

GOODWILL INDUSTRIES OF SOUTHEASTERN LOUISIANA, INC.



D/B/A

JOB1 CAREER SOLUTIONS

REQUEST FOR PROPOSALS

YOUTHROC, 2009-2010

FUNDED BY THE UNITED STATES DEPARTMENT OF LABOR'S
NATIONAL EMERGENCY GRANT

IMPORTANT DATES:

RFP Release Date:	June 30, 2009
Proposal Due Date:	July 30, 2009 at 4:30 p.m. NO EXCEPTIONS
Review and Selection Period:	July 31-August 7, 2009
Contract Period:	August 17, 2009-May 17, 2010
Submit Proposals:	By 4:30 p.m. July 30, 2009

To

**Cheryl Cramer
JOB1 Career Solutions
2330 Canal Street
New Orleans, LA 70119**

PART I: SUMMARY

A. Purpose

This Request for Proposals (RFP) is issued by Goodwill Industries of Southeastern Louisiana, Inc., d.b.a. JOB1 Career Solutions (hereafter referred to as JOB1). Its purpose is to solicit program implementation and operation for the establishment of five to six hurricane- recovery, youth-development programs in the Greater New Orleans area (Region 1). Region 1 consists of Orleans, Jefferson, St. Bernard, St. Tammany, Plaquemines, St. James, St. John, and St. Charles Parishes. These five to six programs will fall under one entity, known as YouthROC (Youth Rebuilding Our Community). The project will employ young people in construction-related and “green” jobs while providing a number of enhancements to their lives (enumerated throughout this RFP). Funding for these programs is available from a special Youth/National Emergency Grant (NEG) awarded to the State of Louisiana in 2007 and extended through June 30, 2010.

B. List of Terms

This brief list defines key terms necessary for a full understanding of this document.

1. *JOB1*—the brand name for the business and career solutions center offices in Orleans Parish, run by Goodwill Industries of Southeastern Louisiana. JOB1 administers the Youth/NEG grant on behalf of Region 1.

2. *Louisiana Workforce Commission*—the new name for the Louisiana Department of Labor (LDOL).

3. *NEG*—National Emergency Grant. This term refers to the source of funds awarded by the federal government to Region 1 for the purpose of training unemployed youth and assisting in hurricane-related recovery.

4. *Participant(s)* or *Enrollee(s)*—young people, aged sixteen to twenty-four, with no/poor work history, who will be enrolled in the project(s).

5. *Program*—any one of five or six anticipated operations, consisting of a contracted entity, its staff, its participants, and its approved activities.

6. *Project*—Not to be confused with *program*, this term will be used to refer to the entire overarching YouthROC project, not individual providers and their programs.

7. *Proposal*—a formal, written reply to this RFP.

8. *Proposer* or *Provider*—the generic name given to any entity responding to this RFP.

9. *Region 1*—the eight parishes of the Greater New Orleans area, as defined by the State of Louisiana and its Workforce Commission: Orleans, Jefferson, St. Bernard, Plaquemines, St. Tammany, St. Charles, St. James, and St. John the Baptist.

10. *WIA* or *Workforce Investment Act*—the federal law that allows funding for the job-service offices where citizens go to look for employment. The term *WIA* is sometimes used to refer to the entire system of workforce operations and all offices involved in those operations.

11. *Workforce Investment Board or WIB*—any one of the regional, WIA- and state-funded employment boards that are responsible for fulfilling their citizens' job-search and job-training needs.

12. *YouthROC*—Youth Rebuilding our Community, the brand name applied to the total YouthNEG-funded project in Region 1.

C. Background

The devastation brought on by Hurricane Katrina created an enormous need for community redevelopment, especially with regard to disadvantaged youth. To fill this need, the US Department of Labor furnished the NEG (National Emergency Grant) for the purpose of undertaking a large youth-development effort in Region 1. With JOB1 as the fiscal agent, Region 1 began spending fifteen million dollars to employ, train, and re-engage at least twelve hundred young people in funded projects. Young participants have been directly involved in construction efforts, green-jobs training, improving literacy/numeracy, GED attainment, teamwork lessons, and improving job readiness. The project has run from December 2007 to June 30, 2009.

YouthROC and JOB1 are pleased to announce that the YouthROC project will continue beyond the original end date of June 30, 2009. JOB1 seeks to revamp and restructure the program during this extended time. JOB1 intends to contract with several organizations which excel in youth-development projects and demonstrate commitment to making New Orleans a better place, through providing opportunities for youth.

