

Middle Georgia



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**One-Stop Operator
Request for Proposals
Program Year 2024**

Date Issued: March 29, 2024

Submission Deadline: May 8, 2024, 5:00 p.m.

**Issued by:
Darrell Stillings
Executive Director**

**Contact:
Carolyn Robertson
Compliance Specialist**

**Middle Georgia Consortium, Inc.
Request for Proposal for
One-Stop Operator Services**

The Middle Georgia Consortium, Inc. is seeking proposals for One-Stop Operator services for the fiscal year ending June 30, 2025. The Consortium may elect to renew the contract for up to four (4) additional years, pending successful contract completion and funding availability from year to year.

DATE ISSUED: Friday, March 29, 2024

**QUESTIONS
DEADLINE:** Wednesday, April 17, 2024

CLOSING DATE: Wednesday, May 8, 2024; 5:00 p.m.

FORMAT: Please submit six (6) copies of the Proposal with one (1) being a printed original identified as the original with original dates and signatures. The other five (5) may be copies.

SUBMIT TO: Middle Georgia Consortium, Inc.
ATTN: Carolyn Robertson
Compliance Specialist
124 Osigian Blvd., Suite A
P. O. Box 8539
Warner Robins, GA 31095-8539

Those responding to this solicitation may elect to either mail or personally deliver their proposals to the Middle Georgia Consortium office. Proposals must be clearly labeled on the envelope as **One-Stop Operator RFP Response**. Proposals must be received by the date and time specified in this RFP as the Closing Date.

Each proposal and the date and time the proposal was received will be logged in by an appointed Middle Georgia Consortium staff member. Proposers should ensure that hand-delivered proposals are properly logged in. A receipt will be issued to the individuals that hand-deliver their proposal. Proposals received after the deadline date and time will not be accepted. Respondents may submit their proposal to the Consortium office any time prior to the deadline.

One Stop
Operator
RFP 2024
WorkSource
Middle
Georgia

Middle Georgia Workforce Development Board (LWDB)

Table of Contents

SECTION I: GENERAL INFORMATION	4
PURPOSE OF THE RFP	4
OBJECTIVE	4
SECTION II: BACKGROUND INFORMATION	5
STATE GOVERNANCE	5
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)	5
MIDDLE GEORGIA ONE-STOP DELIVERY SYSTEM	5
REQUIRED WIOA ONE-STOP PARTNERS	6
SECTION III: PROPOSAL REQUIREMENTS AND TIMETABLE	7
PROCUREMENT TIMETABLE	8
LETTER OF INTENT	8
ELIGIBLE ENTITIES	8
FUNDING	9
RFP INQUIRIES, QUESTIONS AND ANSWERS	9
PROPOSAL CONTENTS	9
COST OF PROPOSAL PREPARATION	9
SUBMISSION OF PROPOSALS	9
WITHDRAWALS	10
APPEALS AND DISPUTES	10
SERVICE PROVIDER/STAFF DUTIES	10
CONTRACT AWARD	12
PREVENTION OF FRAUD, MISAPPLICATION OF FUNDS, GROSS MISMANAGEMENT	13
RETENTION OF RECORDS	13
MONITORING AND EVALUATION	13
SUBCONTRACTS	13
REPORTS	13
TRAINING SESSIONS AND MEETINGS	13
NON-DUPLICATION OF SERVICES	14

<i>FIDELITY BOND</i>	<i>14</i>
<i>INVOICING</i>	<i>14</i>
<i>FINANCIAL CAPABILITY</i>	<i>14</i>
<i>PROFIT</i>	<i>15</i>
<i>FAILED PROCUREMENT DEFINITION</i>	<i>15</i>
<i>OTHER TERMS AND CONDITIONS</i>	<i>15</i>
<i>STANDING OF A PROPOSER</i>	<i>15</i>
<i>AUDIT</i>	<i>15</i>
<i>NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES</i>	<i>16</i>
SECTION IV: STATEMENT OF WORK	16
STATEMENT OF WORK – SCOPE OF WORK CHECKLIST	18
<i>STAFF REQUIREMENTS</i>	<i>19</i>
<i>PROGRAM PERFORMANCE REQUIREMENTS</i>	<i>20</i>
<i>PROGRAM /FINANCIAL REPORTING & MANAGEMENT REQUIREMENTS</i>	<i>20</i>
<i>POLICIES AND PROCEDURES</i>	<i>21</i>
<i>CUSTOMER CONFIDENTIALITY</i>	<i>22</i>
<i>RAPID RESPONSE SERVICES</i>	<i>22</i>
<i>WORKFORCE DEVELOPMENT SYSTEM</i>	<i>22</i>
<i>GRIEVANCE PROCEDURES/CUSTOMER COMPLAINTS</i>	<i>22</i>
<i>DISPUTE RESOLUTION</i>	<i>22</i>
<i>DE-OBLIGATION/RE-OBLIGATION/EXTENSIONS</i>	<i>23</i>
<i>CORRECTIVE ACTION</i>	<i>23</i>
<i>LEGAL AUTHORITY</i>	<i>24</i>
SECTION V: RFP REQUIRED FORMS	25
SECTION VI: PROPOSAL REVIEW & EVALUATION PROCESS	27
SECTION VII: ORGANIZATIONAL CAPABILITIES AND ACKNOWLEDGEMENTS	30
<i>CAPACITY, CAPABILITY AND ACKNOWLEDGEMENTS</i>	<i>30</i>

<i>PAST PERFORMANCE</i>	33
<i>FINANCIAL CAPABILITIES</i>	33
<i>COMPLIANCE ACCEPTANCE</i>	37
SECTION VIII: BOARD RESERVATIONS REGARDING THIS RFP	38
SECTION IX: ATTACHMENTS	40
<i>ATTACHMENT I - PROPOSAL COVER PAGE</i>	41
<i>ATTACHMENT II - BUDGET AND BUDGET NARRATIVE (COMPLETE AND RETURN)</i>	42
<i>ATTACHMENT III - PROVISIONS, ASSURANCES AND CERTIFICATIONS (SIGN AND RETURN)</i>	47
<i>ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT, SUSP (SIGN AND RETURN)</i>	53
<i>ATTACHMENT V - CERTIFICATION REGARDING LOBBYING (SIGN AND RETURN)</i>	56
<i>ATTACHMENT VI - GEORGIA IMMIGRATION COMPLIANCE AFFIDAVIT (SIGN AND RETURN)</i>	57
<i>ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION (SIGN AND RETURN)</i>	58
<i>ATTACHMENT VIII - CERTIFICATION OF DRUG-FREE WORKPLACE (SIGN AND RETURN)</i>	59
<i>ATTACHMENT IX - NONDISCRIMINATION AND EQUAL OPPORTUNITY (SIGN AND RETURN)</i>	61
<i>ATTACHMENT X - ASSURANCES –NONCONSTRUCTION PROGRAMS (SIGN AND RETURN)</i>	62
<i>ATTACHMENT XI – LETTER OF INTENT TO BID (SIGN AND RETURN)</i>	64
<i>ATTACHMENT XII – GRIEVANCE PROCEDURES</i>	65

SECTION I: GENERAL INFORMATION

PURPOSE OF THE RFP

The Chief Local Elected Officials (CLEO) and the Middle Georgia Workforce Development Board (LWDB) Area 11 is soliciting a Request for Proposal (RFP) for a One-Stop Operator. The purpose of the RFP is to identify an appropriate service provider to at a minimum coordinate and manage the delivery of services provided by the required one-stop partners and service providers within the comprehensive One-Stop location and any affiliate sites in the workforce area. This project is funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA). The resulting contract will be for one initial year and subsequent years will be contingent on funding from the US Department of Labor (US DOL), via the Technical College System of Georgia, Office of Workforce Development (TCSG, OWD) and evaluation of successful performance.

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide One-Stop Operator Services as defined in the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128, Sec 121-123) at <https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.pdf> and in subsequent regulations and publications by the United States Department of Labor (USDOL), <https://www.dol.gov/agencies/eta> and the Technical College System of Georgia, Office of Workforce Development,(TCSG, OWD) Georgia State Plan <https://www.tcsg.edu/worksource/resources-for-practitioners/workforce-plans-reports/>.

The proposed services will be funded under the Workforce Innovation and Opportunity Act of 2014 that amends the Workforce Investment Act, P.L.105-220, 20 USC 9201. The Middle Georgia Consortium, Inc. (referred to as WorkSource Middle Georgia) works in coordination with other offices throughout the region in each of our local area's eleven counties designated by the Technical College System of Georgia, Office of Workforce Development, (TCSG, OWD) as Area 11. Area 11's eleven counties include Baldwin, Crawford, Houston, Jones, Macon-Bibb, Monroe, Peach, Pulaski, Putnam, Twiggs and Wilkinson Counties.

The first-year award will be for Program Year 2024, beginning July 1, 2024, and ending June 30, 2025. Subsequent contract years will run twelve months, July 1 to June 30 of each year. It is estimated that there will be \$260,000 available in WIOA program funds during the initial funding period from July 1, 2024, and ending June 30, 2025. The funding in this RFP is an estimate only. The estimate is subject to federal budgetary policy decision.

OBJECTIVE

The objective of this RFP is to secure a One-Stop Operator who will be charged with coordinating the service delivery among partner agencies in our One-Stop Centers. Duties include but are not limited to:

- Managing daily operations and other activities to support the center
- Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners
- Managing hours of operation
- Managing services for job seekers and employers
- Ensuring that basic services are available (orientations, labor market information, resource room)
- Implementing Board Policy
- Adhering to all federal and state regulations and policies
- Reporting to our Middle Georgia Workforce Development Board (LWDB) on operations, performance and continuous improvement recommendations
- (refer to section entitled service provider/staff duties on page 10 for more detailed explanation of expected One-Stop operator and staff duties)

SECTION II: BACKGROUND INFORMATION

STATE GOVERNANCE

The Technical College System of Georgia, Office of Workforce Development [hereinafter referred to as the TCSG,OWD] is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through the Workforce Innovation and Opportunity Act of 2014. To learn more about TCSG, OWD visit <https://tcsgeu/worksource/>.

The State Workforce Development Board (SWDB) is the policy and planning body for workforce development activities in Georgia. Board oversight responsibility specific to the use of Workforce Innovation and Opportunity Act (WIOA) funds includes creating policies and setting performance standards. The broader role of the Board is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers while also being responsive to business' needs.

The Local Workforce Development Board [hereinafter referred to as the LWDB] oversees the eleven counties designated as Area 11. The Board is composed of business leaders throughout the area, public agency leaders and other required partners as required by WIOA law. Private sector leaders constitute a majority of the membership.

The mission of LWDB is to develop and maintain partnerships that make employment resources accessible to job seekers and employers. We are committed to building a world-class workforce system designed to meet the needs of our employers and the employment needs of Middle Georgians. To learn more about the local workforce board visit www.middlegaworks.com.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

On July 22, 2014, President Obama signed into law The Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA demonstrates the importance of modernizing workforce and job training programs to help equip workers with the skills needed for 21st century jobs. WIOA regulations are available for review at the U.S. Department of Labor (USDOL) Employment and Training Administration website at www.doleta.gov. This information provides in-depth definitions and information regarding WIOA terms and requirements referenced throughout this RFP. It will be the responsibility of the contractor to have a working knowledge of WIOA Regulations.

MIDDLE GEORGIA (ONE-STOP DELIVERY SYSTEM)

The cornerstone of the workforce innovation system is the one-stop service delivery system designed to serve the needs of the job seeker and the employer. This system is the mechanism through which programs and services are integrated within each community. The middle Georgia one-stop system is identified through advertising and logos as the WorkSource Middle Georgia. Under WIOA the law requires the use of a common one-stop delivery system identifier. The State of Georgia selected "WorkSource Georgia" as its identifier. Local Workforce Development Area (LWDA) 11's common identifier is "WorkSource Middle Georgia".

The selected contractor shall be a partner in the WorkSource Middle Georgia local one-stop service delivery system. The system is designed to operate as a network of partners working to enhance education, training and employment opportunities for specific populations under the guidance of the LWDB. The WorkSource Middle Georgia local one-stop system (hereinafter referred to as "the one-stop" or "WorkSource Middle Georgia") service delivery model uses a commonsense approach to helping people find the right job, training or educational programs at a single location. Job seekers can be placed in new jobs, get specific skills training and/or access training programs. The local one-stop centers also provide a central location for businesses to get help hiring employees, finding qualified workers and/or posting job listings.

WIOA requires that each Local Workforce Development Area (LWDA) identify at least one Comprehensive One-Stop Center within its service area. The comprehensive one-stop location for the Middle Georgia Workforce Development Area is located at 96 Cohen Walker Drive, Warner Robins, Georgia 31088 in

Houston County with additional affiliate sites at 124 Osigian Boulevard, Suite A, Warner Robins, Georgia in Houston County, Georgia, 3090 Mercer University Drive, Macon, Georgia in Macon-Bibb County, Georgia and 156 Roberson Mill Road N.E., Milledgeville, Georgia 31061 in Baldwin County, Georgia.

The WorkSource Middle Georgia considers employers to be principal customers within the local one-stop centers and a pivotal partner to a well-functioning workforce development system. The contractor shall be required to work in collaboration with all local area partner agency staff, particularly staff assigned to work directly with the business community.

The contractor will be expected to work with the required WIOA partner agencies and all one-stop locations within the region to provide a holistic approach to customer service. This shall include the promotion of the local one-stop service delivery system at all times.

In addition to the requirements and expectations detailed in this RFP, all services proposed by the respondent must support the goals of the WorkSource Middle Georgia one-stop delivery system, which include the following:

- universal services, resulting in efficient and timely access to a wide variety of employment related services to individuals seeking work;
- integration which creates a seamless, functional coordination of services through collaborative development of the system's vision, goals, service strategies, resource allocation and team-based system management;
- customer choice; and
- accountability which results in a performance-driven, outcome-based system that uses data collection, customer feedback and other tools to assess program success.

REQUIRED WIOA ONE-STOP PARTNERS

Programs authorized under title I of WIOA, including:

Adults & Dislocated workers - The Adult and Dislocated Worker Program, under the Workforce Innovation and Opportunity Act (WIOA) of 2014, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

Youth- Youth programs offer a comprehensive array of services to assist youth with barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials and secure employment with career opportunities.

Job Corps- Job Corps is a program that offers free-of-charge education and vocational training to young men and women ages 16- 24.

YouthBuild- YouthBuild programs offer low-income young people the opportunity to learn construction skills to help build affordable housing and other community assets such as community centers and schools.

Native American programs-The Native American program is designed to support employment and training activities in order to develop more fully the academic, occupational and literacy skills; make individuals more competitive in the workforce; and promote economic and social development in accordance with the goals and values of such communities.

Migrant and seasonal farmworker programs - This program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country.

Wagner Peyser- The Wagner-Peyser Act of 1933 ("Act") is a U.S. federal law that established nationwide system of public employment offices known as the U.S. Employment Service. This system has provided high quality job seeker and employer labor exchange service and information.

Older Americans Programs- The Older American program is a community service and work-based job-

training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors.

Adult Education Programs- The Adult Education and Family Literacy Act (AEFLA) Program, authorized under Title II of the Workforce Innovation and Opportunity Act of 2014 (WIOA), is the main source of federal support for adult basic and literacy education programs for adults who lack basic skills, a high school diploma, or proficiency in English.

Technical College System of Georgia- The Technical College System of Georgia's, Office of Workforce Development is the administrator of WorkSource Georgia, the state's federally funded employment and training system, working to connect talent with opportunity. These federal funds are part of a grant program called the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Community Service Block Grants- The Community Services Block Grant is designed to help low-income individuals and families: secure and retain meaningful employment; attain an adequate education; improve the use of available income, obtain adequate housing, obtain emergency assistance, including health and nutrition services; remove obstacles which block the achievement of self-sufficiency; and achieve greater participation in the affairs of the community.

Vocational Rehabilitation- The foundation of the Vocational Rehabilitation program is the principle that individuals with disabilities, including those with the most significant disabilities, are capable of achieving high quality, competitive integrated employment when provided the necessary services and supports.

Housing and Urban Development- Addresses America's housing needs that improve and develop the Nation's communities and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans.

Veteran's Program- Employment and training services are provided to veterans of the U.S. Armed Forces through a nationwide network of more than 2,400 American Job Centers.

Re-Entry Second Chance Programs- The Reentry Employment Opportunities (REO) program provides funding, authorized as Research and Evaluation under Section 169 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), for justice-involved youth and young adults and adults who were formerly incarcerated.

Unemployment Insurance Programs- The Unemployment Insurance programs play a key role in helping businesses, communities, and the nation's economy. The program has continued to help cushion the impact of economic downturns and bring economic stability to communities, states, and the nation by providing temporary income support for laid-off workers.

