

**REQUEST FOR PROPOSAL FOR
MONITORING SERVICES
FOR
KANSAS CITY AND VICINITY
WORKFORCE DEVELOPMENT
BOARD**

**PRE-BID CONFERENCE
11:00AM
Wednesday, September 8, 2021**

BID DEADLINE: Monday, September 27, 2021

INQUIRES SHOULD BE DIRECTED TO:

**Andrea Robins
Senior Director of Planning, Compliance and
Management Systems
1740 PASEO BLVD.
KANSAS CITY, MISSOURI 64108
(816) 471-2330, EXT. 1256**

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Senior Director of Planning, Compliance and
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KANSAS CITY, MISSOURI 64108
(816) 471-2330, EXT. 1256
Email: arobins@feckc.org**

PROPOSAL CALENDAR

| | |
|--------------------------|--------------------|
| Proposal Advertisement | August 30, 2021 |
| RFP Issued | August 30, 2021 |
| Pre-Bid Conference: Q &A | September 8, 2021 |
| Deadline | September 27, 2021 |
| Notice of Award | October 01, 2021 |

I. GENERAL INFORMATION

A. Purpose

This “Request for proposal” is to contract for monitoring of administrative, and programmatic functions as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended, and by Missouri Division of Workforce Development (DWD) Issuances of the grant funds administered by The Full Employment Council, Inc. and the funds awarded to its sub-grantees for the program year ending June 30, 2022. These services include the following programs:

- Title I Adult Programs for eligible disadvantaged adults with barriers to employment as defined in the Workforce Innovation and Opportunity Act of 2014, as amended, with services encompassing the period of **April 1, 2021 – June 30, 2022**;
- Title I Adult Dislocated Worker Programs for displaced workers as defined in the WIOA of 2016, as amended, with services encompassing the period of **April 1, 2021 – June 30, 2022**;
- Title I Youth Programs for economically disadvantaged youth with barriers to employment as defined in the WIOA of 2014, as amended, with services encompassing the period of **April 1, 2021 – June 30, 2022**.

Furthermore, the contractor will monitor the Full Employment Council and sub-recipients in compliance with guidelines contained in the State of Missouri Office of Workforce Development (OWD) Issuance # 15-2020 (Statewide Sub-State Monitoring Policy) or other updates as they are issued.

B. Who May Respond

We are soliciting proposals from qualified proposers to provide for monitoring of administrative programmatic functions for the One Stop Operator, subcontractors as of now, as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended, and by the Department of Higher Education and Workforce Development (DHEWD). The proposer selected to provide monitoring services is NOT eligible to submit a proposal in response to the Financial Audit RFP.

C. Instructions on Proposal Submissions

1. Closing submission Date
Proposals must be submitted no later than **5:00 p.m. on Friday, September 27, 2021**. Please reference **RFP #21-06** on the submittal cover. Proposals received after time specified shall not be considered for award. Proposals received via facsimile (fax) or electronic mail (email) shall not be considered. Proposals not meeting specified delivery and method of submittal will not be considered as responsive.

2. Inquiries
Inquiries concerning this RFP should be directed to Andrea Robins, Senior Director of Planning, Compliance and Management Systems, at the Pre Bid Conference only. No questions will be addressed prior or after the pre-bid conference.

3. Conditions of Proposal
All costs incurred in the preparation of proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Kansas City and Vicinity Workforce Development Board (WDB), or the Full Employment Council, Inc. (FEC) as the financial agent.

4. Submission
Proposals submitted must be mailed or delivered to:

Andrea Robins
Senior Director of Planning, Compliance and Management Systems
1740 Paseo Blvd.
Kansas City, Missouri 64108

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
SEALED PROPOSAL
For Monitoring Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure that Workforce Development Board receives the proposal by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

The Workforce Development Board reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by the Workforce Development Board to utilize small businesses and minority/women owned businesses.