D. Timeline

1. Pre-orientation (Start-up).

The revamped project will have an approximate start date August 17, 2009 for program staff. Contracted proposers will be required to engage and enroll twenty-five (25) to fifty (50) participants each in one cycle of up to nine months. This process will begin with recruitment, an interview/selection process, enrollment in the Louisiana Workforce Commission's record-keeping system, and completion of paperwork to make participants into Goodwill employees.

2. Orientation.

Each of the contracted providers will begin a nine-month cycle that includes, in its beginning, a two-week orientation period, starting on the approximate date of September 1, 2009. During orientation, program staff will familiarize participants with safety, rules, procedures, expectations, and the completion of any unfinished paperwork. Program staff will also furnish all startup reports, plans, and enrollment data to JOB1 during this time.

3. Normal Program Operations.

In this phase of the nine-month cycle, enrolled participants will work, study, receive counseling, and undergo job-readiness training. Each of the contracted six programs will end with a graduation ceremony on or close to the final date of May 17, 2010.

E. General Qualifications of the Proposer

This RFP solicits proposers from the non-profit, faith-based, foundation, and community-outreach sectors. Those eligible to apply will be local organizations in Region 1, meeting the requirements of non-profit status as determined by the IRS. Faith-based organizations, however, must have a non-faith-based component. Non-profits must have 501C (3) status and must operate according to bylaws that define their operation and mission. In general, the perfect applicant will be able to:

- Show experience with NEG-funded projects, like YouthROC, that have the following four components:
 - Construction or green jobs;
 - Educational advancement;
 - Counseling/case management;
 - Career pathways and job placement;
- Demonstrate experience responding to Hurricanes Katrina, Rita, Gustav, or other natural disasters, through the mobilization of community resources and engagement of low-income youth;
- Dedicate itself steadfastly to the rules, routines, and outcomes that are set forth by JOB1, the City of New Orleans, the Louisiana Workforce Commission, and the federal government; this includes but is not limited to any contracts that may be signed, handbooks, emails, policies, documents, etc.
- Understand the needs of disaffected youth and be ready to accommodate those needs; befriend the participants, while setting an example that an individual should have respect both for him/herself and for others;
- Formalize relationships with justice agencies, social service agencies, various educational institutions, local businesses, employment agencies, including JOB1 and its equivalents in Region 1;
- Prove a record of excellent financial management capacity for public grants, as evidenced by being designated a low-risk auditee by an independent auditor.

PART II: SCOPE OF SERVICES

A. Overview

Funding for this second phase of the YouthROC project comes from a National Emergency Grant (NEG) that was put into effect on August 13, 2007, set to expire on June 30, 2009, but was extended to June 30, 2010. Each project will include twenty-five (25) to fifty (50) 16- to-24-year-olds residing in Region 1 without significant work history.

B. General Tasks and Services

The qualified provider will design and implement a number of short-term community revitalization projects, which must be chosen to benefit low- to moderate-income hurricane victims or public facilities eligible under federal NEG guidelines.

Concurrently, the provider will ensure that its participants experience the following:

- Career skills, especially but not limited to construction;
- Green-jobs training;
- Academic skills and improvement in numeracy and literacy;
- Life skills, proper public-speaking, and socializing skills;

- The creation of self-confidence, independence, self reliance, and strong teamwork skills;
- Lessons dealing with consideration of others, respect for life, and consequences of one’s actions; accountability;
- The feeling of belonging to a community in recovery and a positive outlook for the future.

C. Specific Deliverables

1. Rules, Policies and Procedures.

The provider must be willing to follow all policies, procedures, or rules created by JOB1.

2. Recruitment, Enrollment, and Retention.

The provider will work with JOB1 on recruitment and intake of individuals. The provider will be required to:

- Complete and turn in paperwork, including human resource (HR) documents, WIA documents, etc. to JOB1 project managers exactly as directed and on time;
- Attach special attention to the legalities and extra paperwork involved in the enrollment of minors;
- Employ best practices for retaining participants after their enrollment.

3. Safety.

Whenever participants are on site, traveling, training, or otherwise engaged in learning, the provider must comply with all safety standards set forth by the construction industry (OSHA) and/or JOB1.

