee. It is imperative that all evaluators have the same information concerning an Proposer’s proposal. DO NOT contact the Proposer on your own! This could jeopardize the procurement.
3. **Independent Evaluation** – Your responsibility is to provide an impartial, unbiased evaluation of each and every proposal according to the evaluation criteria contained in the Solicitation. You must arrive at your scores independently, without the influence of any other evaluator. The evaluation panel may meet for the purpose of discussions prior to finalizing scores and making an award. All scoring panel members must attend all meetings of the evaluation committee.
4. **Rating Structure** - The evaluation points for each award criteria are as indicated on the evaluation sheet.

5. **Cost** – If cost was an initial evaluation criteria, the points for cost will either be figured by the chairperson or his designee based on a formula supplied by the LWA, or subjectively by each evaluator, as instructed by the procurement officer.
6. **Score Sheets** – Score sheets are to be completed and signed in ink by each panel member prior to turning them in to the chairperson. No comments or documentation of scoring should be on the score sheets.
7. **Documentation of Scoring** – For each proposal, evaluators will provide a brief written explanation for the points awarded for each evaluation criteria. This explanation will be included in the procurement officer's file and subject to public review under the Freedom of Information Act. In the event of a protest, each member of the evaluation panel may be called upon to support their reasoning the Chief Procurement Officer, the Procurement Review Panel, or in a Court of Law. Evaluators should not include working papers, notes, or extraneous comments with the evaluation information returned to the Procurement Officer.
8. **Protest Hearing** - All decisions by the panel are subject to protest. Each member and/or the whole panel may be called upon to explain or defend their rating.
9. **Confidentiality**- All information presented or reviewed and anything discussed during the entire evaluation process is considered confidential. You will be required to return all copies of the proposals to the LWA procurement officer upon completion of the evaluation. No discussions will occur with anyone not part of this evaluation process (internal or external) until an award is made or finalized.

**RFP WIOA 2022-01 ADY-OSO
Lowcountry Workforce Area (LWA)
Conflict of Interest Certification**

I am a member of the Lowcountry Workforce Board and/or Committee and I am responsible for the reviewing responses to solicitations. By my signature below, I hereby certify:

- (A) To the best of my knowledge and belief, no conflict of interest exists that:
 - (1) diminishes my capacity to impartially and objectively review the proposals submitted;
 - (2) has the potential to result in a biased opinion or unfair advantage; or
 - (3) prevents me from evaluating any proposal submitted solely on its merits and in accordance with the evaluation criteria.

- (B) In determining whether any conflict of interest exists, I have considered all of the following factors that might place me in a position of conflict, actual or apparent, with the evaluation proceedings:
 - (1) my relationship with any potential contractor, subcontractor or direct competitor of any potential contractor under consideration by the evaluation committee;
 - (2) my stocks, bonds, and other financial interest or commitments;
 - (3) my employment and business arrangements (past, present, and under consideration); and
 - (4) to the extent know by me, the financial interests and employment and business arrangements of members of my immediate family.

- (C) I have a continuing obligation to disclose any circumstances that may create an actual or apparent conflict of interest. If I learn of any such conflict, I will report it immediately to the Procurement Officer. I will perform no more duties related to the evaluation or proposals until I receive instruction on the matter.

- (D) I have read and understand the requirements of the Ethics, Governmental Accountability, and Campaign reform Act (State Ethics Act).
<http://ethics.sc.gov/RulesofConduct/Pages/RulesofConductLaw.aspx>

- (E) I understand that any actual or apparent conflict of interest, however innocent, may result in my removal from the evaluation committee.

- (F) I have read and understand the Lowcountry Board Standards of Conduct.

In witness whereof, the undersigned has hereunto signed as of the date herein shown below.

Name (Print)

Signature

Date

Lowcountry Workforce Board Standards of Conduct.

Under the Uniform Guidance at 2 CFR 200.318 and 200.319, the Local WDB has a written standard of conduct. This is to ensure all competitions are conducted with fairness and objectivity during all phases of the procurement process. The ethical standards of persons with fiduciary responsibility for public funds are expected to be above reproach and such that they are able to withstand any public scrutiny.