SECTION III. PROPOSAL REQUIREMENTS AND TIMETABLE

This RFP is issued by the Middle Georgia Workforce Development Board. The Compliance Specialist is the sole point of contact from the date of RFP release until the selection of the successful contractor. All questions and requests for clarification should be submitted in writing to the Compliance Specialist as follows.

Carolyn Robertson
WorkSource Middle Georgia
Middle Georgia Consortium, Inc.
124 Osigian Boulevard, Suite A
PO Box 8539
Warner Robins, GA 31088
(478) 953-4771
800-537-1933
Fax 478-953-2509
crobertson@mgwib.com
TDD/TTY: 800-255-0056

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

PROCUREMENT TIMETABLE

RFP Activity	*Date	Time
Request for Proposal Issued	March 28, 2024	
Bidder's Conference	April 10, 2024	1:00 PM EST
Written Responses to Questions	April 17, 2024	1:00 PM EST
Closing Date for Receipt of Letter of Intent	April 24, 2024	5:00 PM EST
Closing Date for Receipt of Proposals	May 8, 2024	5:00 PM EST
Proposer Notification	May 29, 2024	
Contract Negotiation Complete	June 5, 2024	5:00 PM EST
Contract Begins	July 1, 2024	

*The LWDB reserves the right to adjust these dates.

LETTER OF INTENT TO BID

All agencies interested in submitting a bid in response to this RFP must submit a letter of intent; the letter may be submitted by e-mail, fax or mail to the Compliance Specialist (listed above). Such letters must be received by the Compliance Specialist by 5:00 PM Eastern Time on April 24, 2024. Proposers failing to submit a letter of intent by the stated deadline shall be disqualified.

ELIGIBLE ENTITIES

The Middle Georgia Workforce Development Board (LWDB) is requesting proposals from qualified providers [hereinafter referred to as the proposer/contractor]. The proposer/contractor must be capable of successfully coordinating and managing required partner services in the local comprehensive One-Stop in accordance with the requirements of the Workforce Innovation and Opportunity Act of 2014 (WIOA). Proposals will be accepted from any public, private or non-profit (34 CFR § 463.600) entities (elementary schools or secondary schools are not eligible). The agency must demonstrate the administrative and fiscal capacity to successfully provide the services identified in this RFP. Respondents must have a principal place of business and no less than twelve (12) consecutive months, within the past two years, of experience in providing customer service and/or service delivery. All organizations that are private, for-profit, or not-for-profit should provide documentation of their registration under either Georgia or their home state's Secretary of State's office. All bidders are required to provide their DUNS number.

In addition, eligible entities:

(Bidders who fail to provide this information MUST be deemed non-responsive. (WIG GA-16-001))

- **MUST** provide two years of audited financial history. Adequate documentation could include recent audit reports, the entity's CAFR, an independent CPA review, tax records, or another recognized review of accounting process and procedures. *(WIG GA-16-001)*
- **MUST** provide an organizational chart. *(WIG GA-16-001)*
- **MUST** provide a completed Georgia Security and Immigration Compliance Act affidavit at the time of submitting a bid. *(WIG GA-16-001)*
- **MUST** discuss how they will work to incorporate all partners into the comprehensive One-Stop. This discussion **MUST** include partners who are electronically present in the comprehensive One-Stop. *(WIG GA-16-001)*
- **MUST** discuss the minimum duties they will provide which **MUST** include: *(WIG GA-16-001)*

1) Coordinating the service delivery of required one-stop partners and service providers. (463.620)

- **MUST** be in place and operating the one-stop no later than July 1, 2024. (463.635)

FUNDING

Contracts may be renewed for an additional two years based on performance and the availability of funds. It is understood that funds will fluctuate from year-to-year. The contract agreement shall be modified to increase or decrease funding as needed to reflect actual federal funds received during the contract period. The successful contractor will be awarded a fixed-price cost-reimbursement contract for work performed pursuant to this RFP. The initial contract term will total twelve (12) months, effective July 1, 2024 through June 30, 2025.

RFP INQUIRIES, QUESTIONS AND ANSWERS

Bidder's Conference: Attendance at the conference is not required. You are asked to bring your own copy of the RFP to the conference although copies will be available. An RSVP will be appreciated.

All questions or inquiries regarding this proposal will be considered at the conference at which time all potential bidders will be offered any and all technical assistance which can be offered. The conference is meant to provide clarification of the RFP as needed.

Written questions may also be submitted by e-mail to crobertson@mgwib.com prior to the date and time of the conference. E-mailed questions received after the 1:00 p.m. Bidder's Conference on April 10, 2024 will not be answered.

A written questions and answers page will be sent on April 17, 2024, to anyone who attended the conference, submitted a written question, or requested an RFP. These will be the only mechanisms to have questions answered regarding the RFP specifications, program requirements, etc.

PROPOSAL CONTENTS

For ease in preparation of proposals, mandatory templates are incorporated into this RFP (see SECTION V: RFP REQUIRED FORMS). The items contained in this section must be included in the proposal to meet the minimum requirements for evaluation. The sections must be in the order described and written in a straightforward and concise manner. Proposers are expected to carefully examine all requirements stipulated in this RFP and respond to each requirement in the proposal.

COST OF PROPOSAL PREPARATION

Any and all costs incurred in proposal preparation shall be borne by the proposer. Neither the local area, Administrative Entity nor the LWDB shall, in any circumstance, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expense as part of the proposed budget.

SUBMISSION OF PROPOSALS

All proposals must be received at the Middle Georgia Consortium, Inc. by 5:00 p.m. Eastern Standard Time on May 8, 2024. Proposals not received by this time will be automatically disqualified from competition. A postmark will not be accepted if the proposal does not arrive at the Middle Georgia Consortium, Inc. by the deadline. Please mail or deliver proposals (faxed proposals will not be accepted) to:

Mailing/Delivery Address: WIOA One-Stop Operator REQUEST FOR PROPOSALS
Middle Georgia Consortium, Inc.
124 Osigian Blvd., Ste. A.,
Warner Robins, Georgia 31088

Proposals that arrive late will not be accepted and will be returned unopened to the proposer at their expense.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

To facilitate the proposal evaluation process, proposers must submit one original and five (5) copies of the entire proposal, to the Middle Georgia Consortium, Inc. by 5:00 p.m. on May 8, 2024. The proposer must label the original proposal (original signatures required) as "Original." The proposer must label the five copies as "Copy".

The proposal must:

- a) Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- b) Responses must follow the outline and the forms provided in SECTION V: RFP REQUIRED FORMS MUST BE USED. Additional attachments and/or forms are discouraged.
- c) Print on only one side of the page.
- d) Use 12-point font, 1-inch margins and 1.5 spacing.
- e) Staple your proposal but do not bind it in any other way or use dividers with tabs.
- f) Letters of recommendation will not be accepted.
- g) All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.
- h) Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

WITHDRAWALS

Any modification or technical correction to a proposal by a bidder must be accomplished before the submission deadline. Proposing organizations are responsible for ensuring that the proposals are complete with regard to the content, mathematical computations and required signatures since each proposal will be evaluated as submitted.

Proposals may be withdrawn by submitting written notice at any time prior to the award date. Proposals may be withdrawn in person by the proposer or his/her representative and he/she signs a receipt for the proposal withdrawal prior to the award date. After close of business on May 8, 2024, all proposals and copies become the property of the Middle Georgia Workforce Development Board.

APPEALS AND DISPUTES

Any proposer is afforded the opportunity to formally appeal the review and funding process and the results stemming therefrom. A copy of the appeal procedure for bidders is available upon request. Proposers who wish to appeal the final funding decision may do so.

Appeal procedures are established to provide recourse for proposers who think that their proposal did not receive proper consideration. Proposers entering an appeal must be prepared to document specific factors which put the aggrieved proposer at a competitive disadvantage and/or document violation of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Middle Georgia Workforce Development Board reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings. A copy of the appeal procedure is available upon request.

SERVICE PROVIDER/STAFF DUTIES

The goal of the operator is to create a seamless system of partners. Service provider staff should work closely with other partner staff to ensure that services are coordinated, facilitated, promoted, designed, and expedited in the highest quality customer-friendly manner. Services provider staff must also ensure that services are non-duplicated, uniformed, and fully accessible across all locations, while also successfully equipping as many customers as possible with the skills and tools to be "Work Ready" so that they may secure gainful employment.

In this Proposal, the following terms have the meanings ascribed to them in 20 CFR § 678.305 (D) and WIG LS 19-015.

"As described in CFR § 678.305 (D), the federal regulations define "access" as the following:

1. Having a program staff member physically present at the one-stop center;
2. Having a staff member from a different partner program physically present at the one-stop center appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

3. Making available a direct linkage through technology to program staff who can provide meaningful information or services.
 - I. A “direct linkage” means providing direct connection at the one-stop 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 to the customer.
 - II. A “direct linkage” cannot exclusively be providing a phone number or computer Web site or providing information, pamphlets, or materials.
 - III. An “access point” as described in WIG LS 19-015 [See Page 3 of WIG located at F:\Policies and Procedures\State Policies and Procedures\WIGs\LS 19-015] means that every location within the One-Stop system is an access point, and not that an “access point” is a unique type of location. All access points must be determined to be comprehensive or affiliate sites and certified as such, or meet the definition of a specialized site.

Under this RFP:

- The Operator shall insure employers have appropriate access to facilities and receive the highest level of service when engaged with the One-Stop Centers.
- The Operator shall insure access to the labor market data, information and analysis, job search access, placement, recruitment, and other labor exchange services authorized by Wagner-Peyser. Wagner-Peyser services are mandated to co-locate within the One-Stop Centers.
- The Operator shall provide information and access to programs and activities carried out by the One-Stop partners as described in the Memorandum of Understanding between the required one-stop partners, LWDB and the local elected officials.
- The Operator shall insure that One-Stop partners, on an ongoing basis, deliver quality and timely career services in the One-Stop Centers.
- The Operator shall insure customer access to information regarding training services offered in WorkSource Middle Georgia Area 11.
- The Operator shall insure that all One-Stop Center locations, services, and outreach materials are accurate, ADA and EO compliant.
- The Operator shall serve as the face of the One-Stop Centers (and the collaboration of all partners) in Area 11, attending and presenting information to organizations and businesses about WorkSource Middle Georgia and its offerings.
- The Operator shall serve as an “event manager” for workforce development activities planned in the WorkSource Middle Georgia Area 11 community, assessing the events for appropriate partner representation, and coordinating coverage of community events with One-Stop partners.
- The Operator shall represent the One-Stop Centers (and the collaboration of all partners) in the community, attending and presenting information to organizations and businesses about WorkSource Middle Georgia and its offerings
- The Operator shall manage workforce development activities planned in the WorkSource Middle Georgia Area 11 community, assessing the events for appropriate One-Stop partner representation, and coordinating coverage of those events with One-Stop partners;
- The Operator shall refer job seekers to resources that will afford them opportunities to gain the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families;
- The Operator shall 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;
- The Operator shall 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 career ladder development, and other forms of assistance.
- The Operator shall participate in rigorous evaluations that support continuous improvement of WorkSource Middle Georgia One-Stop Centers by identifying which strategies work better for different populations; and ensure that high-quality integrated data inform decisions made by policy

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

makers, employers, and job seekers.

- The Operator shall facilitate quarterly One-Stop partner meetings that will be held to encourage communication among One-Stop partners, to leverage resources, to discuss effectiveness of the WorkSource Middle Georgia One-Stop Centers, and to create strategies to more effectively serve the customer.
- The Operator shall manage the services dispute resolution process on behalf of all One-Stop partner programs in the WorkSource Middle Georgia One-Stop Centers, ensuring all One-Stop partners are treated equitably, and not showing favoritism.
- The Operator shall ensure timely communication of One-Stop partner and employer information to all WorkSource Middle Georgia One-Stop Center staff.
- The Operator shall facilitate integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the WorkSource Middle Georgia One-Stop Center.
- The Operator shall develop 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.

Services to Be Provided to Employers:

- WorkSource Middle Georgia One-Stop Centers will offer a broad range of integrated services that are provided free of charge to all employers to support economic and workforce development efforts. The Operator will be responsible for coordinating the following employer services in conjunction with One-Stop staff:
 - Interview facilities at the Site;
 - Access to labor market and related information through Georgia Work Ready System (VOS);
 - State and/or federally generated information on ADA;
 - Information regarding workplace accommodations for persons with disabilities;
 - Information and referral to business start-up, retention and expansion services;
 - Information and referral to sources for developing customized training programs;
 - Information on career preparation activities and career pathways;
 - Information on Trade Adjustment Act (TAA) and certification;
 - Information about incentives such as OJT programs, based on worker eligibility;
 - State and/or federally generated information on tax credits for new hires;
 - State and/or federal program information on Federal bonding;
 - Access to information and services through the One-Stop Center and Georgia Work Ready (VOS);
 - Access to mediums to address the employment and training needs of businesses;
 - Avenues to place job openings as well as access to mddlegaworks.com; and
 - Other services as appropriate.

CONTRACT AWARD

The evaluation by the Middle Georgia Workforce Development Board One-Stop Committee will result in the selection of one or more proposals that are most advantageous to the LWDB. After analysis, evaluation and validation of proposer responses, the one successful proposer will be notified in writing by the LWDB.

The selected proposer will be required by the LWDB to participate in contract negotiations and to submit such price or other revisions to its proposal as may result from negotiations.

Upon resolution of the final negotiations, the Compliance Specialist will notify the selected proposer and will execute the contract subject to the final approval of the LWDB.

The LWDB reserves the right to amend or scale down the requirements delineated in this RFP or to not award the bid. In the event this occurs prior to selection of the successful proposer, all proposers not previously excluded from ongoing participation in this bidding process due to technical difficulties shall be notified of such amendment(s). Additionally, an opportunity for proposers to amend their bids will be given if such amendment(s) present a reasonable likelihood that amendments to bids would be needed for proposers to effectively respond to this RFP.

Any contract resulting from this RFP shall comply with the formatting requirement of the LWDB and shall include all of the terms contained in a standard contract form and supporting documents. All contract staff assigned to this project will be required to have a criminal record check and shall agree to the terms as stated in a confidentiality agreement, which must be on file in the local personnel records and available for review upon request.

PREVENTION OF FRAUD, MISAPPLICATION OF FUNDS, GROSS MISMANAGEMENT

To ensure the integrity of WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of customer checks, kickbacks from customers or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost customers," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of customers for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, un-auditable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be found later. If service providers violate these abuse standards, the LWDB will apply sanctions and/or terminate the contract.

RETENTION OF RECORDS

Service providers shall maintain copies of all financial records, including canceled checks, invoices, purchase orders, payroll register, books of account, and any other financial records, and records of one-stop partner agreement(s) to include any relevant issues; and shall retain such records for a period of three (3) years from the last audit and correction of all expenditure reports and discrepancies or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report (**2 CFR § 200.333**). The proposer/contractor will forward records to the local area Administrative Entity for storage at the end of the contract period.

In the event of litigation or audit involving any records relative to the contract, the proposer/contractor will retain the records until resolution of the audit or litigation per (**2 CFR § 200.333**).

MONITORING AND EVALUATION

The Fiscal Agent (FA) and the local area Administrative Entity staff will monitor and evaluate programs and activities throughout the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Proposers/Contractors must allow FA and the local area Administrative Entity staff full access to all files and records relating to WIOA programs and the One-Stop. The FA and the local area Administrative Entity will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions. In addition, State and Federal staff may conduct on-site reviews or request records relating to the contract.

SUBCONTRACTS

Subcontracting is not allowed under this proposal.

REPORTS

Weekly, monthly and quarterly reports will be submitted from the one-stop staff to the Administrative Offices of Middle Georgia Consortium, Inc. as required. Training and technical assistance will be provided regarding these reporting requirements.

TRAINING SESSIONS AND MEETINGS

The local area holds training sessions and meetings periodically. In addition to providing training, these meetings are used to disseminate information, facilitate coordination among partners and service providers, and obtain input from service provider staff about WIOA programs in the local area. Some of

these meetings may be considered mandatory for all or some staff. In addition, the local area may require that service providers attend meetings conducted by other related agencies.

NON-DUPLICATION OF SERVICES

Funds provided under the Workforce Innovation and Opportunity Act of 2014 (WIOA) shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

FIDELITY BOND

If a proposal is selected for funding, the agent of the contractor who executes the contract and those having the responsibility for the expenditure of funds made available under this contract shall be required to post a fidelity bond in an amount sufficient to assure sound fiscal practices to the Federal Government, State, and the Workforce Development Board against loss of funds coming into their possession under the terms of the contract.

A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment is bonded to provide protection against loss.

INVOICING

Detailed invoicing procedures and required forms will be provided by the Middle Georgia Consortium, Inc. In general, projects must have procedures to document and submit monthly requests for payment to the Middle Georgia Consortium, Inc. by the seventh (7th) of the following month.