7. Notification of Award

It is expected that a decision selecting the successful monitoring firm will be made within two (2) weeks of the closing date for the receipt of proposals.

Proposals will be evaluated by the Selection Committee and will be recommended to the appropriate authority for approval. Upon acceptance of the successful bidder's proposal, all Offeror's will be informed.

It is expected that the contract shall be a one-year fixed unit price contract with an option for extension for two additional years.

8. WBD reserves the right to vary the provisions set forth herein at any time prior to the execution of the contract.
9. WBD is under no legal requirement to grant a contract based on making this Request for Proposal.
10. Proposers are cautioned not to contact employees of the Full Employment Council, Inc. concerning this RFP during the competitive evaluation process. Failure to comply with this instruction is sufficient cause for disqualification.

D. Description of Entity and Records to be Monitored

The program monitor will monitor the Workforce Innovation and Opportunity Act (WIOA) programs and may monitor other discretionary programs.

The Full Employment Council, Inc. is a private, nonprofit corporation and is therefore, exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue code. It is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1740 Paseo, Suite D, Kansas City, Missouri 64108.

The Full Employment Council, Inc., as managing entity/fiscal agent, maintains an automated Management Information System for case management and tracking client's data called "Apricot" and "MOJobs".

E. Options

It is expected that the contract shall be a one-year fixed unit price contract with an option for extension for two additional years.

II. SCOPE OF WORK

The Department of Labor (DOL) requires the Governor through a statewide monitoring system to ensure established policies to achieve program quality and outcomes meet objectives of WIOA American Job Center. Additionally, the DOL requires the Governor to determine if the sub-recipients, Offeror's and American Job Center System Partners have demonstrated substantial compliance with WIOA requirements.

A. Program Monitoring

The Offeror is required to provide administrative and programmatic monitoring for all formula funded programs, including WIOA for program specific compliance.

B. Sub-Recipient's Fiscal Monitoring

- 1) The objective of the sub-recipient's fiscal monitoring is to ensure that sub-recipients are in compliance with contract requirements and applicable statutory and regulatory requirements of Federal and State of Missouri program and financial guidelines.
- 2) The sub-recipient's fiscal monitoring is done to determine that sub-recipient's fiscal control and accounting procedures are in accordance with generally accepted accounting principles (GAAP). The sub-recipient's financial monitoring must be performed in accordance with Government Auditing Standards, Office of Management and Budget, OMB Circular A-133, and the Audit Guide issued by State of Missouri, Division of Workforce Development.

C. EEOC Monitoring

The Offeror will also monitor for compliance with EEOC regulations at the organizational level.

D. Technical Assistance

The monitor will provide technical assistance as needed.

E. The Offeror will consider:

1. Documentation of participant eligibility and/or priority for the programs and services received;
2. Orientation to services;
3. Signed acknowledgement from the participant that notification of complaint and grievance rights and procedures was received;
4. Justification for the provision of Individualized Career Services or Training services;
5. Method of assessment;
6. Employment planning;
7. Individual Training Accounts including all applicable paperwork/documentation;
8. Work Based Learning including all applicable paperwork/documentation;
9. Appropriateness and accuracy of participant payments (i.e., Supportive Services);
10. Appropriate data entry;
11. Posting of outcomes, including the attainment of a degree or certificate, measurable skill gains, and any supplemental employment data;
12. Examination of historical change requests;
13. Compliance issues cited in prior federal, State, and local reviews;
14. Determination if prior corrective measures have proven effective.

1) REPORTING

The Offeror is required to produce written monitoring reports to the Workforce Development Board detailing the Offeror's findings with regards to FEC's program compliance. The reports will be provided annually. For Sub-recipient's fiscal monitoring, reports will be required once a year by the end of the third quarter.