These standards are to protect the integrity of the Board and the organization's decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the officers, staff, board members and volunteers. To that end, it is understood the standards are not meant to supplement good judgment and all constituents should respect its spirit as well as its wording.

1. Persons and entities involved in a competitive process using Federal funds must be free of apparent or real conflicts of interest. Under the Uniform Guidance at 2 CFR 200.318(c)(1), conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
2. Lowcountry Board or Committee members, Consistent with WIOA sec. 121(d)(4)(A), must publically disclose any real or apparent conflict of interest, whether individual, or organizational.
3. When a member of the Lowcountry Workforce Board or Committee discloses a real or apparent conflict of interest, they must recuse themselves from all matters, discussions, meetings regarding the conflict. This will require the member to physically remove themselves from the meeting place until such time as the business item in conflict is completed.
4. Information obtained during participation in meetings or in the review of proposals submitted by Proposers/Proposers must be maintained in a manner that is confidential, to avoid the disclosure of information for use by another Proposer/Proposer to their advantage and to prevent collusive bidding.
6. No entity that develops or drafts specifications, requirements, statements of work, IFBs or RFPs, and evaluation of proposals may compete under that procurement (2 CFR 200.319(a)).
7. No member of The Lowcountry Workforce Development Board ("Board") or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Board. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain.
8. Each individual shall disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization and shall recuse themselves from participation in any discussion or decision on such matter.
9. Any member of the Board or Staff shall refrain from obtaining any list of clients, members or partners, for personal or private solicitation purposes at any time during the term of their affiliation. Any new member of the Board shall be given this policy and the policy will be reviewed annually by the board at a regularly scheduled meeting.

EVALUATION CRITERIA (page 1 of 5)

WIOA 2022-01 ADY-OSO

The criteria that will be used to evaluate proposals are below with respective point values. An application must achieve an aggregate score of 70 to be considered for funding.

A. Program Effectiveness:

30 points

1. Does the Proposer identify effective recruitment strategies?
2. Did the proposal clearly provide a description of Delivery of Title I Adult, Dislocated Worker and Youth Services?
3. Does the proposed service model provide all required services?
4. Does the proposal describe partners that will be used? Are the roles clearly defined?
5. Does the organization have the ability to provide or arrange appropriate supportive services or financial assistance in accordance with the service strategy?
6. Is the proposal clear on how supportive services or financial assistance will be provided in a compliant and timely manner?
7. Does the Proposer have a plan for monitoring project success? Participant success?
8. Does the proposal present a logical plan for participants to seamlessly and efficiently transition to the new provider and continuing his/her employment plan?
9. Does the proposal show effective strategies for providing participants a sustainable, self-sufficient career pathway?
10. Does the proposal include a strong follow-up component to ensure success for participants after exit?
11. Does the proposal sufficiently indicate how the combination of services proposed will achieve WIOA performance standards for the individual programs AND for the overall system, including achievement of One Stop Certification Standards and Continuous Improvement?
12. Is there a clear and logical plan for One Stop Operator to ensure comprehensive and consistent system wide operations?
13. Does the proposal comprehensively address all items in the scope of work?
14. Does the proposal describe any new One Stop partnerships, locations, etc. that will be used? Are the roles clearly defined? Are there letters of support included?
15. Does the proposal sufficiently address how the Proposer will maximize usage by all customers using universal design and human-centered design to benefit all customers accessing services?

Score:

Section A _____/30 maximum

Print Name of Reviewer: _____

EVALUATION CRITERIA (page 2 of 5)