Proposers who are awarded a contract will submit a monthly invoice to local area Administrative Entity, Middle Georgia Consortium, Inc. (MGCI) to collect funds earned against the contract. The local area Administrative Entity will provide the invoice form.

The invoice is due by the 7th of the following month along with all required backup documentation. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the local area Administrative Entity thirty (30) days after the end of the contract period.

FINANCIAL CAPABILITY

Proposers must complete Section VII, Part THREE, Financial Capability, and submit the form with the proposal. Each proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurances that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

All proposers must demonstrate the ability to repay disallowed costs. All proposers must provide assurances that all financial personnel are bonded. Qualifications of all financial and accounting personnel must be submitted with the proposal. Financial resources and capacity must be fully explained in the proposal. An on-site review of new contractors will be conducted prior to the execution of a contract.

PROFIT

For-profit organizations must utilize a cost-reimbursement plus fixed fee contract for payment to request a service fee (profit) which may be included in the contract. However, payment of service fees or profit will be based on attainment of negotiated benchmarks. If the organization should earn increased profits due to inaccurate, incomplete, and/or not current cost data, the awarding agency may be able to recoup that excess.

FAILED PROCUREMENT DEFINITION

A failed procurement occurs when no proposal, or only one proposal is received. If this RFP results in a failed procurement, the Middle Georgia Workforce Development Board is authorized to seek the services by any means deemed feasible and allowable. In any case, all responsive proposals submitted will be rated and competitiveness will be determined by the LWDB appointed Committee.

OTHER TERMS AND CONDITIONS

Please note that the entity awarded a contract as a result of this RFP must be prepared to assume responsibility for coordination and management of WIOA required partners located in the One-Stop with minimal disruption in services.

Furthermore, proposers are advised that during the term of the resulting contract:

- The Middle Georgia Workforce Development Board reserves the right to modify services in this RFP to conform to federal or state regulatory changes to WIOA. If changes to the scope of service are necessary as a result of regulatory changes, the selected contractor and the LWDB will enter into good-faith negotiations of the services and the costs associated with the delivery of those services.
- Contractors must have the capacity to deliver services within the local area.
- WIOA services funded through this RFP must be provided at the existing WorkSource Middle Georgia One-Stop location.
- Funds provided via this RFP shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from other Federal, State, or local sources.

Respondents are expected to carefully examine all requirements stipulated in this RFP and respond accordingly in their proposal.

STANDING OF A PROPOSER

A proposer may not be recommended for funding, regardless of the merits of the proposal submitted, if there is a history of contract non-compliance, poor past or current contract performance or has current disputed or disallowed costs.

The LWDB will not enter into any contract with an entity not in good standing with the State of Georgia and USDOL.

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

AUDIT

One copy of the proposer's most recent audit must be submitted with the original proposal. If more than one proposal is submitted, only one copy of the audit is needed. Attach one copy to the proposal original. (It is not necessary to attach copies of the audit to the required copies of the proposal). Prior to contract negotiation, the local area Administrative Entity staff and/or its auditor will review the audit.

Any proposer who is awarded a contract must submit, within ninety (90) days of the close of its fiscal year, a financial and compliance audit in accordance with the General Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities and Functions, the Guidelines for Financial and

Compliance Audits of Federally Assisted Programs, OMB Circular A-133 (as revised December 26, 2013) and the Single Audit Act of 1996 and any compliance supplements approved by OMB, and generally accepted auditing procedures established by the American Institute of Certified Public Accountants.

If the service provider is not subject to the requirement of the Single Audit Act of 1996, the Area 11's Administrative Entity's auditor will audit the contractor as a part of its audit. This audit will be in accordance with agreed upon procedures. The service provider will make available all financial records for this audit.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES

Service providers shall comply with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 which states that any recipient of federal funds is prohibited from, and does not engage in discriminating against any individuals in the United States on the basis of race, color, religion, sex, sexual orientation, gender, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participate in any WIOA financially assisted program.

SECTION IV: STATEMENT OF WORK

Successful proposers to this RFP must demonstrate the capacity to effectively coordinate services of the required partners and service providers located in and associated with the WorkSource Middle Georgia one-stop service delivery model. They must commit to recognize the direct oversight and leadership role that the LWDB shall maintain in managing service delivery contracts.

For ease of preparation, the standard required elements that make up the Statement of Work for this proposal, and the resulting contract agreement are outlined in two documents; the proposer's Statement of Work Narrative (no more than 3 pages) and the Statement of Work/Scope of Work Checklist. These documents may be used to submit the proposer's narrative responses.

Proposers must review the checklist document carefully and identify through a check mark process their understanding of each requirement and verify via an authorized signature the organization's commitment to carry out the requirements as stated. A signed copy of the checklist must be included in the response packet as outlined in SECTION V: RFP REQUIRED FORMS.

WORK STATEMENT NARRATIVE GUIDELINES:

- 1) No more than 3 pages.
- 2) Items to consider:
 - A) Describe how your staff will coordinate and manage the service delivery of required partners and service providers.
 - B) Describe how these relationships will foster clear communications and work together to achieve common outcomes.
 - C) Describe your agency's capacity to carry out the day-to-day coordination and management of the one-stop partner services. Include a back-up plan for the funded position(s) to cover leave time or absences.
 - D) Describe your understanding of WIOA.
 - E) Describe your agency's mission. Describe your customer service and facility management expertise. Include the staffing to be funded and how this position fits into your organizational chart (must submit).
 - F) Describe how your staff will work with partners and employers within the One-Stop to support

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

- economic development priorities related to creating a trained workforce for the future.
- G) Describe how your agency's goals relate to the WorkSource Middle Georgia WIOA goals. (Specify any WIOA past experience or experience in managing federally funded programs). The proposer should be able to propose outcome measures that effectively capture and evaluate their efficiency and system effectiveness.
 - H) List three to five primary reasons why your organization is best suited to be awarded this contract.
 - I) Discuss any experience with handling complaints and/or concerns from partners and customers.
 - J) Experience should include oversight of staff and experience in developing and delivering technical assistance.
 - K) Include a proposed data collection and validation methodology as well as a proposed reporting method among partner agencies. (The local area uses the WorkSource Georgia Online Participant Portal)
 - L) Include discussions on both training for the One-Stop operator and staff.
 - M) Include how the bidder will play a role in ensuring all partners are contributing to the center.
 - N) Discuss how you will comply with all Federal/State/Local regulations, as well as provide oversight to ensure that all partner agencies are also in compliance.
 - O) List and describe your proposed business services. How will you incorporate a demand driven approach to service delivery?
 - P) Explain how your business strategy aligns with the regional workforce and economic development priorities. How will you align business needs and job seeker assets?
 - Q) Explain how you will utilize labor market information in targeting businesses. Explain your approach to working with industry sectors including the WorkSource Middle Georgia priority industry sectors.
 - R) Describe your strategies for pursuing new business relationships and addressing business workforce needs. How will you reach businesses across Area 11 and across different industries?
 - S) Identify any tools, data or surveys to be used. How will you satisfy employers' workforce needs? How will you determine the level of engagement with new business partners?
 - T) Describe the process of job matching. How will you match job seekers with openings at employer sites?
 - U) What strategies around business services will you implement to ensure that the career centers staff understands the specific needs of the employer juxtaposed with the needs of the customer when placing participants in positions with them?
 - V) When presenting job seekers to employers, what techniques or strategies do you use to maximize interview to hire ratios?
 - W) Describe what about your services are innovative.
 - X) Describe your strategies for developing and enhancing coordination with mandated One-Stop partners How will you work on site to achieve an integrated system where customer service and performance are high priorities?
 - Y) Describe other partnerships you plan to form in order to fulfill the Career Center mission.
 - Z) Describe any cross training of all Career Center staff (including partner staff). Explain the impacts or desired results from cross training.

Section IV : Statement of Work – Scope of Work CHECKLIST

This entire section (pages 18 through 24) is an attachment to be completed, signed and returned as part of your proposal.

The contractor shall maintain and manage the WIOA Comprehensive One-Stop Center in Houston County and any additional affiliate sites later identified according to WIOA regulations. The contractor shall align with Georgia’s WIOA Unified State Plan, the Middle Georgia Workforce Development Board mission, and local area policy and procedures. (Within this section, the term “local area” is used to identify Administrative Staff operating WIOA services within Area 11).

LWDB Website: www.middlegaworks.com

In carrying out the direct service requirements listed below the contractor shall:

- Coordinate all WIOA-funded services consistent with the goals and objectives of the Middle Georgia One-Stop system; and
- Coordinate services to avoid duplication of services with the Middle Georgia System Partner Agencies

<input type="checkbox"/>	<p>A. To provide day-to-day coordination of partner services and management of one-stop partners in the comprehensive One-Stop location and any affiliate locations.</p> <ul style="list-style-type: none"> a. <input type="checkbox"/> Ensure the center(s) is staffed 15 minutes prior to the morning hours posted. b. <input type="checkbox"/> Ensure the center(s’) doors are open to the public at the hours posted in the morning and closed NO earlier than the closing time posted. c. <input type="checkbox"/> Ensure the facility is clean and in proper condition for public and staff use. d. <input type="checkbox"/> Monitor partner participation by recording any partner absences on their appointed days and times and reporting to the LWDB. e. <input type="checkbox"/> Submit all required reports to the LWDB or its designee. f. <input type="checkbox"/> Monitor any customer complaints. Handle customer complaints as the event is taking place and report ALL complaints to the MGCI EEO Officer. g. <input type="checkbox"/> Maintain regular and open communication with the Administrative Office and One-Stop staff. h. <input type="checkbox"/> Coordinate, as necessary, with other One-Stop locations and required partners within the area. i. <input type="checkbox"/> Coordinate with employers within the Middle Georgia area. j. <input type="checkbox"/> Attend meetings. k. <input type="checkbox"/> Disseminate information to partners as directed and when needed. l. <input type="checkbox"/> Adhere to standard One-Stop policies and procedures. m. <input type="checkbox"/> May participate in job fairs in the Middle Georgia area.
<input type="checkbox"/>	<p>B. May assist Middle Georgia customer(s) with:</p> <ul style="list-style-type: none"> a. <input type="checkbox"/> Resume Development b. <input type="checkbox"/> Computerized job search (including employer contact) c. <input type="checkbox"/> Completion of online applications d. <input type="checkbox"/> Use of fax machine, telephones, computers for contacting and

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

	<p>working with potential employers</p> <p>e. <input type="checkbox"/> Registration in the WorkSource Georgia Portal (VOS) system for customer tracking</p> <p>f. <input type="checkbox"/> Information regarding the local labor market</p> <p>g. <input type="checkbox"/> Information regarding all WIOA partner programs</p> <p>h. <input type="checkbox"/> Information regarding the use of VOS for customer self-assessment</p> <p>i. <input type="checkbox"/> Referrals as appropriate to address needs</p> <p>j. <input type="checkbox"/> Follow-up regarding job search and/or training activities</p>
<input type="checkbox"/>	C. May provide for the application process for youth, adults and dislocated workers who are interested in accessing WIOA services. The application process will be performed according to instructions as issued by the local area. The WorkSource Georgia Portal (VOS) electronic case management system shall be the only system used in this process.
<input type="checkbox"/>	D. May provide referrals to customers who are interested in entering WIOA partner programs. This determination will be performed according to instructions as issued by the local area. The VOS system shall be the only system used in this process.
<input type="checkbox"/>	E. May assist customers in making an informed customer choice in the process of job search.
<input type="checkbox"/>	F. May assist the local area in the delivery of rapid response services to dislocated workers, if applicable.
<input type="checkbox"/>	G. May refer customers to other services when the customer is in need of those activities, including WIOA training services, social services agencies, community-based organizations, faith-based organizations and other partner agencies.
<input type="checkbox"/>	H. May provide information on the full array of applicable or appropriate services that are available through the local area's One-Stop location(s), other local offices, other providers or One-Stop partners.
<input type="checkbox"/>	I. May participate in local area Job Fairs, Resource Fairs, partner meetings, and other WIOA promotional activities representing WorkSource Middle Georgia's One-Stop delivery system.
<input type="checkbox"/>	J. Will submit weekly/monthly/quarterly reports as required by the LWDB.
STAFF REQUIREMENTS	
<input type="checkbox"/>	A. All staff funded with WIOA funds shall have a written job description with roles and responsibilities specific to the coordination and management of partners providing the delivery of WIOA services as specified in this RFP. The contractor may not assign WIOA-funded staff to any duties or responsibilities beyond the comprehensive delivery of WIOA services outlined in the resulting contract.
<input type="checkbox"/>	B. The contractor must have sufficient staff to ensure the WorkSource Middle Georgia One-Stop location(s) and affiliate site(s) are staffed ALL open hours as set by the local area.
<input type="checkbox"/>	C. The contractor shall submit a staffing plan (organizational chart must be included) which shall be sufficient to provide for staff to deliver, coordinate and manage partner services on a full-time basis.
<input type="checkbox"/>	D. The contractor must be willing to maintain maximum staff flexibility to allow for the mobilization of appropriate staff to meet new and/or unexpected service delivery demands within the WorkSource Middle Georgia eleven (11) county local area.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

<input type="checkbox"/>	E. The contractor shall notify the local area immediately of any vacant position(s); when new staff is expected to be hired, and be committed to filling staff vacancies with qualified candidates without any delay or gap in services.
<input type="checkbox"/>	F. The contractor shall assign a contact to serve as the contract manager to work with the local area on all issues related to carrying out the terms and conditions of the contract between the local area and contractor.
<input type="checkbox"/>	G. The contractor shall ensure that WIOA funded staff, at a minimum, have the following skills, knowledge and/or abilities:
<input type="checkbox"/>	a. EXCELLENT customer services skills
<input type="checkbox"/>	b. computer literacy skills sufficient to perform <u>accurate and timely</u> data entry, if required or necessary, and other data collection functions
<input type="checkbox"/>	c. knowledge of labor market information and resource tools
<input type="checkbox"/>	d. skilled in techniques for collaborating, coaching and managing partner participation in the One-Stop(s)
<input type="checkbox"/>	e. ability to succeed in a “team-work” environment
<input type="checkbox"/>	f. knowledge of history and purpose of workforce development programs
<input type="checkbox"/>	g. ability to handle customer complaints and ensure safety of partner staff and customers in the One-Stop
<input type="checkbox"/>	H. The contractor shall ensure that all staff hired to work under this contract are trained by local area staff in the following areas:
<input type="checkbox"/>	a. One-Stop Requirements and Procedures. Staff may also be familiar with WIOA process.
<input type="checkbox"/>	b. Updating and maintaining information on employment services available throughout the local area’s One-Stop delivery system.
<input type="checkbox"/>	c. The use of specific USDOL workforce development and One-Stop service Internet tools (e.g. Americas Career Net Tool, Americas Service Locator, ONET, GCIS and WorkSource Georgia Portal (VOS))
<input type="checkbox"/>	d. How to obtain Labor Market Information
<input type="checkbox"/>	e. The use of the WorkSource Georgia Portal (VOS) system to capture customer registrations to record customer participation to satisfy the One-Stop reporting requirements.
<input type="checkbox"/>	I. The contractor shall ensure that all staff funded through this contract have undergone a criminal background check and drug screening and do not have any violations or convictions that could adversely affect the customers served under this program.
<input type="checkbox"/>	J. The contractor shall maintain staff to perform internal monitoring of the services the contractor is providing.
PROGRAM PERFORMANCE REQUIREMENTS	
<input type="checkbox"/>	A. Regarding performance goals and reporting requirements, the contractor shall:
<input type="checkbox"/>	a. Be aware that local area achieves all performance WIOA goals/measures as specified in the contract agreement
<input type="checkbox"/>	b. conduct follow-up services for all WIOA job seekers and report on results as defined by WIOA regulation and/or local area policy