Prior to the submission of written reports to the Workforce Development Board (WDB), the Offeror will present a preliminary report of the Offeror's findings to FEC for review. The Offeror will discuss its findings with FEC. The Offeror will allow FEC, American Job Center partners, and sub-recipients the opportunity to respond to all monitoring reports prior to submission of final report to the WDB. The Offeror without exception will allow FEC the option of including a written response to monitoring reports. The Offeror will complete all monitoring activity and provide all monitoring reports to the LWDB (Local Workforce Development Board) prior to June 30, 2022.

2) Remedies Upon Breach

The Offeror acknowledges that any breach or evasion of the terms set forth in this agreement (whether actual or threatened) will result in immediate and irreparable harm to FEC and authorizes FEC to pursue injunctive relief and/or specific performance, as well as any other legal or equitable remedies to which FEC may be entitled. No remedy conferred by any of the specific provisions of this agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity.

3) Assignability

The Offeror may not assign or delegate its rights and obligations under this agreement without prior consent of WDB, and any purported assignment or delegation, without WDB's prior written consent, shall be null and void.

4) Severability

In the event one or more of the provisions contained in this agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this agreement or any other application thereof shall not in any way be affected or impaired thereby.

5) Governing Law/ Jurisdiction

This agreement is made and entered into in the State of Missouri and shall be governed by and construed in accordance with the law of the State of Missouri.

6) Miscellaneous

This agreement constitutes the complete understanding of the parties hereto on the subject matter of the agreement. This agreement supersedes all prior representations and understandings, whether oral or written. The obligations under this agreement are binding upon the Offeror, or other legal representatives or assigns, and this agreement insures to the benefit of FEC, its successors, and assigns. The monitoring has the following important segments:

F. Description of Programs/Contracts/Grants

Formula Funds – WIOA:

- WIOA Adult Program
- Dislocated Workers Program
- WIOA Youth

IV. ASSISTANCE AVAILABLE TO THE MONITOR

- A.** Staff from the Executive, Operations and Fiscal Department of The Full Employment Council, Inc. will be available to answer appropriate questions. Additional supporting documentation, where appropriate, will be prepared to assist the monitoring process. Staff will be available to answer questions and to locate documents as needed.
- B.** Copy machines will be made available at no charge, but the monitors will be expected to provide the labor to make the necessary copies.
- C.** No original documentation or primary books of accounts will be permitted to be physically taken outside of the administrative office of the Full Employment Council, Inc.

V. ORDER OF PROPOSAL

In order to facilitate the evaluation of the proposals, it is requested that the required information be arranged in the following format.

A. Performance

The program monitoring records of The Full Employment Council, Inc. and the fiscal monitoring records of Sub-recipient's should be monitored through April 1, 2021 to June 30, 2022.

B. Delivery Schedule

Offeror is to deliver four (4) copies of the draft monitoring report to the Full Employment Council/ Fiscal Agent. The program monitoring report is due annually by April 15, 2022. The fiscal monitoring report of Sub- contractors is due by the end of the third quarter (April 15, 2022).

C. Price

The Offeror's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated. The pricing information should be in a separate sealed envelope.

The Monitoring Firm shall deliver twenty (20) copies of the monitored basic Compliance Reports. The final report is to be officially presented by the monitoring firm at the WDB Committee and/or Board members.

Reports may be submitted earlier than the above schedule. However, if the monitoring Firm fails to make delivery of the monitoring reports within the time schedule specified herein, or if the Monitoring Firm delivers monitoring reports which do not conform to all the provisions of this contract, the WDB may, by written notice of default to the Monitoring Firm terminate the whole or any part of this contract. Under certain extenuating circumstances the WDB may extend this schedule upon written request of the monitoring firm with sufficient justification.

D. Payment

Payment will be made when the Workforce Development Board/Fiscal Agent has determined that the total work efforts have been satisfactorily completed.