WIOA 2022-01 ADY-OSO

B. Proposer's Qualifications:	20 points
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1. Does the Proposer demonstrate it possesses the organizational structure and ability to successfully perform under the terms and conditions of this procurement? Consideration must be given to the entity's integrity, compliance with public policy, record of past performance, and financial and technical resources.
2. Does the Proposer have a background and experience in providing employment and training services? Including the requirements:
 - Demonstrated experience providing and/or placing participants in vocational/occupational, skill training and employment.
 - Demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, specifically out-of-school or disconnected youth.
 - Demonstrate experience and/or strategies in connecting youth to education, training and employment opportunities with emphasis on career readiness activities and promoting career pathways for participants.
 - Demonstrated strong community and business linkages to ensure the ability to develop work-based learning opportunities and meet the skill and training needs for the state's talent pipeline.
3. Does the organizational chart and job descriptions, qualifications for all budgeted staff demonstrate the capacity?
4. Does the proposed staff have appropriate experience to provide the services of the project? If positions are vacant, does the proposal demonstrate an ability to recruit and retain professional staff to operate the project on the proposed timeline?
5. Does the Proposer have a history of failure to comply with audit, monitoring, or reporting requirements?
6. Does the proposal demonstrate sufficient firewalls, internal controls, and conflict of interest policies and procedures in conformity to the specifications in §679.430?
7. Does the proposal demonstrate the ability to maintain adequate files and records and meet audit, monitoring and reporting requirements?

Score:
Section B _____/20 maximum

Print Name of Reviewer: _____

EVALUATION CRITERIA (page 3 of 5)

WIOA 2022-01 ADY-OSO

C. Performance (Demonstrated and/or Projected)	20 points
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1. Has the Proposer clearly outlined the goals and objectives of the program? Are the outcomes acceptable?
2. Did the Proposer demonstrate understanding of the program objectives? Did the Proposer include goals/benchmarks to monitor the success of the project?
3. Does the Proposer have successful experience in serving as a One Stop Operator?
4. If the Proposer is a current provider, locally or in other areas, states, is the current grant successful in terms of performance outcomes and/or monitoring visits?
5. Does the proposal sufficiently demonstrate the ability to meet performance accountability measures through the proposed program design and strategies? Is it clear how the combination of services proposed will achieve WIOA performance standards for the individual programs AND for the overall system, including achievement of One Stop Certification Standards and Continuous Improvement?

Score:
Section C _____/20 maximum

Print Name of Reviewer: _____

EVALUATION CRITERIA (page 4 of 5)

WIOA 2022-01 ADY-OSO

D. Fiscal Responsibility and Budget

20 points

1. Does the Proposer have a history not characterized by fraud and/or criminal activity of a significant nature? Has the Proposer not had a history of failure to comply with audit, monitoring, or reporting requirements?
2. As applicable,
 - a. is the Criteria and calculation for Profit clear?
 - b. is Profit reasonable?
 - c. is the Criteria and calculation for Salaries clear?
 - d. are Salaries reasonable?
 - e. is the Criteria and calculation for Operating Costs clear?
 - f. are Operating Costs reasonable?
 - g. is the Criteria and calculation for Indirect clear?
 - h. is Indirect reasonable?
 - i. is the Criteria and calculation for Fringe clear?
Is Fringe reasonable?
3. Are the overall costs reasonable for the activities to be provided and performance outcomes to be achieved?
4. Does the line item budget meet the criteria for Participant Costs and Youth Work-Based Learning?
5. Is the budget detailed and accompanied by a clear budget narrative that describes the items in the budget and specifically explains why the dollar amount requested is (a) reasonable, (a) allowable, (c) cost-effective and (d) justifiable (e) will meet the desire outcomes and goals for both performance and expenditures?
6. If the proposal includes subcontracts, are the agreements fully described?
7. Has the Proposer demonstrated it has the administrative and fiscal capability and capacity to:
 - Safeguard federal funds?
 - Provide and manage the proposed services as a Sub recipient?
 - Provide an adequate audit trail and meet the audit requirements of a Sub Recipient?
 - Repay disallowed costs from non-federal funds if disallowances are made during the monitoring of the grant?

E. General

10 points

1. Does the application demonstrate an understanding of the guiding principles of WIOA, the information requested, and conform to the requirements of the RFP?
2. Is the response complete with the items requested?
3. Is there internal consistency of data presented? Is the proposal logical, easy to follow, clear and concise?
4. Does the proposal address how the Proposer will comply with disability-related regulations implementing WIOA section 188?
5. Does the proposal embed Urgency, Accuracy and Accountability throughout?