4. Program Organization, Professionalism, and Administration.

The provider will acknowledge collaboration with the federal government, the Louisiana Workforce Commission, the City of New Orleans, the Region 1 WIB boards, and JOB1. As a representative of those agencies, the provider will run a “tight ship” and will ensure that all staff members will conduct themselves appropriately in public, in front of participants, and in the media. The provider will submit to JOB1 all of the following *before* the beginning of the cycle (before the first day of orientation):

- A tentative calendar of events, including what items will be taught during orientation;
- Plans for the first construction site (subsequent plans will be submitted just before work begins);
- A safety manual, including emergency phone numbers, that the provider plans to use on every site and inside vehicles;
- A policy, procedure, or rule book for all participants to follow and to be familiar with before they begin the program in earnest;
- A plan that shows when and how participants will be involved in travel—to and from work, to and from job sites, to and from field trips—and who will be the driver.

5. Staff.

The provider will agree to have adequate staff to perform services required by JOB1, two of whom shall be certified in CPR and first aid. At minimum, the staff will include:

- A program director, who will act as the main liaison to JOB1’s project managers;
- A counselor or social worker with appropriate qualifications;

- A school teacher or GED instructor with appropriate credentials;
- A construction trainer with appropriate qualifications;
- A part-time or full-time administrative assistant.

6. *Construction Projects.*

The provider will coordinate, facilitate, and supervise all construction projects. The provider will furnish a plan that includes tangible, viable building plans, classroom instruction, ultimate goals of each project; these plans must be approved by JOB1 before work begins on *each and every* job site.

JOB1 encourages proposers to offer projects that emphasize green jobs, such as environmental protection, recycling, park restoration, energy conservation, preservation of historic structures, pollution prevention or clean-up.

7. *Education.*

At minimum, the provider will:

- Measure participants' educational progress by administering the TABE (test of adult basic education) at the beginning and end of the cycle;
- Employ a teacher to hone participants' math, reading, and language skills;
- Inform participants of their legal rights, voting privileges, and other civic activities, such as letter writing;
- Teach enrollees how to become involved in community-outreach efforts and volunteerism;
- Inform participants of their connection to New Orleans culture, history, or heritage through the work they will be undertaking.

8. *Counseling and Case Management.*

The provider must have a qualified counselor on staff or under contract to deal with participants' needs, related to court involvement and probation, family issues, health problems, child birth and childcare issues, social services, and job readiness. The counselor should be willing to:

- Profile individuals with regard to special needs, criminal background, social services needed, future aspirations, and educational goals;
- Intervene during times of personal, professional, educational, or emotional crisis;

Keep a physical file folder on each participant and agree to follow up on all individuals 30, 90, and 180 days after their departure from the program.

9. *Career Pathways and Job Placement.*

The provider will agree to help increase the employability of each participant by:

- Developing a customized plan for each individual at the beginning of the cycle; this plan will be submitted to JOB1 for approval;
- Forming a viable relationship with the Business and Career Solutions Center (s) of the participants' residence; proof of this relationship will be submitted to JOB1 during early phases of the cycle;
- Attending regular meetings with JOB1;

- Documenting that the proposer has a number of partnerships with potential employers and /or training providers; proof of these partnerships will be submitted to JOB1 during early phases of the cycle.

10. *Reports.*

The provider must be willing to submit any and all reports, without exception, on a regular basis as prescribed by JOB1. These reports may include but are not limited to:

- Educational hours;
- Testing outcomes;
- Attendance;
- Classroom hours;
- Career-training hours;
- Actual labor hours;
- Overall program hours;
- Site addresses;
- Case-management records;
- Terminations;
- Emergency forms;
- Construction plans.

11. *Termination of Participants.*

The proposer will be willing to fill out termination forms and submit them to JOB1's project managers as soon as individuals leave the program, regardless of reasons for departure.

12. *Public Relations.*

The provider will agree to notify JOB1 of any and all graduations, recognition ceremonies, media events, press conferences, and to acknowledge JOB1 and the Louisiana Workforce Commission in all said events, including in flyers and other kinds of publicity. The contractor can also reasonably expect to be interviewed, filmed, and/or written about on an occasional basis.

13. *Emergencies.*

The contractor will agree to designate a staff person (usually the program director) as main liaison to JOB1. This person will fill out accident/incident reports and call his/her JOB1 project manager as soon as it is reasonable to do so. The phone call, at least, must take place on the same day as the incident, even if it is after 5:00 p.m.