Should the Workforce Development Board reject a report, the Full Employment Council, Inc.'s representative will notify the Monitoring Firm in writing of such rejection stating the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Monitor submits the final invoice for payment. Progress payments will be allowed to the extent that the Full Employment Council, Inc. can determine that satisfactory progress is being made.

Upon delivery of the twenty (20) copies of the final reports to the Full Employment Council, Inc. and their acceptance and approval, the Monitor may submit a bill for the balance due on the contract for the monitoring.

E. Monitor Review

All monitoring reports prepared under this contract will be reviewed by the Fiscal Agent and its Workforce Development Board – Standards for Monitoring of

governmental Organization, Program, Activities, and Functions and other appropriate monitoring guides.

F. Exit Conference

An exit conference with the Full Employment Council, Inc.'s representatives and the Monitor's representative will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with the Full Employment Council, Inc. It should include internal control and program compliance observations, best practices and recommendations.

G. Work Papers

1. Upon request, the Monitor will provide a copy of the work papers pertaining to any questioned findings determined in the monitoring. The work papers must be concise and provide the basis of the questioned documentation or lack thereof, as well as, analysis of the problem.
2. The work papers will be retained for at least three years from the end of the monitoring period (*OWD Issuance #11-2019*).
3. The work papers will be available for examination by authorized representatives of the Federal or State monitoring agency, the General Accounting Office, and Fiscal Agent.

H. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the Full Employment Council, Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other(s) to do so. The Offeror also agrees to take reasonable measures to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, the Workforce Development Board and the Full Employment Council, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

I. Monitoring Professional Standards

The monitoring shall be conducted in accordance with auditing standards generally accepted in the United States of America *and (if Applicable) in accordance with the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United State and Auditing Standards issued by the State of Missouri.*

J. External Quality Review

The Offeror's firm must have successfully completed External Quality Review as required by Governmental Monitoring Standards.

K. Client References

In this section, list the names, addresses, and phone numbers of government/WIOA and Not for profit monitoring client references.

L. Cost Proposal

Cost proposal must be bound and sealed separately.

M. Missouri State Agencies subcontracted by FEC are exempt from this monitoring, example the Department of Elementary & Secondary Education, Missouri Department of Employment Security, Missouri Youth services, Division of Family Services.

N. E-Verify Eligibility Verification System

On June 6, 2008, President Bush issued Executive Order 13465, "Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Nationality Act provisions and the Use of Electronic Employment Eligibility Verification System." The order mandates that all federal agencies that enter into contracts shall require, as a condition each contract, that the Offeror agrees to use an electronic employment eligibility verification system designated by the Department of Homeland Security (DHS) to verify all new employees and all persons assigned by the Offeror to perform work within the United States on the federal contract. On June 9, 2008, DHS designated E-Verify as the system to be used in carrying out the order. For more information on E-Verify, go to www.uscis.gov.

O. EEO Policy Statement

As a recipient of federal funds for programs pursuant to the Workforce Innovation Opportunity Act (WIOA), the Contractor is prohibited from (i) discrimination against any individual on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, by excluding such individual from participation in WIOA-funded program or activity; (ii) denying the benefits of any WIOA-funded program or activity to any individual on such grounds; (iii) subjecting any individual to discrimination on such grounds under any WIOA-funded program or activity; and (iv) denying employment in the administration of or in connection with any WIOA-funded program or activity to any individual on such grounds.

Your designated equal opportunity officer is to report on equal opportunity matters directly to the LWDB. The LWDB may from time to time conduct

compliance reviews to determine compliance with the nondiscrimination and equal opportunity provisions of WIOA and its pertinent regulations, as well as specific regulations as may be promulgated by the LWDB. The Contractor will institute corrective action as requested and approved by the LWDB in order to be in compliance with this provision. Noncompliance with these provisions may result, after an opportunity for a hearing, in the termination or discontinuance of funding.

