

SOUTH CENTRAL REGION

WORKFORCE INVESTMENT BOARD

Our Mission: To support a system that will provide employers with a skilled workforce and will provide job seekers with access to jobs with increased earning potential.

REQUEST FOR PROPOSALS (RFP)

FOR

JOBS FOR MISSOURI GRADUATES (JMG)

For the Period
July 1, 2007 through June 30, 2008

DUE DATE AND TIME:

April 3, 2007
9:50 a.m.

FACE SHEET

(This sheet or an identical facsimile shall be attached to each application).

PROPOSER'S IDENTIFICATION

Entity Submitting Application: _____

Address: _____

Contact Person: _____ Telephone: () _____ FAX:() _____

Names of other partner agencies/organizations, if any, participating in this proposal _____

Total Amount of Bid: \$ _____

Name and Title of Authorizing Official for Organization: (original required)

I hereby certify that, to the best of my knowledge and belief, the information in this proposal is true and correct and the attached conditions will be complied with if awarded the contract. Further, I understand that prior to the execution of a contract, additional program standards will be negotiated with agents of the Workforce Investment Board.

Signature/Executive Director

Signature/Board Chair

Print or Type Name

Print or Type Name

Date

Date

Purpose:

This Request for Proposals (RFP) is being advertised on behalf of the South Central Workforce Investment Board (WIB), which represents twelve counties in south central Missouri known as the South Central Region. The WIB is seeking competitive workforce development service provider/program operator proposals for providing the employment and training functions of the Jobs for Missouri Graduates (JMG). On the federal level, the program is referred to as Jobs for America's Graduates (JAG). The reader will see JMG and JAG used in this RFP, depending on whether it pertains to the state or federal program.

All proposals must adhere to the DWD Scope of Work (*See Attachment 1*) as well as any additional requirements from the WIB.

Successful proposers will submit proposals for programs that offer the best utilization of funds to achieve a quality, not quantity, outcome.

Proposers must be able to provide services listed in the Proposal Specifications of the RFP and must demonstrate their administrative management and personnel capabilities and their ability to implement the goals and objectives of the program, meet performance goals, and ensure compliance with the ensuing contract. Any and all information gained about proposers(s) may be used in award determination.

This RFP is not in itself an offer of work, nor does it commit the WIB to fund any of the proposals submitted for consideration. The WIB retains the right to accept, reject or negotiate any or all proposals received and the right to vary (or to direct its agents to vary) the provisions set forth herein at any time prior to the execution of a contract where it deems such variance to be in its best interests, and to act otherwise as it deems in its sole discretion. If selected, a proposer may be required to submit additional information upon which to base contract negotiations.

Funding:

The funding for this project will be from 10% Wagner-Peyser funds, CFDA #17.207, with a contract period of July 1, 2007, through June 30, 2008. Funding for this project will include JAG Models in the South Central Region.

Total JMG funding for the South Central area will be approximately **\$116,000.00** for the program year. JMG sites/classrooms will be implemented in the South Central Region. Respondents should understand that actual available funds may differ and result in changes to program volume at the time of any contract award. Funding is for one year; however, the Workforce Investment Board reserves the right to extend the contract for up to two (2) one- (1-) year periods, as long as

providers are notified at least 60 days prior to renewal, and accept the terms for renewal established by the Workforce Investment Board. All contract renewals will be based primarily upon the overall performance to date under the current contract and the availability of funding. The maximum administration funds allowable for the fiscal agent have already been set aside.

Proposal Specifications:

1. Proposers offering to provide services as a Jobs for Missouri Graduates provider must follow the JAG Model within the two sites/classrooms in Howell County. Services are to be provided as outlined in the DWD Scope of Work, JAG curriculum, including the National Curriculum Implementation Guide and other JAG subject matters.
2. Each site/classroom will provide a trained specialist to teach the curriculum for the JAG Model. Each specialist is required to attend a New Specialist Workshop (PreOANTS) to be taught by a JAG Consultant, and any other mandated training thereafter. The Project Manager of the JMG project will be required to attend the Management Development Institute.
3. Specialists will ensure that project participants are aware of Missouri labor market information and the skills needed, including math and science, to meet the demand of high growth industries such as biotechnology, advance manufacturing, life science, and health care.
4. Proposals submitted in response to this RFP must expect to follow all current regulations concerning eligible work activities and uniform reporting and accountability measures.
5. Proposers will complete Program Narrative Summary (*See Attachment 2*).
7. Proposers will make a short, informal 10 – 15 minute presentation to the Program Operator Committee on April 12 at the WIB office. It should include an explanation of how the funding will be utilized, a description of what services will be provided to customers, and demonstrate a knowledge of JMG program. PowerPoint is acceptable, but not necessary.
8. Proposers will complete Budget and Narrative (*See Attachment 3*).
9. Proposers will complete Previous Experience Report (*See Attachment 4*).