14. *Contractual Obligations.*

In addition to all items stated above and below, the proposer will also be willing to sign a contract agreeing, at least but not limited to:

- Receive training from Goodwill on whatever processes or procedures it deems necessary to maintain company and grant integrity, *especially with regard to participant payroll, ledger keeping, budgetary concerns, and time sheets;*
- Possible termination for inadequate progress toward goals;

- Possible termination due to a failure to meet any deliverables such as education, literacy and numeracy gains, social-skills training, percentage of participants who will graduate, and quality of construction that will be done.
- Possible termination for endangering its participants' safety;
- Possible termination for inappropriate behavior or inappropriate relationships between staff and participants.

PART III: GENERAL PROPOSAL INFORMATION

A. Waiver of Administrative Formalities

JOB1 reserves the right, at its sole discretion, to waive administrative formalities contained in this RFP.

B. RFP Addenda

JOB1 reserves the right to revise any part of this RFP by issuing an addendum to the RFP at any time.

C. Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by JOB1 to award a contract. JOB1 reserves the right to accept or reject, in whole or part, all proposals submitted and /or cancel this announcement if it is determined to be in JOB1's best interest.

D. Ownership of Proposal

All materials submitted in response to this RFP become the property of JOB1.

E. Cost of Preparing Proposal

JOB1 is not liable for any costs incurred by prospective proposers prior to issuance of or entrance into a contract. Any costs associated with developing a proposal or presenting it are the responsibility of the proposer.

F. Code of Ethics

The provider is responsible for determining that there will be no conflict or violation of ethics codes if it is awarded a contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

PART IV: PROPOSAL INSTRUCTIONS

A. Proposer Inquiries

JOB1 will consider written inquiries regarding this RFP, its requirements, scope of services, etc. before the due date. JOB1 does, however, reserve the right to modify its RFP at any time, should a change be identified as being in the best interests of JOB1. Requests for copies of this RFP and written questions must be directed to the RFP coordinator listed below:

Cheryl Cramer
JOB1 Career Solutions
2330 Canal Street
New Orleans, LA 70119
504-658-4560
ccramer@job1no.com

Only the listed coordinator has the authority to respond officially to proposers' questions on behalf of JOB1. Any communications from other individuals are not binding in any way.

B. Proposal Location and Deadline

Proposers, who are interested in providing program development and operation under this RFP, must submit a proposal containing the information and correct formatting specified in this Part IV sections C, D, and E, as well as, Part V—all detailed below. The fully completed proposal, with original signatures by authorized representatives, must be received in printed version by the RFP coordinator, designated above in section A. The coordinator must receive the proposal on or before the deadline of July 31, 2009, on or before 4:30 p.m. central daylight time at the physical address specified above.

C. Copies and Signatures

JOB1 requires that an original and three copies of the proposal be submitted to the RFP coordinator. The original should contain *original signatures* and should be marked separate and distinct from the other three.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization.

D. Formatting Instructions

The proposer must include all signatures and all sections described below for its proposal to be considered. The following specifications must be followed:

- The cover letter's margins should be one inch on all sides, except the top (to leave room for letterhead).
- The proposal should have a table of contents;
- All subsequent pages, except for addenda (such as résumés, spreadsheets, budgets, and JOB1's required attachments) should be numbered and have margins of one inch on all sides;
- The proposal's body must be written in Times New Roman, 12-point size. It should also be single-spaced with block-style, non-indented paragraphs. It should be flushed against the left margin, not centered or justified;
- The proposal's body (excluding the cover letter, résumés, spreadsheets, budget pages, and JOB1's required attachments) cannot exceed a length of 20 pages;
- The entire proposal must be submitted with pages stacked in the required order and binder clipped, not stapled.

E. Contents of Proposal

Providers will submit proposals containing all items listed in this section; JOB1 strongly recommends that the proposal writer pay particular attention to the **WIA performance measures listed in bold**.

The complete submitted proposal must not be placed in binders or stapled. Please use binder clips only. Materials must be submitted in the order specified below.

1. *Attachment I: Proposal Checklist*

2. *Attachment II: Proposal Cover, pages 1 and 2*

3. *Cover Letter.*

Proposers should submit a cover letter on official business letterhead explaining a brief overview and intent of the documents enclosed. The heading, letterhead, or greeting should also include the response date, main contact name, phone number, and email address.