Score:

Section D _____/20 maximum

Section E _____/10 maximum

Print Name of Reviewer: _____

EVALUATION CRITERIA (page 5 of 5)

WIOA 2022-01 ADY-OSO

Score:

Section A _____/30 maximum

Section B _____/20 maximum

Section C _____/20 maximum

Section D _____/20 maximum

Section E _____/10 maximum

TOTAL _____/100 maximum

Print Name of Reviewer: _____

Signature of Reviewer: _____

PART VI: TERMS AND CONDITIONS

3.0 LEGAL AUTHORITY

3.0.1 The persons signing on behalf of the parties warrant and guarantee their full authorization to submit an offer and to legally bind the parties to all terms, performance requirements, and provisions as set forth below.

3.1 AWARDING ENTITY

3.1.1 The awarding entity, Lowcountry Council of Governments (LCOG) as Fiscal Agent for the Lowcountry Workforce Board has the following oversight responsibilities:

- Providing technical assistance, as requested by the successful Proposer (Grantee) or deemed necessary by LCOG;
- Conducting programmatic and financial monitoring of the Grant project;
- Ensuring compliance with WIOA Public Law 113-128 and implementing Federal regulations, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), as well as any other Federal or State laws, regulations and policies applicable to the Grant Agreement;
- Disbursing funds to the Grantee to pay for allowable expenses or services provided in accordance with applicable State and Federal laws upon receipt of proper supporting documentation of disbursement amounts previously drawn down; and
- Evaluating the Grantee against specific deliverables, performance, and reporting requirements as outlined in the Grant Agreement's Statement of Work.

3.2 FINANCIAL SYSTEM AND REPORTING

3.2.1 The Grantee is responsible for developing and implementing procedures and standards for reporting financial, programmatic, and customer information in the required timeframes and using the systems and formats specified by DEW and or LCOG. Documentation of these procedures shall be maintained by the Grantee for the duration of the grant until grant closeout.

3.2.2 The Grantee shall maintain fiscal records and supporting documentation for all expenditures of funds under the Grant Agreement. The Grantee must provide adequate, qualified staff to prepare required reports. Proper internal controls are required to ensure separation of duties.

3.2.3 Costs incurred by the Grantee prior to the start date specified in the Grant Agreement are incurred at the Grantee's own expense. Prior authorization for pre-award spending must be obtained from DEW and the US Department of Labor before any costs are incurred.

3.2.4 Payment of Indirect Costs incurred requires the Grantee to submit its approved Indirect Cost Rate or Acceptance of Certification of Indirect Costs from its cognizant agency upon receipt. Failure to do so may result in the disallowance of indirect costs. LCOG may either disallow all indirect costs or establish a rate based upon audited historical data or such other data that have been furnished to LCOG for indirect costs. (2 CFR Part 200.415(b)(2)).

3.2.5 The Grantee is required to submit a Financial Status Report (FSR) on a monthly basis, regardless of whether any expenditures have accrued during the month. Reports must be submitted no later than the 12th of the following month. Expenditure data is reported cumulatively through the end of each reporting period on an accrual basis.

3.2.6 A Request for Payment (RFP) must be submitted each time the Grantee wishes to draw down funds, along with proper supporting documentation of disbursements previously drawn down. The Grantee may be required by LCOG to provide additional supporting documentation as outlined in the Grant Agreement's Statement of Work. The Grantee may request funds in advance to cover upcoming cash expenditures and accruals to be paid within a short period of receipt of funds (usually within three (3) business days). The Grantee's cash needs must be projected to ensure that funds are received as close as possible to the time of actual disbursement in accordance with 2 CFR Part 200.305. Cash on hand should be limited to the amount needed for immediate disbursement.

3.2.7 The Grantee will submit a complete Grant Closeout Report to LCOG no later than forty-five (45) calendar days after the grant end date. LCOG will supply the closeout forms and instructions prior to grant expiration.

3.3 RECORDKEEPING

3.3.1 LCOG, DEW, and any of its authorized representatives, must have timely and reasonable access to all Grantee records and personnel related to the Grant Agreement for the purpose of inspection, investigation, monitoring, auditing, evaluation, interview, and discussion. Further, LCOG, DEW and any of its authorized representatives, have the right to copy all records pertaining to the Grant Agreement.

3.3.2 The Grantee shall comply with requirements for custody and retention of records as set forth in 2 CFR Part 200, as applicable. Records must be retained for no less than three years after submittal of the Grant Agreement closeout to LCOG or the last request for grant records during an audit, whichever is most recent. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken (2 CFR Part 200.333).