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

PROGRAM /FINANCIAL REPORTING & MANAGEMENT REQUIREMENTS	
<input type="checkbox"/>	A. Reporting requirements shall include both program and financial reports and will include but not be limited to the following:
	Programmatic:
<input type="checkbox"/>	a. Ensure that partners perform timely and accurate data entry in the VOS system.
<input type="checkbox"/>	b. Keep track of the numbers served as required by the local area.
<input type="checkbox"/>	c. Reporting on participation in One-Stop activities.
<input type="checkbox"/>	d. Prepare monthly and year end performance and expenditure reports.
<input type="checkbox"/>	e. Prepare corrective action reports as deemed necessary.
<input type="checkbox"/>	f. Prepare ad-hoc reports requested by the local area.
	Financial:
<input type="checkbox"/>	a. Prepare invoices for services and related expenses and bill monthly. Invoices are due by the 7th day of the month following the reporting month.
<input type="checkbox"/>	b. The contractor shall use the invoice format provided by the local area
<input type="checkbox"/>	c. The contractor shall maintain sufficient documentation on file in their offices to support invoices and make such documentation available for review by authorized local area staff and/or its auditors. The contractor is required to attach detailed documentation to support all invoices.
<input type="checkbox"/>	d. The contractor must report financial expenditures on an ACCRUAL basis (accrual reporting is required), if applicable.
<input type="checkbox"/>	B. The local area reserves the right to adjust reporting requirements, upon mutual agreement with the contractor, if such adjustments are deemed necessary to meet program objectives.
<input type="checkbox"/>	C. Regarding system management requirements and reporting, the contractor shall:
<input type="checkbox"/>	a. Develop and maintain effective financial systems for the planning and budgeting of WIOA funds in accordance with WIOA regulations and applicable OMB guidelines.
<input type="checkbox"/>	b. Maintain hard copies and electronic system files in compliance with WIOA rules and regulations, and local area procedures and policies.
<input type="checkbox"/>	c. Notify local area staff by e-mail of any VOS system problems, or any other system management issues that may interfere with the contractor's ability to monitor and/or report on local partner participation and performance in a timely manner.
<input type="checkbox"/>	d. Comply with all established reporting requirements, ensuring accurate and timely submissions.
POLICIES AND PROCEDURES	
Regarding policies and procedures, the contractor shall:	
<input type="checkbox"/>	A. Ensure that all staff are sufficiently trained in WIOA One-Stop operational Policies and reporting procedures.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

<input type="checkbox"/>	B. Provide staff access to both hard copies and electronic copies of all One-Stop policies and procedures developed for use by the local area.
<input type="checkbox"/>	C. Ensure that all newly developed One-Stop policies and procedures are shared with staff as appropriate.
CUSTOMER CONFIDENTIALITY	
Regarding customer confidentiality, the contractor shall:	
<input type="checkbox"/>	A. Maintain customer confidentiality at all times. Confidentiality requirements include any information regarding applications of customers and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.
<input type="checkbox"/>	B. Take reasonable steps to ensure the physical security of all data gathered and inform each of its partners, employees, contractors, and sub-recipients having any involvement with personal data or other confidential information of the laws and regulations relating to confidentiality.
RAPID RESPONSE SERVICES	
<input type="checkbox"/>	A. The contractor may assist the local rapid response teams and ensure staff is readily available to assist in coordination and implementation of rapid response services that meet partner, company and individual dislocated worker needs within the local area.
WORKFORCE DEVELOPMENT SYSTEM COMMITTEE/BOARD MEETINGS	
<input type="checkbox"/>	A. The contractor will attend or assign staff who may be requested to attend local One-Stop partner meetings, LWDB committee meetings, LWDB meetings, partner agency meetings, or other local area meetings pertaining to WorkSource Middle Georgia One-Stop System operations.
GRIEVANCE PROCEDURES/CUSTOMER COMPLAINTS	
<input type="checkbox"/>	A. The contractor shall train all staff in the local area WIOA grievance procedure process and ensure that copies of all grievance policy and procedures are available in all One-Stop locations in the WorkSource Middle Georgia One-Stop delivery system.
<input type="checkbox"/>	B. The contractor shall inform the local area immediately of all complaints oral and written, formal or informal, which are received by or about any WIOA funded customers or staff, One-Stop partners or the One-Stop delivery system.
<input type="checkbox"/>	C. The contractor shall respond to all oral or informal complaints from customers within two (2) days from receipt of a complaint from the local area staff.

In addition to the Work Statement/Scope of Work requirements listed, the contractor understands and agrees to the following conditions related to the contract agreement and performance:

DISPUTE RESOLUTION	
<input type="checkbox"/>	A. The contractor agrees to use administrative processes and negotiations in attempting to resolve disputes arising from a contract. The contractor shall continue performance of the contract activities during such dispute and shall immediately submit a written request for informal review and consultation to

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

	the local area. Should the dispute not be resolved at this level within thirty (30) calendar days of such request, the LWDB, through its committee, shall review the disputed matter and after consultation with the LWDB Chair, and the contractor, shall resolve the dispute in accordance with standards as set forth in WIOA Section 184, and such decision shall be rendered in writing and become binding to all parties. Nothing in this paragraph shall imply that the contractor is prevented from appealing to the local area or State pursuant to WIOA regulations.
DE-OBLIGATION/RE-OBLIGATION/EXTENSIONS	
<input type="checkbox"/>	A. Throughout the contract year the local area will compare the contractor's actual performance with planned performance as set forth in the contract and in accordance with WIOA and the One-Stop contract. If the contractor's actual performance is below planned performance, the contractor shall implement corrective action, and shall inform the local area of the action and expected results.
<input type="checkbox"/>	B. Modifications reducing the budget levels of any contract may be considered and implemented during the course of the contract if and when a contractor fails to meet expenditures, client outcome goals, or notification from the local area or the U.S. Department of Labor of a funding reduction.
<input type="checkbox"/>	C. Either party may terminate a contract without cause after giving the other party thirty (30) days advance written notice of their intent to terminate this agreement.
<input type="checkbox"/>	D. A contract may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of contract. Performance does not mean only actual delivery of the product or service specified in the contract. It is meant to include the delivery of the product or service in a manner, which would be appropriate for good quality. In this event, the aggrieved party shall deliver three (3) working days advance written notice to the other party specifying the performance failure and the intent to terminate. The contractor will have ten (10) days from the receipt of such notice to correct the condition to the local area's satisfaction. If the condition is not corrected within the ten (10) day period, the contractor will be determined to be in breach of contract.
<input type="checkbox"/>	E. The LWDB may unilaterally terminate or negotiate modification of an agreement at any time if its Federal or State grants are suspended, reduced, or terminated before or during the contract period, or if Federal or State Grant terms and regulations change significantly.
<input type="checkbox"/>	F. In the event of early termination initiated by either party for whatever reason, the contractor is entitled to payment earned through the date of contract termination. Only reimbursement for costs incurred under contract from the contract beginning date through the date of contract termination will be eligible for payment.
CORRECTIVE ACTION	
<input type="checkbox"/>	A. The LWDB reserves the right to conduct monitoring and evaluation of the performance provided under this contract. The LWDB will notify the contractor in writing of any deficiencies noted during such review, and may withhold or disallow payments as appropriate based upon such deficiencies. The LWDB will provide technical assistance to the contractor related to the deficiencies noted. The LWDB shall conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them. If such deficiencies persist, the local area may terminate the contract.

LEGAL AUTHORITY	
<input type="checkbox"/>	A. The contractor assures and guarantees that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the contractor legal authority to enter into a contract, receive payments authorized under this contract and to perform the work the contractor has obligated itself to perform under contract.

I certify that the STATEMENT OF WORK checklist is completed and understood. I also certify that the three page STATEMENT OF WORK narrative is attached.

Authorizing Signature _____ Date _____

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

SECTION V: RFP REQUIRED FORMS

The RFP response is divided into the following components:

Section	Format
1. Proposal Cover Page (ATTACHMENT I)	Form
2. Statement of Work – Scope of Work (Pages 18-24 of RFP)	Form/Narrative (Max 3 pages)
3. Organizational Capabilities and Acknowledgments (Pages 30-37)	Form/Narrative (Max 1 page)
4. Budget and Budget Narrative (ATTACHMENT II)	Narrative (Max 1 page)
5. Attachments ATTACHMENT III – PROVISIONS, ASSURANCES AND CERTIFICATIONS (SIGN AND RETURN) ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (SIGN AND RETURN) ATTACHMENT V - CERTIFICATION REGARDING LOBBYING (SIGN AND RETURN) ATTACHMENT VI - GEORGIA ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT COMPLIANCE AFFIDAVIT (SIGN AND RETURN) ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION AGREEMENT (SIGN AND RETURN) ATTACHMENT VIII – CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (SIGN AND RETURN) ATTACHMENT IX – NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE (SIGN AND RETURN) ATTACHMENT X – ASSURANCES NON-CONSTRUCTION PROGRAMS (SIGN AND RETURN) ATTACHMENT XI – LETTER OF INTENT TO BID (SIGN AND RETURN) ATTACHMENT XII – LWDB GRIEVANCE PROCEDURES <p style="text-align: center;"><u>PROPOSER SUBMITTED</u></p> ORGANIZATIONAL CHART (ATTACH) STAFF QUALIFICATION(S)/JOB TITLE(S)/JOB DESCRIPTION(S) (ATTACH) CORPORATE REGISTRATION CERTIFICATE (ATTACH) DUNS NUMBER (ATTACH) BUSINESS LICENSE(S) (ATTACH) FIDELITY BOND (ATTACH) STATEMENT OF CURRENT UI PAYMENTS & STATE AND FEDERAL WITHHOLDING TAXES (ATTACH) TWO YEARS OF AUDITED FINANCIAL HISTORY (ATTACH) (See page 8)	
6. Attachment XI – LETTER OF INTENT TO BID (SIGN AND RETURN) (See page 64, #6 below)	

The instructions for each section are provided below.

1. Proposal Cover Page (ATTACHMENT I)

The Cover Page is to be completed by the proposing organization. The Proposal Cover Page must be completed, in full and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one Cover Page is needed per proposal.

2. Statement of Work / Scope of Work (Pages 18-24 of RFP)

This checklist contains key elements for establishing the organization’s understanding of the scope of services to be provided, expectations for staffing, program performance requirements, program and fiscal monitoring responsibilities, outreach and recruitment of eligible populations and other required activities necessary to effectively manage state-wide services. Respondents must check each box to verify that all terms and conditions are understood and will be carried out as directed. If the respondent does not check a box, please provide a written explanation to explain why a particular box was not checked, otherwise the review committee may consider the proposal incomplete.

Narrative – Include in your proposal a narrative **DIRECTLY BEHIND** Statement of Work / Scope of Work Form OF NO MORE THAN THREE (3) PAGES.

3. Organizational Capabilities and Acknowledgments (Pages 30 – 37 of RFP)

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Sign and date the form. Narrative – Include in your proposal a narrative DIRECTLY BEHIND the Organizational Capabilities and Acknowledgments Form OF NO MORE THAN ONE (1) PAGE.

4. Budget (ATTACHMENT II)

Please enter budget information consistent with the line item categories listed. Budgets in excess of the estimated budget amounts provided will not be accepted for consideration.

Please note that indirect costs can only be included if your organization has an approved indirect rate from your cognizant agency (a copy must be attached) or a standardized cost allocation plan that can be reviewed upon request. If you are a for-profit agency please include profit amounts in a separate line item.

Budget Narrative

Narrative – Include in your proposal a narrative DIRECTLY BEHIND the Budget pages OF NO MORE THAN ONE (1) PAGE. The Budget Narrative should provide enough information that proposal evaluators need not seek clarification of the proposed budget. As stated above, this document may also be used to explain planning assumptions that would further explain rationale and/or justification for levels of activities and/or line-item expenditures.

5. Attachments to be submitted with this RFP

- ATTACHMENT I – PROPOSAL COVER PAGE (COMPLETE, SIGN AND ATTACH)
- ATTACHMENT II- BUDGET AND BUDGET NARRATIVE (COMPLETE, SIGN AND ATTACH)
- ATTACHMENT III – PROVISIONS, ASSURANCES AND CERTIFICATIONS (SIGN AND RETURN)
- ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (SIGN AND RETURN)
- ATTACHMENT V - CERTIFICATION REGARDING LOBBYING (SIGN AND RETURN)
- ATTACHMENT VI - GEORGIA ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT COMPLIANCE AFFIDAVIT (SIGN AND RETURN)
- ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION AGREEMENT (SIGN AND RETURN)
- ATTACHMENT VIII – CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (SIGN AND RETURN)
- ATTACHMENT IX – NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE (SIGN AND RETURN)
- ATTACHMENT X – ASSURANCES NON-CONSTRUCTION PROGRAMS (SIGN AND RETURN)
- ATTACHMENT XI - LETTER OF INTENT TO BID (SIGN AND RETURN) (page 64 See #6 Below)
- ATTACHMENT XII- LWDB GRIEVANCE PROCEDURES

PROPOSER MUST SUBMIT

- ORGANIZATIONAL CHART (ATTACH)
- STAFF QUALIFICATION(S)/JOB TITLE(S)/JOB DESCRIPTION(S) (ATTACH)
- CORPORATE REGISTRATION CERTIFICATE (ATTACH)
- DUNS NUMBER (ATTACH)
- BUSINESS LICENSE(S) (ATTACH)
- FIDELITY BOND (ATTACH)
- STATEMENT OF CURRENT UI PAYMENTS & STATE AND FEDERAL WITHHOLDING TAXES (ATTACH)
- TWO YEARS OF AUDITED FINANCIAL HISTORY (ATTACH) (See page 8)

6. **LETTER OF INTENT TO BID (SIGN AND RETURN) (ATTACHMENT XI)** All agencies interested in submitting a bid in response to this RFP must submit a letter of intent; the letter may be submitted by e-mail, fax or mail to the Compliance Specialist. Such letter must be received by the **Compliance Specialist by 5:00 PM Eastern Time on April 24, 2024. Contractors failing to submit a LETTER OF INTENT TO BID by the stated deadline shall be disqualified.**

SECTION VI: PROPOSAL REVIEW & EVALUATION PROCESS

The LWDB One-Stop Committee will serve as the RFP evaluation committee. The One-Stop Committee will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. The One-Stop Committee reserves the right to reject any and all proposals.

Proposals will be screened for compliance with the federal Workforce Innovation and Opportunity Act of 2014 (WIOA) requirements, alignment with WIOA Georgia’s Unified State Plan, Region 6 Workforce Development Plan, and compliance with the specifications of this RFP through the following three-phase process.

PHASE I:	LWDB staff will initially evaluate each proposal for responsiveness. The following minimum criteria will be used to determine which proposals will continue on to Phase II:
	1. The proposal was submitted in accordance with the specified timeline.
	2. All requested information and documentation is completed, signed by the individual legally authorized to act on behalf of the bidder, and included in the application package.
	3. The appropriate number of copies were submitted.
PHASE II:	Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the LWDB One-Stop Committee. Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. Proposals must receive a minimum score of 85 from at least three out of five raters in order to be considered competitive. Proposals not receiving this minimum score will be considered noncompetitive and will receive no further consideration for funding. Bidders who have submitted noncompetitive proposals will be notified of this determination and the rating score they received, at the same time as all bidders are notified of the action taken on their proposals. (85-100 pts)
PHASE III:	The recommendation of the One-Stop Committee will be presented to the Middle Georgia Workforce Development Board for approval at the LWDB meeting.

The LWDB One-Stop Committee retains the right to request additional information from any applicant or request oral presentations from applicants.

If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made. Furthermore, if only one response is received, the committee may move that proposal be forwarded for Review Committee providing all conditions as stated have been met.

The final contract must be approved by the Middle Georgia Workforce Development Board prior to notification.

PROPOSAL EVALUATION CRITERIA

Organizational Overview/Experience (16)

- Bidder submitted record of past performance with WIOA (or similar program).
- Bidder provided a clear and relevant mission/vision.
- Bidder provided a description and brief history of the organization.
- Bidder demonstrated unique expertise that distinguishes organization.

Financial/Fiscal Accountability (17)

- Bidder has financial and administrative experience in managing multiple federal, state, and/or private funding sources.
- Bidder provided documents establishing financial history.
- Bidder is up-to-date on taxes (income, annual state & federal, payroll tax, etc.
- Bidder provided evidence that acceptable accounting systems are in place.
- Bidder provided a proposed budget and narrative, which may include: personnel costs, operational expenses, direct expenses, and other estimated costs.
- Bidder's budget is adequate for the scope of work presented in the RFP.

Capacity (16)

- Bidder provided a functional or proposed organizational chart that is deemed satisfactory to meet One-Stop needs.
- Bidder provided a workflow/logistical model.
- Bidder provided a reasonable plan for staffing.
- Bidder described resources the entity can bring to the workforce system.

Partnerships & Community (16)

- Bidder demonstrated experience with oversight of multi-organizational staff.
- Bidder demonstrated a plan for partner integration within the entity.
- Bidder provided a plan or demonstrated expertise in working with both rural and urban populations simultaneously (if applicable to local area).
- Bidder explained how the organization will measure customer satisfaction.

Programs/Program Outcomes (17)

- Bidder provided a proposed program design model.
- Proposed outcomes are relevant to the mission and objectives of One-Stop partner programs.
- Bidder has detailed a service delivery model that correlates to the proposed outcomes.
- Narrative clearly demonstrates how activities will lead to the proposed outcomes.

Technology, Data, & Reporting (18)

- Bidder described existing data and reporting system process.
- Bidder described how they will track and evaluate each specific performance goals on a recurring basis.
- Bidder described technological needs in order to assume operation.
- Bidder demonstrated an ability to ensure and maintain data integrity.

Section VII
ORGANIZATIONAL CAPABILITIES AND
ACKNOWLEDGEMENTS

COMPLETE, SIGN AND RETURN

The entire section (pages 30 through 37) is to be completed, signed and returned as part of your proposal.