P. Affirmative Action

This is to notify you that FEC is an equal employment/ affirmative action employer. As such we are subject to Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended and Section 503 of Rehabilitation Act of 1973, as amended. These regulations require that we take affirmative action to employ and advance in employment females, minorities, veterans and qualified individuals with disabilities.

FEC is an Affirmative Action/ Equal Opportunity Employer and as such its decision will be guided by its commitment to equal opportunity. Proposals submitted should have an Affirmative Action Plan and a Diversity Profile (Census- breakdown of your workforce by racial background and gender.) The successful bidder is required to provide WDB with a copy of its Affirmative Action Plan.

VI. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Relevant Experience

The Offeror should describe its prior monitoring experience including the names, addresses, contact persons, and telephone numbers of similar organizations monitored during the past three years. Experience should include the following categories:

1. Prior experience monitoring private non-for-profit corporations.
2. Prior experience monitoring WIOA programs funded by any Federal or State agency.
3. Prior experience monitoring programs financed by the Federal Government.

B. Monitoring Organization

1. Describe the organization, size, and structure of your firm. State whether your monitoring organization is national, regional or local.
2. State the address of the local office, which will be conducting the monitoring.
3. Indicate the number of people, by level, within the local office that will perform the monitoring. Indicate which other monitoring staff will be working on the project concurrently. Also indicate the supervision to be exercised over the monitored item by the firm's management.
4. Provide a list of local office's current and prior government monitoring clients indicating the type(s) of services performed and the number of years served for each. Indicate your experience in monitoring entities, which are similar in size and complexity to FEC.
5. Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of services performed and the year(s) of engagement.
6. The Offeror should describe its organization, size (in relation to monitoring to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the monitoring. Descriptions should include:

1. Monitoring team makeup
2. Overall supervision to be exercised
3. Prior experience of the individual monitoring team members

Only include resumes of staff assigned to the monitoring. The following should be included and will be considered and should be included: education, position in firm, years and types of experience, continuing professional education, etc. All members of the team responsible for substantial portions of the monitoring must have adequate training in state and federally funded programs and related regulations.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including monitoring procedures, estimated hours, and other pertinent information.

E. Certifications

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP. The publications listed in the Certifications section will not be provided to potential Offerors. Fiscal Agent wants to contract only with an Offeror who is already familiar with these publications.

VII. PROPOSAL EVALUATION

A. Pre-Proposal Conference

A pre-bid conference will be held on Wednesday, September 8, 2021 at 11:00 a.m. at the administrative office of the Full Employment Council managing entity/fiscal agent at 1740 Paseo, Kansas City, Missouri 64108 or by Zoom. Email B. Michael Long at mlong@feckc.org to request Zoom link. Questions regarding the RFP will be addressed at this conference.

B. Submission of Proposals

All proposals shall include five (4) copies of the Offeror's technical qualifications, five (4) copies of the pricing information (in a separately sealed envelope). These documents will become part of the contract.

C. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the follow occurs:

1. The proposal is not received on time in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the review committee that the proposed undertaking would comply with the Government Monitoring Standards.

D. Review Process

The Workforce Development Board and Fiscal Agent may, at its discretion, request presentations by, or meetings with, any or all Offeror's, to clarify or negotiate modifications to the Offeror's proposals.

However, the Workforce Development Board reserves the right to make an award

without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose. The Workforce Development Board confers award of the contract to the responsible Offeror with the highest total points.

E. Assignment

The Offeror agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of the contract of any right, title, obligation or interest it may have therein, without prior approval from the Workforce Development Board.