3.3.3 The Grantee assures it will comply with Federal and State laws and guidelines for the handling and protection of Personally Identifiable Information, including but not limited to 2 CFR Part 200.79 and US Department of Labor Training and Employment Guidance Letter 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII), located at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

3.3.4 The Grantee agrees to maintain the confidentiality of any information that identifies or may be used to identify any grant and benefit participants. The Grantee shall not disclose or re-disclose any employer or personally identifying information of the subject of the information unless permitted by law.

3.3.5 All releases of information shall be in accordance with State and Federal law, regulations and guidelines, including but not limited to S.C. Code Ann. § 41-29-160; the Family Privacy and Protection Act (S.C. Code Ann. § 30-2-10 et al), 20 CFR 603, and IRS Publication 1075.

3.4 PROCUREMENT

3.4.1 The Grantee must have written procedures for procurement transactions that comply with State regulations. Procedures may reflect applicable local laws and regulations, provided they conform to applicable Federal law and the standards identified in 2 CFR Parts 200.318 through 200.326.

3.4.2 Procurement standards must ensure fiscal accountability and prevent waste, fraud, and abuse. The Grantee will conduct procurement in a manner that provides full and open competition consistent with the standards of 2 C.F.R Part 200.319.

3.5 ADDITIONAL CONDITIONS AND ENFORCEMENT

3.5.1 The Grantee acknowledges and accepts that special additional conditions may be unilaterally imposed by DEW or LCOG in accordance with 2 CFR 200.207. Such conditions may be imposed if the Grantee demonstrates one or more of the following conditions:

- a history of unsatisfactory performance;
- financial instability;
- management system(s) that do not meet standards prescribed in 2 CFR 200.300 et seq.;
- noncompliance with terms and conditions of previous Federal awards or subawards;
- absence of responsibility disclosed as a result of ongoing evaluation of risk by LCOG or DEW conducted in accordance with 2 CFR 200.331(b);
- reports and findings from audits performed under 2 CFR Subpart F – Audit Requirements of this part or the reports and findings of any other available audits; and/or
- inability to effectively implement statutory, regulatory, or other requirements.

3.5.2 If LCOG determines that a grant award will be made or continued, special provisions shall address the condition identified and shall be included in the award. Such provisions may include but are not limited to:

- requiring payments on a reimbursement basis;
- withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- requiring additional, more detailed financial reports;
- requiring additional project monitoring;
- requiring the Grantee to obtain technical or management assistance and to implement corrective actions; and/or
- establishing additional prior approval.

LCOG will notify the Grantee regarding the nature and reason for implementing any of the above special provisions.

3.5.3 Failure to comply with any provision of the Grant Agreement, or any applicable law or regulation, may subject the Grantee to additional enforcement actions that are determined by LCOG to be appropriate under the circumstances. Such enforcement actions include but may not be limited to:

- requiring special award provisions as stated above;
- temporarily withholding cash payments pending correction of identified deficiencies, as identified in 2 CFR 200.338;
- disallowing cost (and, if appropriate, applicable matching credit) for any claim or action made that is not in compliance and require appropriate repayment or financial adjustment;
- suspending the grant award, in whole or in part, pending corrective action;
- terminating the grant award, in whole or in part;
- withholding further awards for the project or program;
- recommending to appropriate Federal officials that suspension or debarment proceedings be initiated as authorized under 2 CFR 180; and/or
- taking other remedies that may be legally available. (See 2 CFR 200.338.)

3.5.4 The Grant Agreement may be immediately terminated by LCOG in whole or in part for cause or noncompliance whenever such non-compliance is material and termination is in the best interest of the Grantee, LCOG, DEW, or the US Department of Labor.