10. Proposals will ensure that WIA services and eligibility criteria are presented to all JMG participants. Funds permitting, JMG participants interested in WIA services will be enrolled and tracked in Missouri Case Management Information System (Toolbox) real-time.
11. Proposals will address how contract funds are used to hire additional staff to adequately provide services.
 - a. Staff costs shall be estimated in a separate budget line-item
 - b. Transportation-related expenses and work-related expenses should be estimated in a separate budget line-item.
12. Proposers will be monitored quarterly for contract expenditures and achievement of the required percentage of recipients engaged in work activities (includes, but not limited to: employment (prior to case closure), job readiness/job search, and educational activities)
 - c. Funds may be reduced if expenditures are not on target for annual expenditure rate.
 - d. Funds may be reduced if percentage of engagement is not being met.
13. The WIB will give preference to proposals meeting the requirements of this RFP that also include partnerships with other organizations and use of other funding sources in addition to the JMG funds that are sought. Proposals submitted in response to this RFP must address and disclose detailed plans for these partnerships to receive funding preferences.
14. Client records and documentation will be the sole responsibility of the contractor and will be monitored by the WIB and other oversight agencies.
15. The contractor must agree to take responsibility for existing clients.
16. Contractors are required to have a legal existence and auditable financial records.
17. Services must be offered during the funding period of July 1, 2007 through June 30, 2008, unless contract specifies otherwise. Any ensuing contract may be renewed for up to two additional program years if satisfactory performance is provided and/or unless otherwise determined by the Workforce Investment Board (WIB) and the Council of Chief Local Elected Officials (CCLEO).

The Contracting Agency agrees to abide by all Assurances (*see Attachment 5*).

Pre-Bid Conference:

A Jobs for Missouri Graduates proposer's pre-bid conference/conference call will be held on Monday, March 12, 2007, 11 a.m. until such time as all questions are addressed. The WIB strongly encourages key people from your organization who will be responsible for the initiative to attend, but you may call in to our toll-free number. The number and access procedure may be obtained prior to the conference by calling the WIB office and requesting it.

The meeting will be held at the WIB office. The location is:

**South Central Workforce Investment Board
1105 Independence Drive
West Plains, MO**

For more information and to sign up for the session, call **Tana Holder** at **(417) 257-2630**. Attendance is not required in order to submit a proposal.

Any and all questions regarding specifications and requirements should be raised at the Pre-Bid Conference. Any other inquiries concerning this RFP should be directed in writing to **Tana Holder** at 1105 Independence Drive, West Plains, MO 65775.

If amendments to the RFP are required due to changes in specifications or for clarification of the RFP, these will be provided to all potential proposers to whom the original RFP was provided.

Submission Process:

One original and two (2) copies, along with one (1) electronic copy of the typed proposal in Word format, on 8 1/2" x 11" unbound, light-colored paper, is required to be submitted. No e-mailed or faxed proposals will be accepted. Sealed proposals must be received at the South Central Workforce Investment Board by 9:50 a.m., Tuesday, April 3, 2007. All pages must be numbered. Bids received after the deadline will not be considered. Proposals should be addressed as follows:

**South Central Workforce Investment Board
Program Operations Committee
Attn: Theresa Lewis-Gregory, Chairperson
1105 Independence Drive
West Plains, MO 65775**

Clearly mark on envelope as follows:

Sealed Bid: JMG-07 Program

9:50 a.m., April 3, 2007

It is the implementer's responsibility to ensure that this information is legible.

Award Process:

Bid opening will be on April 3, 2007, at 10:30 a.m at the South Central Workforce Investment Board in West Plains. Anyone may attend the bid opening. Bidders should be available by phone or in person on this day or other days as needed for interviews. Names of Proposers will be read aloud at the bid opening, and the Workforce Investment Board's Program Operations Committee will evaluate the proposals after the bid opening.