REQUEST FOR PROPOSAL # 17-06
STATEMENT OF QUALIFICATIONS FOR MONITORING SERVICES

PART I. PROCUREMENT INFORMATION

- A.** The Workforce Development Board will accept bids with Statements of Qualifications from Certified Public Accounting Firms for the Full Employment Council, Inc.'s, monitoring service for the fiscal year ending June 30, 2022. Interested firms should submit five (4) copies of their proposal in the format described in Part V listed above by 5 p.m., Friday, September 24, 2021 to 1740 Paseo. The proposals should be sealed and clearly marked on the outside as follows:

Request for Proposal
SEALED PROPOSAL
For Monitoring Services

- B.** Technical information regarding the monitoring system may be obtained from Andrea Robins, Senior Director of Planning, Compliance and Management Systems.
- C.** Proposals will be evaluated by the Selection/Negotiating Committee appointed by the Full Employment Council, Inc.'s President. The committee will rank the top three (3) evaluated firms who shall make a recommendation to Workforce Development Board. Firms will be ranked by the committed based on their evaluation of the lowest prices and best qualified proposer.
- D.** The contract will be negotiated for one (1) year term with an option to renew for two (2) additional years, with final unit fees to be established at the time of negotiation after award of the contract.
- E.** The Workforce Development Board reserves the right to reject any or all proposals and to select the firm, which, in its judgment, best meets the needs of the Fiscal Agent. The Workforce Development Board may cancel the contract with proper notice or extend it for additional time upon satisfactory completion of the initial term.
- F.** Selection and award of contract is scheduled for no later than October 01, 2021.
- G.** The selection process entered into by this request for proposals will result in the selection of a firm to monitor the Full Employment Council, Inc. and its sub-grantees.

Monitoring Narrative

- Describe previous work you have performed for governmental and/or not-for-profit organizations, highlighting work involving customer budgets of \$500,000 or more.
- Describe your knowledge of the Office of Workforce Development (OWD) Financial/Program Manual. Describe how you will become more familiar with their Issuances to utilize them for administrative monitoring of the Fiscal Agent (FA) and sub-recipients.
- Indicate the methods you will utilize to ensure that LWDB/Fiscal Agent (FA) contracts include all required clauses and provisions. Also, describe how you will ensure that contracts are being complied with.
- Describe the processes you will use to monitor the FA annually and each Sub-recipient once annually, in the items described in the Scope of Work. Indicate how you will know that the FA and sub-recipients are in compliance and that they demonstrate responsible, accountable controls.
- Describe equal opportunity provisions applicable to staff and participants of WIOA.
- Define the requirements of the Fair Labor Standards Act and its applicability to WIOA.
- Describe your method and proposed time frames for monitoring the FA and all WIOA program operator On the Job Training (OJT) contracts and reimbursements together with the elements of this monitoring function. If you propose monitoring functions beyond OWD requirements, indicate your proposed requirements and rationale.
- Describe monitoring to be performed on behalf of the LWDB for the Title I Adult, Dislocated Worker and Youth Work Experience (paid and unpaid) and Internships. Include numbers of participants to be monitored and elements of service to be monitored.
- Provide a listing of the criteria you will review and for which you will document participant eligibility in Title I Adult, Youth and Dislocated Worker programs.
- Describe the reporting that will be made to the Kansas City Vicinity (KCV) WDB's, the FA, and sub-recipients, both oral and written as follows:
 - Format and major elements of reports
 - Frequency and distribution of reports
- Provide location of central/headquarters office. Also, describe availability and timelines to perform work required, including attention to distance to sites and how these will be accomplished within OWD Issuance requirements.
- Indicate your monitoring plans for the Title I Adult, Dislocated Workers and Youth Work Experience (paid and unpaid) and Internship programs and relate your plan to the Sub-State Monitoring Plan requirements.
- For each person in your organization who will be involved in WIOA monitoring, provide the following information:
 - Name, position, qualifications and structural reporting relationship.
- Present knowledge of the Workforce Innovation and Opportunity Act of 2014, as amended, and WIOA Issuances, or how the staff will attain this knowledge.
- Total number of hours projected annually for WIOA monitoring activities under any ensuing Kansas City Vicinity (KCV) contract.