There are four parts within this section. Do not leave any part blank. If any one item is not applicable, indicate such by entering “N/A” (Not Applicable) in the left margin. For the financial capability part you may attach additional pages (up to seven).

Part One - Capacity, Capability, and Acknowledgements

Part Three – Financial Capability

Part Two – Past Performance

Part Four – Compliance Acceptance

Successful proposers to this RFP must demonstrate the capacity to effectively manage local coordination and management of required partner services consistent with the Middle Georgia One-Stop service delivery model and recognize the direct oversight and leadership role that the local administrative entity shall maintain in managing service delivery contracts.

To be eligible to operate as a One-Stop Operator in the WorkSource Middle Georgia delivery system, an agency or organization must:

	<i>PART ONE - CAPACITY, CAPABILITY AND ACKNOWLEDGMENTS</i>
<input type="checkbox"/>	1. Have the management and fiscal capacity to administer a complicated federal grant program, as well as demonstrated experience in the operation of employment and training programs.
<input type="checkbox"/>	2. Understand that only costs directly related to the operation of the grant program, and properly justified with supporting documentation will be allowable charges to this program. Required supporting documentation such as properly completed time cards, time sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under WIOA shall not be used to supplement or duplicate facilities or services available in the area from federal, state, or local sources.
<input type="checkbox"/>	3. Demonstrate a working knowledge of the Act, Final Rules and Regulations and the key program services required under WIOA. Understand the required performance measures and strategies for achieving measures, and how the effective delivery of Program services helps to align workforce and economic development efforts.
	4. An agency or organization awarded a contract for the delivery of WIOA services shall:
<input type="checkbox"/>	A. Have demonstrated ability to be flexible and adapt quickly to change. Specifically, the agency or organization must operate within an infrastructure that can support the mobilization of existing staff, as well as the ability to ramp up staffing on short notice, to meet the demand for specialized/customized services in response to program changes.
<input type="checkbox"/>	B. Be subject to an extensive set of fiscal and programmatic reporting and oversight requirements, which shall include the use of specific forms and reports required to carry out the monitoring and evaluation of programs as mandated by the federal and state regulations and the local administrative entity’s policies and procedures.
<input type="checkbox"/>	C. Be liable for any disallowed or illegal expenditure of funds or program operations conducted under their contract. Resources used to reimburse disallowed/illegal expenses will not come from federal or state funds.
<input type="checkbox"/>	D. Be required to use the WIOA WorkSource Georgia Portal (VOS) system, as well as maintain hardcopy partner files. All books, records, documents, and papers (including customer files) relating to WIOA service delivery shall be retained by the contractor for a minimum period of three (3) years or returned to the administrative entity following submission of the final expenditure report, customer exit or data validation date, or until such time as any litigation,

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

	audit findings or other claims have been resolved and so certified by the state.
<input type="checkbox"/>	E. Be required to sign a Contract for services, which will provide for the full indemnification and hold harmless of any liability to the Administrative Entity and/or the LWDB for any activities conducted by the contractor. This includes a full statement of responsibility for reimbursing the administrative entity for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIOA customer or other interested party. The contractor shall also be required to subscribe to the WIOA assurances and certifications.
<input type="checkbox"/>	F. Be required to assign staff whose sole responsibility and commitment is the delivery of comprehensive WIOA and partner services. WIOA and partner services shall be implemented as a “whole” service consistent with the intent of WIOA rules and regulations. No other federal, state or local program services offered by the contractor shall be allowed to take precedence over the intent of WIOA service delivery.
<input type="checkbox"/>	G. Be required to ensure that all staff funded under the contract are adequately trained in WIOA regulations, process and procedures, including EEO and confidentiality procedures consistent with USDOL requirements. Be required to ensure that customer confidentiality is maintained at all times.
<input type="checkbox"/>	H. Be required to have the capacity to provide consistent content and quality of services.
<input type="checkbox"/>	I. Be required to ensure timely data entry of customer registration and case management information into the electronic WIOA case management system (VOS) to ensure complete and accurate data is available to meet performance and reporting requirements.
<input type="checkbox"/>	J. Be required to achieve established performance goals on an annual basis; failure to meet performance goals shall require corrective action and/or be used as a factor in determining future contract awards.
<input type="checkbox"/>	K. Be required to develop local operational and fiscal policies and reporting procedures, to ensure federal and state goals, objectives and performance measures for WIOA funds are met.
<input type="checkbox"/>	5. The contractor must be able to offer cost-effective services.
<input type="checkbox"/>	6. The contractor must have an existing financial infrastructure sufficient to support the processing of WIOA financial reports and the availability of non-federal financial resources to cover any costs incurred as a result of disallowed program activities.
<input type="checkbox"/>	7. The contractor shall be registered (and in good standing) to conduct business in the State of Georgia, and must not be the subject of any past or current federal suspension or disbarment proceedings.
<input type="checkbox"/>	8. The contractor shall carry appropriate liability and workers compensation insurance.
<input type="checkbox"/>	9. The contractor must have the ability to carry out the Work Statement Requirements as defined in this RFP.
<input type="checkbox"/>	10. In addition, contractors shall abide by local procedures that recognize the administrative entity as the <u>sole</u> contact with the U.S. Department of Labor (USDOL) and The Technical College System of Georgia, Office of Workforce Development (TCSG, OWD) for all issues related to the implementation and management of WIOA funded activities in the local area. As such, all contractor communication with USDOL or TCSG, OWD regarding WIOA issues must be directed through the administrative entity.
<input type="checkbox"/>	11. Proposals should follow the format set forth in the SUBMISSION OF PROPOSALS section of the RFP and adhere to the minimum requirements specified therein.
<input type="checkbox"/>	12. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

<input type="checkbox"/>	13. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Georgia policies, and LWDB policies and procedures.
<input type="checkbox"/>	14. Any changes to the WIOA program, performance measures, funding level, or Federal Regulations, may result in a change in contracting. In such instances, the LWDB will not be held liable for what is in the contractor's proposal or this RFP.
<input type="checkbox"/>	15. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected contractor and LWDB staff, continued availability of WIOA funds and LWDB approval.
<input type="checkbox"/>	16. The contractor selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37.2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87 (as revised 05/10/04) , A-110, A-122, and A-133 OR 46 CFR part 31, whichever is applicable.
<input type="checkbox"/>	17. The contractor will be expected to adhere to LWDB procedures to collect, verify, and submit required data as required and submit monthly invoices to the Administrative Entity.
<input type="checkbox"/>	18. The contractor must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, sexual origin, national origin, age, disability, or political affiliation or belief.
<input type="checkbox"/>	19. Contractor must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
<input type="checkbox"/>	20. Contractor must accept liability for all aspects of any WIOA program conducted under contract with the LWDB. Contractors will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. Disallowed costs may not be paid with any other federal funds.
<input type="checkbox"/>	21. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a contractor fails to meet expenditure, customer, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
<input type="checkbox"/>	22. Contractor will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and customers. In addition, contractors are required to maintain all WIOA records for three (3) years, from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by DOL. (29 CFR Part 95)
<input type="checkbox"/>	23. The contract award will not be final until the LWDB and the contractor have executed a mutually satisfactory contractual agreement. The LWDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final LWDB approval of the award and execution of a contractual agreement between the successful contractor and the LWDB.
<input type="checkbox"/>	24. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged by any other individual for the same services performed by the contractor.
<input type="checkbox"/>	25. All contractors shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Circular A-128 or A-133, as appropriate. Commercial organizations will purchase A-128 audits. Include audit costs in the proposed budget detail.
<input type="checkbox"/>	26. Each party shall be responsible for any negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of the LWDB, the contractor will provide

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

	certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.
<input type="checkbox"/>	27. Continuation of funding is dependent on availability of federal funds and the contractor's successful performance which will be evaluated at the end of each program year.
<input type="checkbox"/>	28. Attendance may be required at any training during the program year as deemed mandatory by the LWDB. The contractor must ensure that funds are available to support such attendance.
<input type="checkbox"/>	29. The contractor will be legally obligated to enter all required data as directed, relating to all customers seen and registered during the contract period in the Georgia Work Ready (VOS) system. Contractor shall be responsible for keeping One-Stop up-to-date, especially in time to meet quarterly reporting deadline requirements.
<input type="checkbox"/>	30. The contractor will be legally obligated to turn over complete data files in the specified electronic format, as well as hard copy files, to the LWDB at the time that the contractor ceases to operate the WIOA One-Stop.
<input type="checkbox"/>	31. The contractor will ensure that criminal record checks and drug screenings are performed for all employees who have direct contact with One-Stop partners and program customers.
<input type="checkbox"/>	32. Contractor need to be aware that services are scheduled for implementation effective July 1, 2024.
<input type="checkbox"/>	33. No modification, alterations, additions or substitutions to any proposal will be accepted after the proposal due date listed within this RFP.
PART TWO - PAST PERFORMANCE	
<input type="checkbox"/>	<p>34. Complete the following chart showing the performance of the proposer when providing One-Stop operator services. Use the most current WIOA performance. If proposer has not provided WIOA One-Stop Operator services, use other program criteria. Proposer should specify the source of funds, if not WIOA.</p> <p>Funds Used: _____</p> <p>Program Title: _____</p> <p>Program Year: _____</p> <p>Contracted Number to be served: _____</p> <p>Actual number served: _____</p> <p>Total funds awarded for contract: _____</p> <p>Cost per customer: _____</p>
PART THREE - FINANCIAL CAPABILITY (Attach additional pages if necessary for this section) (Do not leave any sections blank, if an item does not apply to your agency indicate "N/A", Not Applicable)	
<input type="checkbox"/>	35. Date the organization was established? _____
<input type="checkbox"/>	36. Is this a community-based organization? YES NO Community Based Organizations. Private nonprofit organizations which are representative of communities or significant segments of communities. Note that governmental agencies are NOT "community-based organizations".
<input type="checkbox"/>	37. The proposer is a corporation: Yes No

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

	<p>If yes, corporation and their affiliates must be listed and properly registered with the Secretary of State's office. A copy of the registration certification <u>is attached</u>: Yes No</p> <p>If no, please explain:</p>
<input type="checkbox"/>	<p>38. Proposer is licensed in the county or city in which they are doing business: Yes No</p> <p>A copy of the license <u>is attached</u>: Yes No</p> <p>Not applicable for state or local educational agencies. Explain if Proposer does not have license attached. Please Indicate If Not Applicable.</p>
<input type="checkbox"/>	<p>39. Proposer has a current fidelity bond and a copy <u>is attached</u>: Yes No</p> <p>Explain if proposer does not have a current fidelity bond attached:</p>
<input type="checkbox"/>	<p>40. *Financial condition as of (current through at least June 30, 2018; most recent is preferable).</p> <p>1. Cash \$ _____</p> <p>2. Current assets \$ _____</p> <p>3. Current liabilities \$ _____</p> <p>4. Net working Capital \$ _____ (Sum, 1+2-3 = 4)</p> <p>* Not required for State agencies or Public Educational Institutions</p>
<input type="checkbox"/>	<p>41. The proposer's Fiscal Year End Date is _____</p>
<input type="checkbox"/>	<p>42. Worker's Compensation is Current: Yes No</p> <p>Name of Carrier: _____</p> <p>Policy Number: _____</p> <p>Address of Carrier: _____</p> <p>Period Cover by Policy: _____</p>
<input type="checkbox"/>	<p>43. OSHA placed a fine on proposer (civil or criminal) in the past 24 months? Yes No</p> <p>If yes, explain:</p>
<input type="checkbox"/>	<p>44. Are Federal, State and Unemployment taxes paid and current? Yes No</p> <p>Federal Employer Identification Number: _____</p> <p>Georgia Unemployment Insurance Number: _____</p> <p>Georgia Withholding Tax Number: _____</p> <p>In the past five (5) years has the proposer had any Federal or State tax levies? Yes No</p> <p>If yes, describe the nature, circumstance of the levy, county filed and the date paid/resolved.</p>
<input type="checkbox"/>	<p>45. <u>Attach</u> to this form a letter from the organization's CPA or financial official verifying the above Federal, State and withholding and U.I. taxes are current.</p>
<input type="checkbox"/>	<p>46. Provide a bank reference, including the address, phone number, contact person, and contact person's title.</p> <p>Bank Name: _____</p> <p>Address: _____</p>

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

	Phone: _____ Contact Person/Title: _____
<input type="checkbox"/>	47. Circle the appropriate answer(s) to indicate the financial arrangements which are available to facilitate performance during initial phases of the contract. 1. Own Resources Yes No 2. Bank Credit Yes No If yes, name of bank and amount, include any line of credit. Name of Bank _____ Amount of Credit _____ 3. Other income sources Yes No If yes, specify source and amount Source _____ Amount _____ Source _____ Amount _____
<input type="checkbox"/>	48. The latest audit statement was prepared on _____ and covers the period of _____ Through _____. Name of auditor, if audit conducted: _____ (Please <u>attach</u> a copy of the most recent audit with proposal.) If the same CPA firm has audited company records for the past five (5) years, please check here. ___ If a different CPA firm has audited company records during the past five (5) years, then complete the information below: First year end date _____ Firm Name and Address _____ If no audits have been performed in the past five (5) years, then explain below. (If new organization, state the date the organization began operation): _____ Information confirmed by: _____ <p style="text-align: right;">(CPA Firm Representative or Financial Officer of Proposer)</p>
<input type="checkbox"/>	49. <u>Attach</u> a copy of the organization's organizational chart.
<input type="checkbox"/>	50. Fiscal Controls Briefly describe (one page) the accounting system and internal controls utilized in assuring fiscal accountability. Describe the method of accrual used. Identify the source and amounts of any supplemental funds (non-WIOA) to be used in providing these services.
<input type="checkbox"/>	51. Related Parties Identify between the proposing agency, its staff and/or Board member(s), and any business or personal relationships, jointly owned assets or other related interests which are planned to be utilized in the services to be provided in the proposed project, if applicable. Describe the nature

<i>PART FOUR - COMPLIANCE ACCEPTANCE</i> <i>Middle Georgia Workforce Development Area 11</i>							
	<p>As the authorized signatory official for</p> <hr/> <p>(Submitting Organization)</p> <p>I hereby certify:</p> <ul style="list-style-type: none"> • That the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act of 2014 (WIOA). • That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), U.S. Department of Labor (USDOL), The Technical College System of Georgia, Office of Workforce Development (TCSG, OWD) and the Administrative Entity policies and guidelines; and • That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and • That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the LWDB reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the administrative entity. 						
□	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Authorized Representative Signature</td> <td style="width: 40%; border: none;">Date</td> </tr> <tr> <td colspan="2" style="border: none; height: 40px;"> <div style="border-top: 1px solid black; margin-top: 10px;"></div> </td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;"> Typed Name of Authorized Signatory </td> </tr> </table>	Authorized Representative Signature	Date	<div style="border-top: 1px solid black; margin-top: 10px;"></div>		Typed Name of Authorized Signatory	
Authorized Representative Signature	Date						
<div style="border-top: 1px solid black; margin-top: 10px;"></div>							
Typed Name of Authorized Signatory							

***SECTION VIII: Middle Georgia Workforce Development Board
Reservations Regarding this RFP***

ATTACHMENT I - INFORMATIONAL

The proposer should review each statement below to ensure capacity for compliance before submitting a proposal for consideration.