4. *Executive Summary.*

This *brief* section should serve to introduce the purpose and scope of the proposal. It should also include a *brief summary* of the proposer's *most basic* qualifications and ability to meet JOB1's overall requirements. The final paragraph should contain a positive statement of compliance with future contract terms and the stipulation that the proposal is valid for ninety days from the date of submission. *Note: this section should be very short; opportunities to go into more detail should be taken in subsequent sections.*

5. *Corporate Background and Experience.*

The proposer should give a *brief summary* of the company, including a brief history, corporate structure and organization, and number of years in business. *Note: this section should be very short; opportunities to go into more detail should be taken in subsequent sections.*

6. *Prior NEG Experience.*

The proposer should provide a *brief one-paragraph summary* of prior experience with an NEG-funded project, like the already-existing YouthROC. *Note: this section should be very short; opportunities to go into more detail should be taken in subsequent sections.*

7. *Construction and/or Green Experience.*

This section should discuss the provider's ability to plan and operate construction sites or green projects. It should include, at least:

- A description of the proposer's experience on construction sites and assisting hard-to-serve youth on those sites;
- A description of green experience with youth in areas such as environmental protection, recycling, deconstruction of buildings, park/public land restoration, energy conservation, preservation of historic structures, pollution prevention or clean-up, etc.

8. *Education.*

This section should elaborate upon the proposer's experience in providing educational services to out-of-school youth, even if a subcontractor is used. It should include:

- A description of plans to meet the **WIA youth performance measure of (a) attainment of degrees or certifications and (b) increase in literacy/ numeracy by at least one functional level as measured by the TABE;**
- TABE testing;
- Math instruction;
- Reading instruction;
- Social studies instruction including American history or civics, New Orleans history, etc.

9. *Counseling and Case Management.*

This section should illustrate the provider's past experience with counseling, even if it uses a subcontractor. It should also describe the counselor's routines.

10. *Career Pathways and Job Placement.*

This section should discuss plans and strategies to engage community partners, such as employers, justice agencies, social service agencies, educational and training institutions, and others interested in the success of engaged youth. It should provide:

- A description of how the program will meet the **WIA youth performance measures of placement in employment at a placement wage of at least \$8 (eight dollars) per hour;**
- A description of how it will meet the **WIA youth performance measure of placing participants in post secondary education, certificated training, or military service;**
- A list of partners and a brief description of how the provider works with each of these partners.

11. *Additional Strengths.*

Here, the provider will describe:

- Key strengths that may make the proposer's program unique, to include services to special-needs adolescents or adults, exceptional cases, unusual diversity among participants previously served, an extremely high number of court-involved youth, preference for serving the "hardest to serve" youth, etc.;
- Abilities to enhance participants' experience by imparting additional skills and/or safety training, certifications, apprenticeships, etc.

12. *Approach and Methodology.*

The provider should demonstrate that it understands the nature of the project, how it will meet the demands of the project, and how it will comply with the wishes of JOB1. This section should include:

- Start-up (pre-orientation) planning with a beginning date (if not prescribed by JOB1);
- Content, including schedule, of the two-week orientation period;
- Description of program operations after orientation, including schedules of participant activities, record-keeping and reports;
- Description of plans and strategies to retain participants in the program to a successful completion;
- Description of how the proposer will identify community needs to be met through its activities, how youth will be trained to identify needs in their communities and organize themselves to meet those needs;
- Description of how community work sites will be identified and obtained for youth to work on;
- Description of graduation, follow-up plans, and capacity to close out/wrap-up project activities in compliance with JOB1 instructions.

13. *Program Staff.*

The provider should include information about the experience and qualifications of assigned personnel, who are considered key to the success of the project. The proposer should summarize each person's duties and include a résumé for that particular person at the end of the proposal.

Staff descriptions should, at least, include:

- A program director;
- A counselor or social worker;
- A school teacher or GED instructor;
- A construction trainer;
- A part-time or full-time administrative assistant.

14. *Physical Infrastructure.*

This section will discuss the layout of the proposer's facilities. The proposer should mention the main location and gathering area, storage spaces and the equipment therein, classroom facilities, computer labs, etc.

15. *Sustainability.*

This section will contain a description of the proposer's plan to address sustainability of project activities for the benefit of youth and the community when NEG funding ends.

16. *Conclusion.*

This section should reasonably predict outcomes, detailing which gains, both tangible and intangible, participants will benefit from after graduating from the program.

17. *Attachment III: Budget Certification.*

Special Note #1: Carefully read and be sure that the provider fully understands all aspects of Part V below before including a budget in the proposal. Part V is fully dedicated to budget-submission instructions.