VIII. CRITERIA BY WHICH BIDS WILL BE RATED

The management of the FEC will evaluate each written bid considering technical information provided by the bidder using a rating process based on the points provided in the criteria defined in this section of the RFP and in the current Workforce Development Plan. Any and all information gained about bidders may be used in the rating process. The Committee will recommend bid selection(s) to the WDB, whose decision(s) shall be final.

Criteria and maximum allowable points per each criteria are:

- | | | |
|---|-----------|------------|
| • Degree to which the bid demonstrates the bidder's understanding of the work required | 30 Points | |
| • Past experience and/or evidence of capability of bidder to perform the work required | 20 Points | |
| • Degree to which the management and administrative processes and organizational structures support the goals of the activity | 25 Points | |
| • Reasonableness of the proposed costs compared to the work performed | 25 Points | |
| Total Maximum Points | | 100 Points |

In all cases, reasonableness of cost will be carefully studied to ensure that quality, ability, and actual need of procurement is analyzed. The following ways for justification will be applied:

1. Comparison of previous experience and demonstrated management and program capability as demonstrated by past results;
2. Comparison of similar bids;
3. Comparison to experience by another similar program.

If selected, bidders may be required to prepare and submit additional information upon which to base contract negotiations. After selection of bidder(s), the Fiscal Agent will negotiate with selected bidder(s) to reach terms agreeable to both parties in order to execute a contract for provision of requested services.

CERTIFICATIONS

ON BEHALF OF THE OFFEROR:

- A.** The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B.** The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C.** The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D.** The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E.** The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F.** The individual signing certifies that the Offeror is a properly licensed certified public accountant.
- G.** The individual signing certifies that the Offeror meets the independent standards of the Government Monitoring Standards.
- H.** The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hour education will be in subjects directly related to the government environment and to government monitoring for individuals.
- I.** The individual signing certifies that the representing firm has successfully completed external quality review in accordance with GAO Standards.
- J.** The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- K.** The individual signing certifies that the Offeror, and/or individual(s) to be assigned to the monitoring, does not have a record of substandard monitoring work and has not been debarred or suspended from doing work with any federal, state, or local government.

Dated this _____ day of _____, 20 ____.

Signature, Title

ATTACHMENT A

OFFEROR'S ASSURANCES

As a condition of receipt of funds, if awarded, the awarded applicant assures that:

- (1) It shall comply fully with non-discrimination equal opportunity provisions of the WIOA Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations 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.
- (2) It or its sub recipients shall not use funds provided through the RFP under WIOA to duplicate facilities or services available in the area (with or without reimbursement) from federal, state or local sources, unless it is demonstrated in the response to the RFP, and accepted by the Full Employment Council, Inc., that the WIOA-funded alternative services or facilities would be more effective or more likely to achieve performance goals.
- (3) To the best of its knowledge and belief, the cost data are accurate, complete and current as submitted in its proposal. (NOTE: The Full Employment Council, Inc./America Job Center, reserves the right to make price adjustment to contracts or modifications negotiated in reliance on such data to exclude any significant sum by which the price was increased because the Contractor had submitted data that were not accurate, complete or current as certified.)
- (4) It will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
 - Meeting all applicable labor law, including Child Labor Law standards

I am authorized by my Board of Directors, Trustees or other legally qualified officer, or as the owner of this agency or business to submit this proposal.

I hereby assure that all of the above are true.

Signature of Person with Signatory Authority

Date

Name (Typed)

Title

ATTACHMENT B

PROPOSAL COVER SHEET

MONITORING SERVICES

| | |
|---|--|
| Name of Applicant (as in the Articles of Incorporation): | |
| Address: | |
| Contact Person & Title: | |
| Telephone & Fax Number: | |
| Contact Person & Title: | |
| E-Mail Address: | |
| Date/State of Incorporation: | |

CHECK LIST (Please submit the following documentations attachments with RFP)