1. All solicitations are contingent upon availability of funds.
2. This RFP is for one year; July 1, 2024 through June 30, 2025.
3. The LWDB reserves the right to accept or reject any or all proposals received.
4. The LWDB is not required to award contracts to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors. These factors include, but are not limited to: price, technical qualifications, and demonstrated experience. The LWDB reserves the right to negotiate costs, prices, and services with all qualified sources, if it is in the best interest of the LWDB to do so.
5. The LWDB reserves the right to use sources of funds other than WIOA to fund portions of a proposer's costs or increase or decrease funding levels under this proposal as necessary to accomplish goals.
6. The LWDB reserves the right to extend the submission deadline if the LWDB allows. If such action occurs after a proposal has been submitted, the bidder has the right to revise its proposal.
7. The LWDB reserves the right to withdraw this RFP at any time without prior notice and makes no representation that any contract will be awarded to any offer responding to this RFP.
8. The LWDB reserves the right to waive informalities and minor irregularities in offers received.
9. The LWDB reserves the right to re-release this RFP if no qualified applications are received and/or due to funding restrictions, reallocations, or any other funding/program-related issues at the state or federal level.
10. This RFP does not commit the LWDB to award a contract.
11. This RFP is for WIOA services and other related programs and funding streams which may become available to the LWDB during the contract period for same/similar services.
12. The LWDB may accept any item or group of items of any contract, unless the proposer qualified its offer by specific limitations.
13. The LWDB may select a service provider based on initial offers received, without further discussion with the proposer of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the proposer can submit to the LWDB.
14. The LWDB reserves the right to fund all or portions of a proposal, such as a portion of the services or a portion of the area proposed. The LWDB also reserves the right to require that a proposer, if funded, serve counties which they did not specify in their proposal or offer services which were not in their proposal but are still within the scope of this RFP.
15. The LWDB reserves the right to verify any information within the proposal. If the information cannot be verified the LWDB reserves the right to reduce the rating points awarded.
16. The LWDB reserves the right to require that a proposer use a facility designated by the LWDB for purposes of operating the services provided.
17. The LWDB reserves the right to request additional data or oral discussion or documentation in support of written offers.
18. All data, material, and documentation originated and prepared by the contractor pursuant to the contract shall belong exclusively to the LWDB and be subject to disclosure under the Freedom of Information Act.
19. Additional funds received by the LWDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the LWDB.
20. The LWDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the LWDB, the services proposed are not needed, or the costs are higher than the LWDB finds reasonable in relation to the overall funds available, or if past management

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

- concerns lead the LWDB to believe that the proposer has undertaken more services than it can successfully provide.
21. The LWDB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
 22. Any proposal approved for funding is contingent on the results of an on-site review. This site visit will establish, to the LWDB's satisfaction, whether the contractor is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the LWDB, that the contractor may not be able to fulfill contract expectations, the LWDB reserves the right not to enter into contract with the organization, regardless of the LWDB approval of the contractor's proposal.
 23. The LWDB is required to abide by all WIOA legislation and regulations. Therefore, the LWDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies. The LWDB reserves the right to apply any stipulations set forth in this RFP to the resulting contract.
 24. The LWDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
 25. The LWDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
 26. Applicants are advised that most documents in the possession of the LWDB are considered public records and subject to disclosure under the State of Georgia's Open Records Act.
 27. The LWDB will be monitoring, auditing, and evaluating the contractor's fiscal records, written policies and procedures, programs and activities throughout the contract period. Contractors must allow LWDB and local Administrative Entity staff or its agent full access to all files, policies and procedures, and records relating directly to WIOA funding, client case files, accounting files and records, and any related files and records associated with proper accounting of such funds and clients. Denying access to records, files, policies and procedures, and related information shall be sufficient reason to terminate the contract immediately.
 28. The selected contractor must be in compliance with and/or agree to comply with all of the program assurances and certifications required by the LWDB and/or State and Federal law as outlined in this RFP document.
 29. Once a contract is awarded, that contractor becomes fully responsible for administration of the program(s) requirements of the One-Stop Operator and other policies or regulations established by the U.S. Department of Labor, the LWDB, and/or the Technical College System of Georgia ,Office of Workforce Development(TCSG,OWD).
 30. The LWDB also reserves the right to vary the provisions set forth herein at any time prior to contract execution when the LWDB deems such variance to be in the best interest of the LWDB and to act otherwise as it deems at its own discretion. The LWDB will require the proposers selected to participate in negotiations. As a result of these negotiations, revisions (including technical and/or cost revisions) may be required which may result in acceptance or rejection of any and all proposals received.
 31. The LWDB reserves the right to fund any additional proposal received during this solicitation process, at any time during the program period, without issuing an additional request for proposal package. A contingency list may be established. The list will consist of proposers whose evaluation scores meet or exceed the minimum score and were not selected for award. Contracts may also be negotiated in cases of emergency or if additional funds become available. The LWDB will select the proposals to be funded.
 32. The LWDB reserves the right to issue a new request for proposal at any time during this three year period if it is the intent of the LWDB to do so.

SECTION IX - ATTACHMENTS

For any attachment that is not applicable to your organization (for example, your location may not be required to have a business license. Please insert a page labeled “Business License - Not Applicable” to indicate you were aware of the requirement and it is not applicable, NOT, that you were aware and FAILED to submit the document where is applies).

ATTACHMENT I - PROPOSAL COVER PAGE (COMPLETE, SIGN AND RETURN)

ATTACHMENT II- BUDGET AND BUDGET NARRATIVE (COMPLETE, SIGN AND RETURN)

ATTACHMENT III – PROVISIONS, ASSURANCES AND CERTIFICATIONS (SIGN AND RETURN)

ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (SIGN AND RETURN)

ATTACHMENT V - CERTIFICATION REGARDING LOBBYING (SIGN AND RETURN)

ATTACHMENT VI - GEORGIA ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT COMPLIANCE AFFIDAVIT (SIGN AND RETURN)

ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION AGREEMENT (SIGN AND RETURN)

ATTACHMENT VIII – CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (SIGN AND RETURN)

ATTACHMENT IX – NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE (SIGN AND RETURN)

ATTACHMENT X – ASSURANCES NON-CONSTRUCTION PROGRAMS (SIGN AND RETURN)

ATTACHMENT XI - LETTER OF INTENT TO BID (SIGN AND RETURN)

PROPOSAL COVER PAGE

ATTACHMENT I

Proposal for:
WorkSource Middle Georgia
ONE-STOP OPERATOR

Contractor: _____
 Typed Name of Agency/Corporation

Mailing address: _____

Contact Person: _____

Phone: _____ E-mail: _____

OFFER: The undersigned hereby proposes to furnish to the **Middle Georgia Workforce Development Board (LWDB)** the One-Stop Operator services as described in the Statement of Work in accordance with the specifications contained in this RFP.

The signature of the proposer below signifies the agreement of the proposer to all of the terms and conditions of this RFP unless exception is taken, in writing, and further certifies:

1. That the *proposer* is an organization that has a working knowledge of the deliverables and requirements described in this RFP.
2. That the proposal submitted meets all of the specifications in the RFP.
3. That a full disclosure of any past, current, pending or anticipated litigation between the respondent and any governmental or business entity in the State of Georgia is included in the proposal.
4. That the *proposer* has the capacity and can commit to the program and fiscal management of the RFP requirements as specified in the Statement of Work section within the defined timeline.

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

Typed Name of Authorized Representative *Title of Authorized Representative*

 Signature of Authorized Representative Date

ATTACHMENT II

BUDGET AND BUDGET NARRATIVE

WorkSource Middle Georgia		
Proposed Budget Summary		
RESPONDENT: _____		
Budget Category		Budget
Personnel		\$ -
Fringe Benefits		\$ -
Staff Travel		\$ -
Staff Development		\$ -
Operating Costs		\$ -
Professional Fees		\$ -
Other		\$ -
Total Direct Costs		\$ -
Corporate / Indirect Charges		\$ -
Profit / Program Income		\$ -
Total Budget Request		\$ -
<i>Additional Budget Information: Equipment and Supplies</i>		
Equipment and Supplies		Budget:
		\$ -
		\$ -
		\$ -
		\$ -

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

		\$	-
		\$	-
		\$	-
Total Direct Client Costs		Budget Total:	
		\$	-
		Total Budget Request:	

WorkSource Middle Georgia		
Proposed Budget Summary		
RESPONDENT: _____		

1. Personnel (List all positions that provide direct services, including salary and wages for managers, staff, and other key personnel)

Position Title	Average Salary	# of FTEs	% Charged to this proposal	Cost
<i>Ex. Program Manager</i>	\$ 36,000.00	3	75%	\$ 81,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Personnel				\$ -

2. Fringe Benefits (List all positions mentioned in Personnel that are eligible for benefits, indicate the type of benefit, salary calculated in Personnel section and rate of calculation of each benefit)

Position Title	Type	Salary	Rate (%)	Cost
<i>Ex. Program Manager</i>	<i>benefits/health insurance</i>	<i>\$ 81,000.00</i>	<i>29%</i>	<i>\$ 23,490.00</i>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Fringe Benefits				\$ -

3. Staff Travel (Actuals may not exceed Georgia Statutes and Technical College System of Georgia Office of Workforce Development Policies and procedures)

3a. Mileage - Personal Vehicles (Purpose and Estimated Miles)	Mileage Round trip	# of Trips	Rate/mile	Cost
<i>Ex. Program Manager's travel between centers for staff meetings</i>	<i>54</i>	<i>52</i>	<i>\$ 0.45</i>	<i>\$ 1,263.60</i>
				\$ -

Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

				\$ -
				\$ -
Total Travel				\$ -
4. Staff Development / Continuing Education				
Item	Purpose	Quantity	Unit Costs	Cost
<i>Ex. Staff Training</i>	<i>Required professional development</i>	<i>3</i>	<i>\$450.00</i>	<i>\$ 1,350.00</i>
				\$ -
				\$ -
				\$ -
Total Staff Development				\$ -
5. Operating Costs				
Item	Intended Use	Quantity	Unit Costs	Cost
<i>Ex. Cell phones for staff</i>		<i>8</i>	<i>\$ 600.00</i>	<i>\$ 4,800.00</i>
				\$ -
				\$ -
				\$ -
				\$ -
Total Office Costs				\$ -
6. Professional Fees (List all services and fees to be paid.)				
Name of Provider	Service	Rate	hourly or flat fee	Cost
<i>Ex. Audit</i>	<i>Annual A-133 audit</i>	<i>\$10,000.00</i>	<i>flat fee</i>	<i>\$10,000.00</i>
				\$ -
				\$ -
				\$ -
				\$ -
Total Professional Fees				\$ -
7. Other Direct Costs (List all other direct costs.)				

One-Stop Operator RFP 2024
 WorkSource Middle Georgia
 Middle Georgia Workforce Development Board (LWDB)

Description	Description	Rate	hourly or flat fee	Cost
				\$ -
				\$ -
				\$ -
				\$ -
Total Other Direct Costs				\$ -
8. Corporate / Indirect Costs (Identify separately)				
	Base	Rate		Cost
				\$ -
Total Corporate / Indirect Costs				\$ -
9. Profit / Program Income				
Profit or Program Income	Base	Rate		Amount
				\$ -
Total Profit / Program Income				\$ -

ATTACHMENT III

Provisions, Assurances and Certifications
(Subrecipients and Contractors)

Any entity receiving funds under the Workforce Innovation and Opportunity Act, Public Law 113-128 must adhere to the following provisions, assurances and certifications:

1) SEC. 501 of WIOA. Privacy. The privacy protections afforded parents and students under section 444 of the General Education Provisions Act (20 U.S.C. 1232g);

2) SEC. 502 of WIOA. Buy-American Requirement. Compliance with Buy American Act. —None of the funds made available under WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”);

3) Recipients of WIOA funds must adhere to the provisions regarding (29 CFR Part 93), Certification Regarding Lobbying;

4) Recipients of WIOA funds must adhere to the provisions of the Drug-Free Workplace Requirements Certification (29 CFR Part 94);

5) Recipients of WIOA funds must adhere to the provisions Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38);

This assurance applies to the Grantee’s operation of the WIOA Title IB financially assisted program or activity, and to all agreements the Grantee makes to carry out the WIOA Title IB financially assisted program or activity. The Grantee understands that the Grantor has the right to seek judicial enforcement of this assurance.

a. WIOA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 38 and sections 188 of the Workforce Innovation and Opportunity Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title IB financially assisted program or activity;

b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;

e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

6) Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions (29 CFR Part 98 and 2 CFR 200.213);

7) As the duly authorized representative the Grantee certifies that this agency has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIOA programs;

8) As the duly authorized representative the Grantee certifies that this agency will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

to examine all records, books, papers, or documents related to WIOA programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;

9) As the duly authorized representative the Grantee certifies that this agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain; (2 CFR 200.112)

10) As the duly authorized representative the Grantee certifies that this agency will initiate and complete work relating to financial and management information system reporting requirements within acceptable time frames;

11) The Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended;

12) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records;

13) Military Selective Service Act;

14) Nontraditional Employment for Women Act;

15) Department of Labor Federal Regulations at 29 CFR Parts 34 and 1604;

16) Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records. Grantees and service providers, records (including all financial and programmatic records, supporting documents, statistical records and other records of grantees or subgrantees) must be retained for three (3) years following the date on which the expenditures report containing the final expenditures (closeout) charged to a program year's allotment or a grant is accepted by WFD. (2 CFR §200.333, 29 CFR § 97.42)

17) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 -3708). Where applicable, all contracts awarded by the non -Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations. (29 CFR Copies formatted for printing are available at: https://www.dol.gov/general/cfr/title_29 , Copies formatted for printing are available online at: Page 84 <http://www.maximus.com/our-services/education/higher-education/omb-uniform-guidance-Part-5>). Under 40U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

18) Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds;

19) Will comply with the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Subpart F, Audits Requirements for States, Local Governments, and Non-Profit Organizations;

20) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIOA programs. Will comply with any other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Innovation and Opportunity Act, or subsequent Executive or Congressional mandates;

21) Will establish, in accordance with section 184 of the Workforce Innovation and Opportunity Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under sections 127 and 132;

22) The contractor must adhere to the Priority of Services to Veterans and eligible spouses pursuant to (20 CFR Part 1010) the regulations of the Jobs for Veterans Act published at 73 Fed. Reg. On December 19, 2008. Veterans and eligible spouses will be provided priority in USDOL-funded workforce services in accordance with the Jobs for Veterans Act (P.L. 107-288), (38 USC 4215) and Jobs for Veterans Act Final Rule (20 CFR part 1010) published at 73 Fed. Reg. 78132 (December 19, 2008);

23) Assures that it will comply with the confidentiality requirements for Federal contracts;

24) Assures that no funds received under the Workforce Innovation and Opportunity Act will be used to assist, promote or deter union organizing;

25) Assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act;

26) Advance Federal Agency Approval of Cost: It is agreed that it shall be the responsibility of the contractor to request in writing, from the WIOA Administrative Entity, approval of expenditures which require advance federal agency or their designee's approval in advance or incurrence of special or unusual costs. It shall be the responsibility of the WIOA Administrative Entity to acquire written approve from the federal agency or their designee's approval of these requests for advance approval received from the contractor and to notify the contractor in writing of the approval. Expenditures requiring advance federal agency or their designee's approval may not be made by the contractor prior to receipt of the WIOA Administrative Entity's written notification that federal agency or their designee's approval has been granted. The WIOA Administrative Entity's contract budget approval does not constitute previous federal agency/designee's and/or WIOA Administrative Entity approval of costs requiring advance federal agency/ designee approval.

27) Comply with the federal cost principles for determining allowable costs for this contract are at 2 CFR 200 Appendix IV for contracts with nonprofit organizations; 2 CFR 200 Appendix V for contracts with State or Local governments; and 2 CFR 200 Appendix III for contracts with educational institutions. Allowable costs for commercial organizations and those non-profits listed in 2 CFR 200 Appendix VIII must be determined under the provisions of the Federal Acquisition Regulation at 48 CFR part 31;

28) 2 CFR 200 Part 99, Audits of States, Local Governments, and Non-Profit Organizations. Commercial organizations expending more than \$750,000 in federal funds must have either an organization-wide audit conducted in accordance with §200.501 or a program-specific financial and compliance audit §200.507;

29) The Federal Acquisition Regulation at 48 CFR Part 31 for commercial organizations and non-profit organizations listed in 2 CFR 200 Appendix VIII;

30) Fair Labor Standards Act of 1935, as amended;

31) 29 CFR Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, codified from 2 CFR 200;

32) 29 CFR Part 95, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations under the Jurisdiction of Foreign Governments, and International Organizations, codified from 2 CFR 200;

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

- 33) The Copeland “Anti-Kickback” Act (18 USC Sec. 874 and 40 USC Sec. 276c), as supplemented by DOL in 29 CFR Part 3, regarding all contracts and subcontracts in excess of \$2000 for construction or repair;
- 34) Davis -Bacon Act, as amended (40 U.S.C. 3141 - 3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non -Federal entities must include a provision for compliance with the Davis -Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non -Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non -Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti -Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non -Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 35) Clean Air Act (42 USC Sec. 7401 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;
- 36) Federal Water Pollution Control Act (33 USC Sec. 1251 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;
- 37) The Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), as referenced at 29 CFR 97.36(i)(13), regarding mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan;
- 38) The Resource Conservation and Recovery Act (Pub. L. 94-580 codified at 42 USC Sec. 6962), as referenced at 29 CFR 95.16, regarding giving preference in procurement programs funded with federal funds to the purchase of recycled products pursuant to EPA guidelines;
- 39) The conflict of interest and code of conduct requirements governing Workforce Innovation and Opportunity Act transactions set forth at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, and at 20 CFR 667.200(a)(4);
- 40) The requirements related to nepotism found at 20 CFR Section 633.320;
- 41) The Federal Social Security Act, 42 USC Sec. 303 and 503, requiring states to disclose UI information to designated public officials for programs such as food stamps and child support recovery;
- 42) The Vietnam Era Veteran’s Readjustment Assistance Act of 1974 as amended September 7, 2007, and the Jobs for Veteran’s Act enacted in 2002;
- 43) The Georgia Security and Immigration Compliance Act of 2006 (SB 529) and the Georgia Illegal Immigration Reform and Enforcement Act of 2011. (OCGA 13-10-91(b)(3));
- 44) (WIOA Training Programs) The contractor will ensure that worksites adhere to applicable federal/state wage, labor and worker’s compensation laws. Wages shall be paid at rates not less than those prevailing on projects of a similar nature in the locality as determined by the Secretary of Labor in accordance with

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

subchapter IV of Chapter 31 of the Title 40, United States Code and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App.) And Section 3145 of Title 40, United States Code (Recovery Act Sec. 1606);

45) The contractor must adhere to the prohibition of WIOA funds to be used for; religious or political activities including religious worship or instruction, gambling establishment, aquarium, zoo, golf course, or swimming pools;

46) The contractor must adhere to the Whistleblower Protection (Recovery Act Sec. 1553);

47) Local areas will comply with the security and privacy standards of Public Law 104-191 - the Health Insurance Portability and Accountability Act of 1996;

48) Paperwork Reduction Act of 1995 (44 U.S.C. 3507(d));

49) Migrant and seasonal farmworkers will be provided the same range and quality of services as non-migrants, and equity of service will be afforded to migrant and seasonal farmworkers in all labor exchange services provided in the area. [20 C.F.R., Part 653]; and

50) Contractors will comply with section 101 of Public Law 109-149 which limits the salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration and provided to recipients and sub-recipients.