Recommendations will be submitted to the full WIB for approval on April 24, 2007. The proposal reviewers may choose to interview proposers as part of the review process.

The WIB reserves the right to accept, reject or negotiate, and terminate for cause any proposal received or contract awarded as a result of this RFP.

Planned Processing Sequence: (Dates may change)

February 28, 2007	RFP released to potential bidders upon request
March 12, 2007	Pre-Bid Conference/Conference Call at South Central Workforce Investment Board, 1105 Independence Drive, West Plains, MO, 11:00 a.m.
April 3, 2007	Completed proposals due back to the South Central Workforce Investment Board, West Plains, no later than 9:50 a.m.
April 12, 2004	Program Operations Committee review of proposals and presentations
April 24, 2004	Executive Committee and full WIB hears and acts on funding recommendations
April 30, 2004	Letter of Intent to Contract issued to successful proposers

Attachment 1
Jobs for Missouri's Graduates (JAG)
SCOPE OF WORK

Specialists must:

- have his/her classroom for individualized as well as periodic Career Association chapter and committee meetings;
- have access to program participants to deliver not less than 120 hours of group and individualized instruction to attain 37 core competencies;
- have “adequate time” to deliver 12-month follow-up services to graduates and non-graduates, in addition, deliver JAG Model services to a new program roster of student;
- enroll an optimum of 35-45 students (for small school districts not less than 30);
- identify program participants prior to end of 2007 school year;
- receive New Specialist training prior to teaching the JAG Curriculum;
- start JAG Curriculum instructions at the beginning of school year (fall 2007);
- develop close-working relationships with school administrators, counselors, faculty and students; and
- develop productive relationships with employers to assist graduates' placement in quality jobs leading to career advancement;
- conduct employer marketing, job development and placement services in the afternoon and evenings as needs arise.

The Dropout Recovery application does not require 120 contact hours. The primary objectives of the dropout recovery are:

- **Contact format—scheduled, unscheduled, case management approach to meet students' individual needs;**
- **Complete requirement for diploma/GED certificate;**
- **Entry level job leading to a career;**
- **Post secondary education;**
- **Individualized instruction to attain 37, not less than 20 core competencies, and**
- **All other JAG/JMG components will apply.**

Specialists are encouraged to take advantage of opportunities for professional development:

- Pre-NTS Workshops
- Annual National Training Seminar
- New Specialist Training as appropriate
- Specialists Technical Assistance/Advance Specialist Training
- JAG Management Development
- E-learning Courses developed by JAG.
- Dropout Recovery/out-of-school (Specialist training required)

Other Program Requirements

Specialists must:

- Support the Governor’s Initiative on Workforce Development and the Governor’s Math, Engineering, Technology and Science (METS) Initiative
<http://www.gov.mo.gov/mets/metsleader.pdf>:

Insure that program participants are aware of Missouri labor market information and the skills needed, including math and science, to meet the demand of high growth industries such as biotechnology, life science, plant and animal sciences and health care.

In addition to units of math and science needed to meet high school graduation requirements, program participants must be encouraged to include a math “accelerated track” as appropriate; such as geometry, trigonometry, and etc on secondary or post secondary level.

In addition to units of science needed to meet high school graduation requirements, program participants must be encouraged to include a science “accelerated track” as appropriate; such as biology, chemistry, physics, earth science, anatomy, and etc on secondary or post secondary level.

Program participants completing high school graduation requirements, prior to participant’s scheduled graduation date, may be eligible to receive post secondary class studies. Specialists must collaborate with high school counselor and college admissions counselor to insure program participants have required classes to pursue career choice.

NOTE: Tools such as the Missouri Career Guide, Missouri Career Centers and O*Net online will help students become aware of high growth industries, wages, educational requirements and educational institutions where skills may be obtained.

- Make connection and develop strong relationships with health care organizations including but not limited to:

Missouri Area Health Education Centers (MAHEC) Their mission is to create an educational environment in Missouri’s rural and urban communities in order to improve the distribution of health care professionals to underserved populations and to improve the health of these communities, by promoting health care careers to Missouri youth.