- Copy of Articles of Incorporation
- Signed and Dated Assurances
- Signed and Dated Debarment Form
- Signed Authorizing Resolution
- Signed Conflict of Interest Affidavit
- Signed Ethical Standards Affidavit
- Budget/Cost Information
- List of References with Telephone Numbers
- Most Recent Audit
- E-Verification
- Certificate of Liability
- Diversity Profile (Employee Census)
- Affirmative Action Plan
- Proposed Subcontractor(s): _____

ATTACHMENT C

AUTHORIZING RESOLUTION

WHEREAS, the Full Employment Council, p, is authorized to make awards for Monitoring Services; and NOW, THEREFORE, be it resolved by the _____.
(Name of Corporation)

That the _____ is authorized to execute the award agreement(s)
(Name of Corporation)

on behalf of the _____ with the Full Employment Council, Inc. /
(Name of Corporation)

Managing Entity/Fiscal Agent, for provision of Monitoring Services according to the requirements for this document and all applicable Local, State and Federal laws and regulations.

Adopted this _____ *day of* _____, 20 ____.

Signature _____

Name (Print) _____

Title _____

ATTACHMENT D

ETHICAL STANDARDS AFFIDAVIT
(MUST BE NOTARIZED)

State of _____ County of _____ contractor, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, nation origin, age, or sex, or sexual orientation, and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractor understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter pertaining to any program requirements of a contract or subcontract or to any solicitation or proposal therefore.

Contractors also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractor also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractor represents that it has not retained anyone in violation of the foregoing.

Contractor also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, contractor or subcontractor under metropolitan government contracts.

And further, contractor sayeth not.

Print Name of Contractor: _____

Signature: _____ Date: _____

ATTACHMENT E

CONFLICT OF INTEREST AFFIDAVIT

(MUST BE NOTARIZED)

The advertisement for Contracts (and proposals) shall do all of the following:

State that the Contract shall be accompanied by a sworn and notarized statement disclosing my familial relationship that exists between the owner or any employee of the Contractor and any member of the board, or board of directors, or officer, that does not include this sworn and notarized disclosure statement. Conflict of interest includes any business relationship, contract, or family relative by blood, adoption, or marriage of the 1st, 2nd, or 3rd degree of relationship.

CHECK ONE OF THE TWO BOXES BELOW.

 List and describe all exist Conflicts of Interest. *(Attach an additional page if necessary.)*

 To the best of my knowledge, no conflict of interest exists.

Print Name of Contractor _____

Signature _____

Name of Company _____

City & State _____



For Notary

State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county,

On this _____, Day of _____, 20_____.

Notary Public _____

My Commission Expires _____

ATTACHMENT F

DEBARMENT FORM

*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 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160- 19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as 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 recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds 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. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds 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 DOL.
6. The prospective recipient of Federal assistance funds 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 it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
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 DOL may pursue available remedies, including suspension and /or debarment.

ATTACHMENT G

E-VERIFICATION

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION**

BUSINESS ENTITY CERTIFICATION:

The contracting agency must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Workforce Development with all documentation required in Box B of this exhibit.

| | |
|---|---------------------------------------|
| _____ | _____ |
| Authorized Representative’s Name (Please Print) | Authorized Representative’s Signature |
| _____ | _____ |
| Company Name (if applicable) | Date |

EXHIBIT II, continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity
Representative's Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the bidder/contractor must perform/provide each of the following. The bidder/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the bidder's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT II, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The contracting agency who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

| | |
|---------------------------------------|----------------------------|
| Authorized Representative’s Signature | Printed Name |
| Title | Date |
| E-Mail Address | E-Verify Company ID Number |

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

| | |
|---------------------|------|
| Signature of Notary | Date |
|---------------------|------|

EXHIBIT II, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder’s/contractor’s name and the MOU signature page completed and signed by the bidder/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted:

(if known)

Authorized Business Entity Representative’s Name (Please Print)

Authorized Business Entity Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

END OF DOCUMENT