51) Americans with Disability Act Compliance – Contractor agrees to make reasonable efforts to comply with the Americans with Disability Act.

52) HIPAA Business Associate Agreement – Defines the rights and responsibilities of a contractor in reference to the Health Insurance Portability and Accountability Act, which pertains to the security and privacy of patient health information.

53) Federal Funding Accountability & Transparency Act (FFATA) – Contractor agrees to comply with FFATA that outlines the conditions for reporting for federal grants \$25,000 or greater.

54) Intangible Personal Property – Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. If work under this agreement produces patentable items, processes or inventions, the Contractor will report the fact promptly and fully to the Consortium. The Consortium will submit the Contractors report to the State for a determination as to whether to seek protection on the invention or discovery. Unless otherwise provided in terms of this agreement, when copyrightable material is developed/or purchased in the course of or under this agreement, the author or the Contractor which developed the work is free to copyright the material or to permit others to do so. If any material developed/or purchased in the course of or under this agreement is copyrighted, the Consortium, State and U.S. Department of Labor shall have a royalty-free, nonexclusive, or irrevocable right to reproduce, publish, and otherwise use, and to authorize other to use, the work for Government purposes. The Consortium, the State and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data).

55) Certification Regarding Procurement of Recovered Materials (2 CFR 200.322) -

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Additional items under the new Uniform Guidance:

1. An EEO notice in all recruiting materials. As the recipient of WIOA funds, you must ensure that proper notice is provided stating that all applicants – including people with disabilities, people with limited English proficiency, and people who are part of groups that may face discrimination such as transgender individuals, pregnant women, or people with medical conditions – have access to activities offered through the One-Stop workforce development system. (WIOA Section 188 and 29 CFR §37.4)
2. USDOL requires intellectual property developed under a competitive Federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. (2 CFR § 2900.13)

I have read and understand the above provisions, assurances and certifications. The agency/organization further understands it must adhere to all of the above provisions, assurances and certifications as applicable.

Authorizing Signature

Date

ATTACHMENT IV

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

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

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instruction for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Technical College System of Georgia, Office of Workforce Development's (TCSG, OWD) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the TCSG, OWD determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the TCSG, OWD may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the TCSG, OWD if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarment," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the TCSG, OWD for assistance in obtaining a copy of those regulations.
6. The prospective primary 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 TCSG, OWD.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the TCSG, OWD, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective 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 of 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 Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information

of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the TCSG, OWD may terminate this transaction for cause or default.

ATTACHMENT V

Certification Regarding Lobbying (29 CFR Part 93)

As a duly authorized representative, the Contractor certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant, 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 of greater than \$100,000, at all tiers (including sub-contracts, 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 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.

Legal Name of Organization: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

ATTACHMENT VI

**Georgia Illegal Immigration Reform and Enforcement Act of 2011
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b) (3)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for Middle Georgia Workforce Development Area and the Middle Georgia Consortium, Inc. on behalf of the Technical College System of Georgia, Office of Workforce Development's has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to the Middle Georgia Consortium, Inc. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the Middle Georgia Consortium, Inc. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (6 Digit User Identification Number/E-Verify #)

Date of Authorization

(Type or Print) Agency/Business Name of Sub-Contractor

Workforce Innovation and Opportunity Act of 2014
Name of Project

Technical College System of Georgia, Office of Workforce Development
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on this _____ day of _____, 2020, in Warner Robins (city), Georgia.

Signature of Authorized Officer or Agent of Sub-Contractor (Agency/Business)

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME:

On this _____ day of _____, 201_____

NOTARY PUBLIC SIGNATURE

ATTACHMENT VII

Confidentiality Certification Agreement

Agency Name: _____, understands that our work for the Middle Georgia Consortium Workforce Development Area will involve handling sensitive personal information about Workforce Innovation and Opportunity Act of 2014 ("WIOA") customers, including but not limited to customer's Social Security numbers. As part of our work, we may enter and retrieve personal information about customers using the Georgia Work Ready electronic database system.

We understand that the Middle Georgia Workforce Development Area 11, as a condition of providing WIOA services, has agreed to terms and conditions designed to safeguard the information obtained from WIOA customers, and to maintain confidentiality as required by law. I understand that various federal and state laws prohibit the unauthorized use or disclosure of personal information obtained from WIOA customers.

I agree to follow and be bound by those terms and conditions regarding confidentiality of personal information. I understand that I may be subject to civil and criminal liability under state and/or federal law if I violate those terms and conditions.

Authorized Agency Signature _____

Date: _____

ATTACHMENT VIII

Certification Regarding Drug-Free Workplace Requirements

As the duly authorized representative, the contractor certifies that it will provide a drug-free workplace by:

1. Publishing a statement, signed by the authorized authority, notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The contractor's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee engaged in or that plans to engage in the performance of WIOA federally funded grants be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the TCSG, OWD in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is convicted:
 - (i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Ensure that all recipients of WIOA Title IB funds including participants, service and training providers provide notification that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at service and training provider sites and specify the actions that will be taken against employees for violations of such prohibition;

8. Making a good faith effort that the Contractor and provider worksites maintain a drug-free workplace through implementation of paragraphs (1)-(7).

Legal Name of Organization: _____

Name of Authorized representative: _____

Signature of Authorized Representative: _____ Date: _____

ATTACHMENT IX

Nondiscrimination and Equal Opportunity Assurance

1. As the duly authorized representative the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - (i) WIOA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 37 and Section 188 of the Workforce Innovation and Opportunity Act of 2014 which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title IB financially assisted program or activity;
 - (ii) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - (iii) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - (iv) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
 - (v) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
2. This assurance applies to the Contractor's operation of the WIOA Title IB financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title IB financially assisted program or activity. The Contractor understands that the Grantor has the right to seek judicial enforcement of this assurance.

Legal Name of Organization: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

ATTACHMENT X

Assurances - Non-Construction Programs

As the duly authorized representative, the Contractor certifies that this agency:

1. Has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIOA Title IB programs.
2. Will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to WIOA Title IB programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete work relating to financial and management information system reporting requirements within acceptable time frames.
5. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) all other laws incorporated into or referenced in the Workforce Innovation and Opportunity Act of 2014, including, Title VI of the Civil Rights Act as amended; (b) Title IX of the Education Amendments of 1972, as amended; (c) Section 504 of the Rehabilitation Act as amended; (d) the Age Discrimination Act of 1975, as amended; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended; (f) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (g) Title VIII of the Civil Rights Act of 1968 as amended; (h) Military Selective Service Act; (i) Nontraditional Employment for Women Act; and (j) Department of Labor Federal Regulations at 29 CFR Parts 34 and 1604.
6. Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records;
7. Will certify if requested, in accordance with 29 CFR Part 98, Section 98.510, that neither it nor its one-stop operators, service providers or training providers are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
8. Will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a. to 276a. 7), the Copeland Act (40 U.S.C. 276c. and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements.
9. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
10. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

11. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIOA Title IB programs.

Legal Name of Organization: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

ATTACHMENT XI

LETTER OF INTENT TO BID

(You may use your own letterhead)

*******Due Date: April 24, 2024 5:00PM EST*******

Request for Proposal – 2024 –WorkSource Middle Georgia One-Stop Operator

Agency Name _____

Address _____

Phone _____ **Fax** _____

I intend to submit a proposal to offer WorkSource Middle Georgia One-Stop Operator services beginning July 1, 2024, in the Middle Georgia Workforce Development Area 11.

Print Name _____

Title _____

Sign _____

Date _____

Attachment XII



**Equal Opportunity Complaint &
General Grievance Policy and
Procedure**

For Applicants, Participants, Other Interested or Affected Parties

- SECTION I: Equal Opportunity Complaint Policy**
- SECTION II: General Grievance Policy**
- SECTION III: Complaints of Fraud, Abuse, or Other Alleged Criminal Activity**
- SECTION IV: Complaints against Public Schools**
- SECTION V: Notification of Revisions/Updates to Policy and Procedure**

I. EQUAL OPPORTUNITY COMPLAINT POLICY

WorkSource Middle Georgia/Middle Georgia Workforce Development Board (MGWDB) adheres to the following United States law: “Equal Opportunity Is the Law”. It is against the law for a recipient of Federal financial assistance to discriminate on the following basis: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

WorkSource Middle Georgia/MGWDB must not discriminate in any of the following areas: (1) Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; (2) providing opportunities in, or treating any person with regard to, such a program or activity; or (3) making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, WorkSource Middle Georgia/MGWDB is required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

WorkSource Middle Georgia/MGWDB's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

or

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center.

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

A **complaint** is an allegation of discrimination on the grounds a person, or any specific class of individuals, has been or is being discriminated against on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I-financially assisted program or activity as prohibited by WIOA or part 29 CFR 38.69. An allegation of retaliation, intimidation or reprisal for taking action or participating in any action to secure rights protected under WIOA will be processed as a **complaint**.

Note: A complaint cannot be processed as both a program complaint and as a discrimination complaint.

FILING COMPLAINTS OF DISCRIMINATION (under Equal Opportunity Complaint Policy)

Who May File: Any person requesting aid, benefits, services or training through the WorkSource Middle Georgia workforce system; eligible applicants and/or registrants; participants; employees, applicants for employment; service providers, eligible training providers (as defined in the Workforce Innovation and Opportunity Act), and staff with the workforce system that believes he/she has been or is being subjected to discrimination prohibited under the Nondiscrimination and Equal Opportunity Provisions 29 CFR Part 38 and Section 188 of the Workforce Innovation and Opportunity Act (WIOA).

WorkSource Middle Georgia/MGWDB is prohibited from discriminating against a person, or any specific class of individuals, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, sexual orientation and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I-financially assisted program or activity as prohibited by WIOA or part 29 CFR 38.69 in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any WIOA funded program or activity. If you think that you have been subjected to discrimination under a WIOA funded program or activity, you may file a complaint within **180 days** from the date of the alleged violation with:

Middle Georgia Consortium, Inc.
Kerry Scarboro
Equal Opportunity Officer
124 Osigian Blvd., Suite A
Warner Robins, GA 31088
Phone: (478) 953-5389 or
1-800-537-1933
TDD/TTY (800) 255-0056
Email: kscarboro@mgwib.com

Each complaint must be filed in writing, either electronically or in hard copy, and must contain the following information:

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

- (A) The complainant's name, mailing address, and, if available, email address (or another means of contacting the complainant).
- (B) The identification of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
- (C) A clear description of the allegations in sufficient detail including the date(s) and timeline that the alleged violation occurred to allow the recipient, as applicable, to decide: (1) what agency has jurisdiction over the complaint; (2) whether the complaint was filed in time; and (3) whether the complaint has apparent merit; in other words, whether the complainant's allegations, if true, would indicate noncompliance with any of the nondiscrimination and equal opportunity provisions section 188 of WIOA or part 29 CFR Part 38.
- (D) The written or electronic signature of the complainant or the written or electronic signature of the complainant's representative.

Complaint Processing Procedure

An initial written notice to the complainant will be provided within three (3) work days of receipt of the complaint. The notice will include the following information pursuant to part 29 CFR 38.72:

- (1) Acknowledgement of complaint received including date received; notice that the complainant has the right to be represented in the complaint process; notice of rights contained in §38.35; and notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages as required in §§38.4(h) and (i), 38.34, and 38.36.
- (2) A written statement of issue(s) which includes a list of the issues raised in the complaint; for each issue, a statement of whether or not the issue is accepted for investigation or rejected and the reasons for each rejection after performing a period of fact-finding.
- (3) Notice that the complainant may be resolved by using the issue Alternative Dispute Resolution (ADR) any time after the complaint has been filed, but before a Notice of Final Action has been issued.

If the complaint does not fall within the Workforce Innovation and Opportunity Act jurisdiction for processing complaints alleging discrimination under Section 188 or Equal Opportunity and Nondiscrimination provisions at 29 CFR Part 38.74, the complainant will be notified in writing within five (5) business days of making such determination. The notification shall include the basis of the determination as well as a statement of the complainant's right to file with the Civil Rights Center (CRC) within thirty (30) days of the determination.

Upon determination that the complaint has merit and is within the Workforce Innovation and Opportunity Act jurisdiction and period of fact-finding or investigation of the circumstances underlying the complaint.

Complaint Processing Time Frame

A complaint will be processed and Notice of Final Action issued within ninety (90) days of receipt of the complaint pursuant to 29 CFR 38.72. Complainant may elect to file his or her equal opportunity complaint with the Technical College System of Georgia, Office of Workforce Development (TCSG, OWD). TCSG,OWD's address and information is as follows:

Attention: Britney Singer, TCSG OWD, Compliance Director,

1800 Century Place N.E. Suite 150,

Atlanta Georgia, 30345-4305

Phone: (404) 679-1371

Email: WIOACompliance@tcsgeu

Use form at: <http://www.georgia.org/wp-content/uploads/2014/06/OWD-Grievance-Form-110915.pdf>.

If WorkSource Middle Georgia/MGWDB has not provided complainant with a written decision within ninety (90) days of the filing of the complaint, complainant need not wait for a decision to be issued. Complainant may file a complaint with TCSG, OWD or CRC within thirty (30) days of the expiration of the 90-day period. If complainant is dissatisfied with WorkSource Middle Georgia/MGWDB's resolution of his or her equal opportunity complaint, complainant may file a complaint with TCSG,OWD. Such

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

complaint must be filed within thirty (30) days of the date you received notice of WorkSource Middle Georgia/MGWDB's proposed resolution.

OR

Complaints may be initially filed or appealed to the Director, Civil Rights Center (CRC) U.S. Department of Labor, 200 Constitution Avenue, N.W. Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at www.dol.gov/crc within thirty (30) days of complainant's receipt of either WorkSource Middle Georgia/MGWDB Notice of Final Action or TCSG,OWD Notice of Final Action. In other words, within one hundred twenty (120) days Complainant may file his or her appeal.

Resolution Process Alternative Dispute Resolution: Complainant must be given a choice as to the manner in which they have their complaint resolved. Mediation is recommended as an appropriate means for ADR and will be conducted by an impartial mediator. After an investigation is conducted by the Equal Opportunity Officer, ADR may be chosen by the complainant to resolve the issues. The Complainant has a right to select ADR to resolve the dispute at any time prior to receiving a Notice of Final Action. If the complainant chooses ADR for dispute resolution, WorkSource Middle Georgia/MGWDB will provide the impartial mediator and will provide all interested parties information regarding the arrangements (date, time, and location).

Time Frame: The period for attempting to resolve the complaint through mediation will be thirty (30) days from the date the complainant chooses mediation; but must be performed within ninety (90) days of the initial filing date.

Successful Mediation: Upon completion of successful mediation, the complainant and respondent will both sign a conciliation agreement attesting that the complaint has been resolved. A copy of the conciliation agreement will be provided to Technical College System of Georgia, Office of Workforce Development within ten (10) days of the date the conciliation agreement was signed.

Unsuccessful Mediation: In the event mediation was not successful, WorkSource Middle Georgia/MGWDB shall proceed with issuing a Notice of Final Action within the ninety (90) day of initial filing date. The complainant has a right to file their complaint with the CRC if mediation was unsuccessful.

Complainant Responsibility: The complainant may amend the complaint at any point prior to the beginning of mediation or the issuance of the Notice of Final Action. The complainant may withdraw the complaint at any time by written notification.