Washington University Medical Science Training Program The Medical Scientist Training Program is an MD/PHD combined degree, training physicians from bench to bedside. Other areas of study include neurology, pediatrics, cardiology, etc.

University of Missouri School of Medicine The goal of the MU-Area Health Education Centers is to increase the number of physicians and other health care professionals in rural Missouri by recruiting the appropriate students, providing appropriate role models with a conceptual orientation, leadership skills, and training students in rural settings.

Hospital Corporation of America (HCA) HCA offers opportunities for employment in healthcare as well as scholarships to JAG/JMG Graduates. Missouri HCA medical facilities are located in the Kansas City, Missouri, area.

- Form hiring partnerships with employers throughout Missouri. Partnerships should include special presentations, employer visits, internships, and career fairs resulting in special scholarships awards and employment.
- Present WIA services and eligibility criteria to all JMG participants. Allow co-enrollment on WIA-eligible program participants, provided that funding is available, in an effort to leverage additional resources so that employer-based training and work experiences can be attained in target industries, specifically, math and science-related occupations.

Budget Requirements

- School Districts must contribute at least \$10,000 in cash or in-kind to support JAG Model site(s).
- Funds must be expended as approved in the original budget. Any modification to the approved budget must be approved by DWD.
- Cost per participant will not exceed \$1,500.00 for existing projects.

NOTE: Certain Budget Items may not apply to previous sites.

Performance

The success of the JMG program will be measured by the following JAG performance outcomes by the end of the 12-month post-graduation follow-up period:

Graduation Rate	90%
Positive Outcome Rate	80%
Aggregate Employment Rate	60%
Full-time Jobs Rate	60%
Full-time Placement Rate	80%

WIA Performance

Youth who have been determined WIA eligible will be included in PY07 common measures (July 1, 2007).

Number of participants/Common Measures

Entered Employment

Entered Military

Post Secondary/other training

Attained Degree/Certificate

Increased Basic Skills Deficient (Out of School Youth)

Reporting Requirements

Project Managers are required to submit a quarterly report of expenditures and summary of classroom activities 15 working days after the end of each quarter. This report is generated by Specialists. Reports should be submitted to the Roderick Nunn, Director of Workforce Development, 421 E. Dunklin Street, P.O. Box 1087, Jefferson City, Missouri 65102-1087. A copy will be sent to the WIB office.

All questions regarding Jobs for Missouri Graduates should be directed to: Pat Thompson-McBride, email Pat.Thompson-McBride@ded.mo.gov or telephone 573-526-8250.

**Attachment 2
Program Narrative**

Organization: _____

Contact Person: _____ Phone No. _____

Address: _____

E-Mail Address: _____ Fax: _____

Quality of Bid - Statement of Work

Locations of sites where services will be offered:

Estimate of number to be served:

Estimate of number to complete program:

Program Abstract: (Clearly delineate the program, including all service requirements as described in the Proposal Specifications and the Scope of Work)

Description of Collaborative Services to be provided and by whom:

Description of targeted participants. How is your program design appropriate for this population? How will they be enrolled?

Organizational Abstract: Describe your organization. Include its management and supervision, monitoring and reporting, financial resources, procedures and controls. How will you ensure compliance, meet program objectives and achieve high quality services? Who will staff the program and what are their qualifications, including technical skills to input required data?

Additional Comments

Attachment 3 Budget and Narrative

Budget:

Provide cost breakdown for staff costs, office/administrative costs, classroom costs, staff development and training costs, instructional costs for participants, etc.

Additional Comments

**Attachment 4
Previous Experience Report**

Name of Organization _____

Contact Person _____

Phone _____

Address of Organization _____

Describe the experience your organization has had in operating a similar program:

Type of Program _____ Years as Program Operator _____

Location of Program _____

Total Project Funds Allocation _____ Number Enrolled _____

Involvement of other private/public sector businesses or organizations in a collaborative manner