3.5.5 Appeals regarding monitoring findings and/or enforcement actions may be appealed as follows:

- A. Right to protest: Any actual or prospective Proposer, Proposer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Lowcountry Council of Governments (LCOG) Chief Administrative Officer. The protest shall be submitted in writing within fourteen (14) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. Authority to resolve protests: The LCOG Chief Administrative Officer shall have authority, prior to commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved Proposer, Proposer, or contractor, actual or prospective, concerning the solicitation or award of a contract.
- C. Decision: If the protest is not resolved by mutual agreement, the LCOG Chief Administrative Officer shall issue a decision in writing within fourteen calendar (14) days following final attempt to resolve the protest per section 3.1 (b).
- D. Notice of decision: A copy of the decision under paragraph (c) of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- E. Finality of decision: A decision under paragraph (c) of this section shall be final and conclusive.

Appeal of Chief Administrative Officer's decision: Any person receiving an adverse decision may appeal to the Executive Committee of the LCOG Board and then to the full LCOG Board before appealing to the courts of the State of South Carolina.

3.6 CHANGES AND AMENDMENTS

3.6.1 Any alterations, additions, or deletions to the terms of the Grant Agreement which are required by changes in Federal or State law or regulations are automatically incorporated into the Grant Agreement without written amendment, and shall become effective on the date designated by such law or regulation.

3.6.2 Alterations, additions, deletions, or extensions to the terms of the Grant Agreement must be modified in writing and executed by both Parties. Any other attempted changes, including oral modifications, shall be invalid.

3.6.3 To ensure effective performance under the Grant Agreement, the Parties agree that LCOG may amend requirements in writing during the grant period to interpret or clarify a change in Federal or State law, rules or regulations.

3.7 ASSURANCES

3.7.1 EQUAL OPPORTUNITY ASSURANCES: As a condition to the award of financial assistance

from the US Department of Labor under Title I of WIOA, the Grantee assures that it is aware of and has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance. These laws include, but are not limited to:

- A. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- C. Title IX of the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in educational programs;
- D. Section 504 of the Rehabilitation Act, which prohibits discrimination against qualified individuals with disabilities;
- E. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- F. The South Carolina Pregnancy Accommodations Act, which protects employees and applicants who have medical needs arising from pregnancy, childbirth, or related medical conditions.
- G. The Grantee also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Grantee's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The Grantee understands that the United States has the right to seek judicial enforcement of this assurance.

3.7.2 ADDITIONAL ASSURANCES: The Grantee additionally assures that it is aware of and will comply with the following:

- A. Jobs for Veterans Act (38 U.S.C. §4215), which requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the US Department of Labor. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. US Department of Labor Training and Employment Guidance Letter 10-09 provides further guidance and can be found at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816;
- B. P.L. 113-114, Division E, Title VII, Section 743, which prohibits an entity receiving Federal funds from requiring employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information;
- C. P.L. 113-114, Division H, Title V, Section 505, which establishes that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:
 - 1. The percentage of the total costs of the program or project which will be financed with Federal money;
 - 2. The dollar amount of Federal funds for the project or program, and
 - 3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in 2 CFR Part 200 and, when appropriate, both must be complied with.

- D. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," which requires that recipients of Federal financial assistance ensure that programs and activities provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin;
- E. Executive Order 13333, which establishes this agreement may be terminated without penalty, if the Grantee or any subgrantee engages in: (i) severe forms of trafficking in persons; (ii) the procurement of a commercial

sex act during the period of time that the grant is in effect; (iii) the use of forced labor in the performance of the grant; or (iv) acts that directly support or advance trafficking in persons. (22 U.S.C. §7104(g));

F. Buy American Notice Requirement, which provides that in the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIOA, entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. §10a et seq.);

G. Executive Order 13043 Increasing Seat Belt Use in the United States (April 16, 1997), which provides that recipients of Federal funds are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned;

H. Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (October 1, 2009), which provides that recipients of Federal funds are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles, Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order;

I. Special Requirements for Conferences and Conference Space. Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR Part 200.432;

3.8 CERTIFICATIONS

3.8.1 Lobbying (2 CFR §200.450)

A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a 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.

B. If any funds other than federally 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 Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3.8.2 Debarment, Suspension, and Other Responsibility Matters

The Grantee agrees to comply with 2 CFR Part 200.213, which states that non-Federal entities and contractors are subject to the non-procurement and debarment and suspension regulations.

3.8.3 Drug-Free Workplace (Public Law 100-690)

The Grantee agrees to comply with provisions of 41 U.S.C. §702 in providing a drug-free workplace.