Breach of Agreement: Any party to any agreement reached under ADR may file a complaint if either party feels the agreement has been breached. The non breaching party must file a complaint within thirty (30) days of the date that party learns of the alleged breach (29 CFR 38.72) with Director, Civil Rights Center (CRC) U.S. Department of Labor, 200 Constitution Avenue, N.W. Room N-4123, Washington, DC 20210. The CRC must evaluate the circumstances to determine whether the agreement has been breached. If breached, the complainant will be reinstated and processed in accordance with the WorkSource Middle Georgia/MGWDB procedures.

II. GENERAL GRIEVANCE POLICY

Any person applying for or receiving services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by WorkSource Middle Georgia/Middle Georgia Workforce Development Board (MGWDB) will be treated fairly. WorkSource Middle Georgia/MGWDB will make every effort to resolve all general, non-discriminatory complaints informally between those involved before a grievance is filed. Grievances may be filed in accordance with the written procedures established by WorkSource Middle Georgia/MGWDB. **If you believe a violation of Title I of Workforce Innovation and Opportunity Act or regulations of the program has occurred, you have the right to file a grievance.**

A **grievance** is a complaint about customer service, working conditions, wages, work assignment, etc., arising in connection with WIOA Title I funded programs operated by WIOA recipients including service providers, eligible training providers, one-stop partners and other contractors.

FILING A GENERAL GRIEVANCE (violations of the act or regulations not alleging discrimination)

Who May File: Any person, including WIOA program participants, applicants, staff, employers, board members or any other interested parties who believes they have received unfair treatment in a WIOA Title I funded program.

Any person may attempt to resolve all issues of unfair treatment by working with the appropriate manager and/or supervisor and staff member, service provider, or one-stop partner involved informally prior to a written grievance being filed.

All complaints as described in the previous definition may be filed within one hundred twenty (120) days after the act in question by first completing and submitting the General Grievance Form to:

Middle Georgia Consortium, Inc.
Kerry Scarboro
Equal Opportunity Officer
124 Osigian Blvd., Suite A
Warner Robins, GA 31088
Phone: (478) 953-5389 or
1-800-537-1933
TDD/TTY (800) 255-0056
Email: kscarboro@mgwib.com

Grievance Processing Procedure

A grievance may be filed by completion and submission of the General Grievance Form located at www.mgwib.com. WorkSource Middle Georgia/MGWDB will issue a written resolution within sixty (60) days of the date the grievance was filed. Pursuant to Section 181 of the Workforce Innovation and Opportunity Act, WorkSource Middle Georgia/MGWDB shall provide the grievant with an opportunity for a hearing within sixty (60) days of the complaint's filing, if requested in writing by the grievant. In the event a hearing is not requested, WorkSource Middle Georgia/MGWDB shall issue a decision as to whether provisions of the Workforce Innovation and Opportunity Act were violated. In the event the grievant is dissatisfied with WorkSource Middle Georgia/MGWDB's decision, he or she may appeal the decision to the Technical College System of Georgia, Office of Workforce Development (OWD) within sixty (60) days of the date of the decision. If such an appeal is made, the TCSG, OWD shall issue a final determination within sixty (60) days of the receipt of the appeal.

In the event WorkSource Middle Georgia/MGWDB does not issue a written resolution within the sixty (60) days of the complaint's filing as required, the grievant has the automatic right to file his or her complaint with the Technical College System of Georgia, Office of Workforce Development.

Hearing Process

A hearing on any complaint filed shall be conducted as soon as reasonably possible, but within sixty (60) days of the complaint's filing. Within ten (10) business days of the receipt of the request for a hearing, WorkSource Middle Georgia/MGWDB shall: (1) respond in writing acknowledging the request to the grievant; and (2) notify the grievant and respondent of a hearing date. The notice shall include, but not limited to: (1) date of issuance; (2) name of grievant; (3) name of respondent against whom the complaint has been filed; (4) a statement reiterating that both parties may be represented by legal counsel at the hearing; (5) the date, time, place of the hearing, and the name of the hearing officer; (6) a statement of the alleged violation(s) of WIOA ; (7) copy of any policies and procedures for the hearing or identification of where such policies may be found; and (8) name, address, and telephone number of the contact person issuing the notice.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

The hearing shall be conducted in compliance with federal regulations. The hearing shall have, at a minimum, the following components: (1) an impartial hearing officer selected by WorkSource Middle Georgia/MGWDB; (2) an opportunity for both the grievant and respondent to present an opening statement, witnesses, and evidence; (3) an opportunity for each party to cross-examine the other party's witnesses; and (4) a record of the hearing which WorkSource Middle Georgia/MGWDB shall create and maintain.

The hearing officer, considering the evidence presented by the grievant and respondent, shall issue a written decision which shall serve as WorkSource Middle Georgia/MGWDB's official resolution of the complaint. The decision shall include the following information: (1) the date, time, and place of hearing; (2) a recitation of the issues alleged in the complaint; (3) a summary of any evidence and witnesses presented by the grievant and respondent; (4) an analysis of the issues as related to the facts; and (5) a decision addressing each issue alleged in the complaint.

No applicant, participant, employee, service provider or training provider will be intimidated, threatened, coerced or discriminated against because they have made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing.

Appeal Process:

An appeal may be requested by contacting the Technical College System of Georgia, Office of Workforce Development, Attention: Britney Singer, TCSG, OWD, Compliance Director, 1800 Century Place N.E. Suite 150, Atlanta Georgia, 30345-4305, Phone: (404) 679-1371 Email: WIOACompliance@tcsge.edu within sixty (60) days of the date of the decision.

III. COMPLAINTS OF FRAUD, ABUSE, OR OTHER ALLEGED CRIMINAL ACTIVITY

In cases of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to the Office of Inspector General, U.S. Department of Labor, at 1-866-435-7644 or inspector.general@oig.ga.gov.

IV. COMPLAINTS AGAINST PUBLIC SCHOOLS

If the complaint is not resolved informally and it involves public schools of the State of Georgia, the grievance procedure will comply with WIOA and OCGA 20-2-1160.

V. NOTIFICATION OF REVISIONS/CHANGES TO POLICY AND PROCEDURE

The Equal Opportunity Complaint and General Grievance Policy and Procedure shall be reviewed by the EEO Officer periodically for any changes that require updates in accordance to WIOA or part 29 CFR 38. The EEO Officer is responsible for updating the Policy and Procedure, forms, documentation, print or electronic media. In the event of a required policy change or revision, the EEO Officer will first notify the WorkSource Middle Georgia/MGWDB Executive Director of the changes needed. The updated policy must be presented to the Middle Georgia Workforce Development Board and the Middle Georgia Local Elected Official Board for review and approval. Policy and Procedure changes shall not take effect until the revisions have been approved by both the Middle Georgia Workforce Development Board and the Middle Georgia Local Elected Official Board.

All active participants, WorkSource Middle Georgia/MGWDB staff, One Stop partners, and other interested parties must be notified of any policy and procedure change. Active participants will be notified via regular first class mail or electronic mail and will be documented with case notes in the electronic participant portal. WorkSource Middle Georgia/MGWDB must also update all other sources that reference the policy and procedure such as electronic media and office postings. WorkSource Middle Georgia/MGWDB must update all contracts, MOUs, and all other pertinent documents that reference compliance with the policy and

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

procedure. WorkSource Middle Georgia/MGWDB staff will be required to attend training sessions on any updated policy and procedure changes. Additionally, WorkSource Middle Georgia/MGWDB staff are trained annually to ensure the most current policies and procedures are followed. Training session attendance is documented and maintained in the employee training file.

**I CERTIFY THAT I HAVE RECEIVED A COPY OF THIS POLICY AND PROCEDURE AND
UNERSTAND THE INFORMATION PROVIDED WITHIN THIS DOCUMENT.**

Name:

Date:

Grievance Form -001/Page 1

MGWDB

GRIEVANCE FORM – 001

GRIEVANCE COMPLAINT AND REQUEST FOR HEARING

INFORMATION TO COMPLAINT: This form shall be submitted to the Middle Georgia Consortium EEO Officer. In accordance with the WorkSource Middle Georgia/MGWDB Grievance Procedures under the Workforce Innovation and Opportunity Act, the respondent, or party against whom the complaint is brought, shall have three (3) days in which to answer your grievance on Grievance Form 002. The EEO Officer will attempt to arrange an informal meeting of all parties within the next seven (7) work days to determine if the grievance can be informally resolved to the satisfaction of all parties. If no such meeting can be arranged, this complaint shall constitute your request for a formal grievance hearing. If after such meeting the grievance is resolved, and all parties are satisfied, you may be asked to confirm that there is no need for a formal hearing on Grievance Form 004. If at any time you wish to withdraw your request for such a hearing, you should advise the EEO Officer and sign a Grievance Form 006. Any questions should be addressed to the Consortium EEO Officer until receipt of Grievance Form 005 or other contact by the named hearing officer.

1. Complainant's full name, address, and telephone number:

Name: _____

Address: _____

Phone: () _____

2. Respondent's full name, address, and telephone number:

Name: _____

Address: _____

Phone: () _____

3. A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation (attach additional sheets if necessary):

4. The provisions of the Act, regulation, grant or other agreements under the Act believed to have been violated:

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

5. If you allege impermissible discrimination please state the class of which you are a member which you contend is being discriminated against:

Grievance Form -001/Page 2

Signature of Complainant

Signature of EEO Officer

Date Signed and Filed with EEO Officer: _____

Signature of Respondent

Signature of EEO Officer

Date Signed and Received by Respondent: _____

- Copies: (1) To Complainant
(1) To Respondent
(2) To EEO Officer for Complainant's Grievance File and for Hearing Officer's file.

Grievance Form -002/Page 1

MGWDB

GRIEVANCE FORM – 002

RESPONDENT'S ANSWER TO COMPLAINT

INFORMATION TO RESPONDENT: This form must be submitted to the Middle Georgia Consortium EEO Officer no later than the third (3rd) work day from the date the complaint was filed. If no informal meeting of the involved parties can be arranged within the seven (7) work days after the date the complaint was filed, the formal hearing will proceed unless the complainant files a Grievance Form 006. If an informal meeting is arranged and the grievance is thereby or otherwise resolved in a manner satisfactory to all parties, you may be asked on Grievance Form 004 to confirm that there is no need for a formal hearing. Any questions should be addressed to the Consortium EEO Officer until receipt of Grievance Form 005 or other contact by the named hearing officer.

1. A clear and concise reply to the facts alleged by the Complainant (attach additional sheets if necessary):

2. Any response to the Complainant's statement concerning the alleged violation of the Act, regulation, grant, or other agreements under the Act believed to have been violated:

Signature of Respondent

Signature of EEO Officer

Date Signed and Filed with EEO Officer: _____

Signature of Complainant

Signature of EEO Officer

Date Signed and Received by Respondent: _____

Copies: (1) To Complainant (1) To Respondent (2) To EEO Officer for Complainant's Grievance File and for hearing officer's file.

Grievance Form -003/Page 1

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

MGWDB

GRIEVANCE FORM – 003

NOTICE OF INFORMAL MEETING

Name of Complainant: _____

Name of Respondent: _____

After attempts to confer with the parties, the informal meeting for the resolution of this grievance has been scheduled for: _____, 20__ at _____ o'clock ____ .m. ; at the offices of the Consortium at 124 Osigian Blvd, Suite A, Warner Robins, Georgia. If, at such meeting or otherwise, the issues raised by the grievance can be mutually resolved to the satisfaction of the parties, they will be asked to confirm that there is no need for a formal grievance hearing at this time on Grievance Form 004, otherwise the hearing shall be scheduled unless a Form 006 is received from the Complainant.

Signature of Complainant

Signature of EEO Officer

Date Signed: _____

Signature of Respondent

Signature of EEO Officer

Date Signed: _____

Copies: (1) To Complainant
(1) To Respondent
(2) To EEO Officer for Complainant's Grievance File and for hearing officer's file

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Grievance Form -004/Page 1

MGWDB

GRIEVANCE FORM – 004

CONFIRMATION/NO NEED FOR FORMAL HEARING

The Complainant and the Respondent have been able to informally resolve the grievance between them in a manner satisfactory to all parties and there is therefore no need for a formal hearing.

Complainant:

Respondent:

Date Signed: _____

Date Signed: _____

Date Filed with EEO Officer: _____

Signature of EEO Officer: _____

Copies: (1) To Complainant
(1) To Respondent
(1) To EEO Officer for Complainant's Grievance File

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Grievance Form -005/Page 1

MGWDB

CERTIFIED MAIL –RETURN RECEIPT REQUESTED

GRIEVANCE FORM – 005

NOTICE OF HEARING DATE & PROCEDURE

Name of Complainant: _____

Name of Respondent: _____

INFORMATION TO PARTIES: Under the authority and jurisdiction of the WorkSource Middle Georgia/MGWDB Grievance Procedures under the Workforce Innovation and Opportunity Act, all parties are informed as follows:

1. The formal hearing on the grievance between the above named parties will be held at the following location:

on _____ day of _____, 20____ at _____ o'clock, ____m., this is not later than thirty (30) days after the date of the filing of Grievance Form 001;

2. The complainant may amend the complaint, but no later than 72 hours prior to the scheduled hearing;

3. The complainant may withdraw the request for hearing by submitting a signed Grievance Form 006, a copy of which is attached, with the hearing officer or the EEO Officer at any time before the scheduled hearing;

4. Any party may request rescheduling of the hearing for good cause shown, but the hearing shall, in any event, be held within thirty (30) days after the date of filing of Grievance Form 001 except in extraordinary circumstances and where all parties agree to waive the thirty (30) day time limit;

5. Any party has the right to be represented by legal counsel or other representation at the party's own expense. Where the complaint is against the Consortium, the Executive or Deputy Director, the Board of Directors, or any member, the Workforce Development Board, or any member, or the Executive Committee, or any member, and any party is represented by legal counsel, the Consortium will have legal counsel present to represent the Respondent. Where the complaint is not against any of the above named, but involves solely participants or service providers, and any party is represented by counsel, the Consortium will have legal counsel present to assist the hearing officer;

6. Any party may call witnesses and introduce documentary evidence, including witnesses and documents which may be available to or kept in the ordinary business of grantee of/or by contract with the Consortium. Requests of a party to have identified witnesses and documents made available should be made to the hearing officer, in writing, no later than the:

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

_____ day of _____, 20____. All witnesses will be subject to cross-examination by the other parties; and

7. Any party may arrange for a verbatim recording and transcription of the hearing, at that parties expense; the hearing officer should be notified, in writing, of such intention and the arrangement for a court reporter that have been made no later than the: _____ day of _____, 20____.

Grievance Form -005/Page 2

All further pleadings, correspondence, or questions should be directed to the hearing officer at the address and telephone number stated below.

SO ORDERED this _____ day of _____, 20____.

Hearing Officer

Name, address, and telephone number of the Hearing Officer

Name: _____

Address: _____

Phone: () _____

- Copies: (1) Hearing Officer's File
(1) To Complainant
(1) To Respondent
(1) To EEO Officer for Complainant's Grievance File

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Grievance Form -006/Page 1

MGWDB

WITHDRAWAL OF COMPLAINT & REQUEST FOR HEARING

GRIEVANCE FORM – 006

Name of Complainant: _____

Name of Respondent: _____

I, _____, wish to withdraw my complaint filed the _____ day of _____, 20____ and request a hearing under the WorkSource Middle Georgia/MGWDB Grievance Procedures.

Signature of Complainant

Date: _____

EEO Officer/Hearing Officer

Date Received

Grievance Form -007/Page 1

MGWDB

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

A copy of this decision is being sent this date, certified mail, return receipt requested, to each of the parties, and the chairman of the Executive Committee of the Local elected Officials. Within the ten (10) days after the date of this decision, the Executive Committee may modify it under the provisions of the WorkSource Middle Georgia/MGWDB Grievance Procedures. If it does so, the action of the Executive Committee will be the final decision of the WorkSource Middle Georgia/MGWDB. If no such modification is made, this decision shall, in ten (10) days become the final decision of WorkSource Middle Georgia/MGWDB.

One-Stop Operator RFP 2024
WorkSource Middle Georgia
Middle Georgia Workforce Development Board (LWDB)

Grievance Form -007/Page 2

The final decision of the WorkSource Middle Georgia/MGWDB may be appealed by filing a request for review within ten (10) days of the adverse final decision of the WorkSource Middle Georgia/MGWDB with the Governor's designee, as follows:

Technical College System of Georgia Office of Workforce Development
TCSG OWD, Compliance Director
1800 Century Place N.E. Suite 150,
Atlanta Georgia, 30345-4305
Phone: (404) 679-1371
Email: WIOACompliance@tcsge.edu

This the _____ day of _____, 20__.

Hearing Officer

Name, address, and telephone number of the Hearing Officer

Name: _____

Address: _____

Phone: () _____

Copies by certified mail, return requested to:

(1) To Complainant

(1) To Respondent

Further Copies: (1) To EEO Officer for Complainant's Grievance File

(1) Chairman, Executive Committee