Completion of targeted goals _____

Additional Comments

Attachment 5 Assurances

1. The Contracting Agency assures that it will establish in accordance with WIA Section 184, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of and accounting for funds made available by the contract agreement.
2. The Contracting Agency assures that it will comply with the requirements of the common rule uniform administrative requirements (or as amended) applicable to the type entity receiving WIA Title I funding under this agreement.
 - 29 CFR, Part 97 – Uniform Administrative Requirements for Grants and Cooperative Agreement to State and Local Governments; or
 - 29 CFR, Part 95 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.
 - 45 Code of Federal Regulations (CFR) Part 260-265 and any amendments or revisions thereto.
3. The Contracting Agency assures that it will comply with the federal allowable costs/cost principles that apply to the type entity receiving WIA Title I funding under this agreement. The regulation at 29 CFR 95.27 and 29 CFR 97.22 (and 20 CFR 667.200(c)(1-5) identify the federal principals for determining allowable costs.
4. The Contracting Agency assures that it will comply with:
 - Restrictions regarding Lobbying codified at 29 CFR Part 93.
 - Requirements for a drug-free workplace codified at 29 CFR Part 98.
 - Requirements for Debarment and Suspension as codified at 29 CFR Part 98.
 - Requirements of the American's with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the State of Missouri.
 - Equal Opportunity codified at 29 CFR Part 31, 32 and regulations.
5. The Contracting Agency assures that it will annually monitor and resolve monitoring findings when receiving funds under WIA. Such monitoring shall be done in accordance with WIA Section 184(a)(4), 20 CFR 667.4000, 20 CFR 667.410, 20 CFR 667.500 and additional requirements as issued by the Contractor.
6. The Contracting Agency assures that it will establish and maintain a procedure for grievances and complaints according to the requirements of 20 CFR 667.600 and additional requirements as issued by the contractor.
7. The Contracting Agency assures to the extent practicable that it will afford employment and training activities authorized in WIA Section 134 to Veterans.

8. The Contracting Agency assures that it shall comply with the confidentiality requirements of WIA Section 136(f)(3).
9. The Contracting Agency assures that it will not use funds received under WIA to assist, promote, or deter union organizing in accordance with WIA Section 181(b)(7).
10. The Contracting Agency assures that it shall comply with 20 CFR 667.200(g)(1)(2) with regard to Nepotism.
11. The Contracting Agency assures that it will not expend funds provided under WIA for those activities identified and prohibited in 20 CFR 667.260, 667.262, 667.264, 667.266, 667.268, and 667.270.
12. The Contracting Agency assures that if receiving WIA Title I funds will provide services through the South Central Region Workforce Investment Area Plan that are consistent with the State of Missouri Workforce Investment Plan (or as modified).
13. The Contracting Agency assures that it will expend funds provided by the contract agreement in accordance with JMG, WIA regulations, Department of Labor and Division of Workforce Development guidance, and all other applicable federal, state, or local laws.

**EVALUATION SUMMARY PAGE
(For Committee Use Only)**

AGENCY SUBMITTING PROPOSAL: _____

CONTACT PERSON: _____



Section Awarded	Points Available	Points
Quality of Bid – Statement of Work	30	_____
Cost/Budget Review	25	_____
Experience	25	_____
Presentation	20	_____
GRAND TOTAL	==== 100	====

**EVALUATOR WORK SHEET
(For Committee Use Only)**

QUALITY OF BID – STATEMENT OF WORK

Total _____

(0 – 30 Points Available)

Locations of sites where services will be offered:

Estimate of number to be served:

Estimate of number to complete program:

Program Abstract: (Clearly delineate the program, including all service requirements as described in the Proposal Specifications and the Scope of Work)

Description of Collaborative Services to be provided and by whom:

Description of targeted participants. How is your program design appropriate for this population? How will they be enrolled?

Organizational Abstract: Briefly describe your organization. Include its management and supervision, monitoring and reporting, financial resources, procedures and controls. How will you ensure compliance, meet program objectives and achieve high quality services? Who will staff the program and what are their qualifications, including technical skills to input required data?

BUDGET REVIEW

Total _____

(0 – 25 Points Available)

Provide cost breakdown for staff costs, office/administrative costs, classroom costs, staff development and training costs, instructional costs for participants, etc.

PREVIOUS EXPERIENCE

Total _____

(0 –25 Points Available)

Number of years operating JMG programs

Quality of Outcomes

Location of Program

Cost effectiveness of former programs (number served with available allocations)

Funding Source

Involvement of other private/public sector businesses or organizations in a collaborative manner

Completion of Targeted Goals

PRESENTATION
(0 –20 Points Available)

Total _____

Explanation of how the funding will be utilized

Description of what services will be provided to customers

Demonstration of knowledge of JMG program