Special Note #2: Goodwill Industries of Southeastern Louisiana will administer all payments to participants. Youth will be paid \$9 (nine dollars) per hour in all YouthROC programs. Under NEG rules, youth are permitted to work 25 to 30 hours per week, as long as they are on job sites. Wages are not allowed for classroom time. All contractors will be required to record each participant's hours worked on a Goodwill-issued time sheet and submit bi-weekly payroll to Goodwill.

18. *Budget Summary.*

The provider will supply a summary of the budgetary needs of its program and how the dollars will be used to support the program and the participants.

19. *Budget Narrative.*

The provider will supply a narrative of each line item in the budget. This narrative will define all expenses anticipated in the budget.

20. *Audit and Form 990.*

The provider will supply a copy of the past year's financial audit and Form 990. If an audit has never been done, the proposer will submit a one-page document in lieu of the audit, explaining why not and will specify a date on which one can be expected.

21. *Staff Résumés.*

Résumés must include all degrees, experience, awards, and up-to-date contact information, including work and home phone numbers.

22. *Three Additional Copies of the Proposal*

PART V: BUDGET

A. Budget Instructions

Each provider must submit a budget with a minimum of the following lines:

- Salaries, wages, taxes, and benefits;
- Program costs – supplies, travel, phone and internet, insurance, professional services, equipment, supportive services, and participant supplies.

Each budget must include a detailed narrative.

The budget will be negotiated in the event the proposal is accepted.

PART VI: EVALUATION CRITERIA AND THE PROPOSAL REVIEW PROCESS

A. Convening of the Committee

Immediately following the proposal due date, the RFP coordinator will call a committee of administrators to assemble and begin reviewing all responses to this RFP.

B. Preliminary Examination

The committee will first check each proposal for completeness, attention to format, and clarity. If any of the proposal's sections, attachments, checklists, signatures, or copies are missing or illegible, JOB1 will remove that proposal from the selection process. Late, emailed, faxed, or improperly formatted proposals will be disqualified as well.

C. Determination of Responsibility

Determination of the proposer's responsibility, related to this RFP, shall be made according to the following standards. JOB1 must find that the proposer:

- Has adequate financial resources for performance;
- Has necessary experience, organization, technical qualifications, skills, and facilities;
- Is able to comply with proposed time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance;
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

D. Rating the Proposal

1. Scoring.

Committee members will assign a number of points to each section of the proposal based on the quality, thoroughness, credibility, and sustained proof of qualifications in the section being examined.

Maximum point values, indicating comparative weight, for each section of the proposal are as follows:

- Organizational Capacity: 20 points;
 - Executive Summary
 - Corporate Background and Experience
 - Prior NEG Experience: 5 points;
 - Project Design: 40 points;
 - Construction and Green Experience
 - Education
 - Counseling and Case Management
 - Career Pathways and Job Placement
 - Additional Strengths
 - Approach and Methodology
 - Cost Reasonableness
 - Infrastructure: 20 points;
 - Staff
 - Physical Infrastructure
 - Sustainability: 15 points;
- Total possible for the proposal: **100 points.**

2. Averaging to Determine the Final Score.

Once all committee members have scored the proposals, the committee will then add the total number of points each proposal has earned; that sum will then be divided by the number of committee members. This average will constitute a proposal's final score. Providers with the top five to six highest scores will be selected for contract negotiation.

E. Contract Award and Execution

As soon as possible, JOB1 will notify the top five to six proposers that they have been chosen to begin contract negotiations. JOB1 reserves the right to enter into a contract without further discussion of the proposal submitted, based on the initial offer received.

This RFP and proposal of the selected provider will become part of any contract initiated by JOB1. In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP.

JOB1 reserves the right to move immediately down its list to the next best proposer if any providers prolong negotiations beyond 7 days, refuse JOB1's offers, fail to attend negotiations, or withdraw from the process for any reason.

F. Subcontracting Information

Following evaluations, JOB1 shall have five or six separate, single prime contractors as the result of contract award, and those prime contractors shall be responsible for all deliverables referenced in this RFP and/or resulting contract. This general requirement notwithstanding, the proposers may enter into subcontractor arrangements but should acknowledge in their proposals and contracts total responsibility for the performance of their subcontractors.

If the proposers intend to subcontract for portions of the work, the proposers should include specific designations of the tasks to be performed by the subcontractor. The information required of the contracted proposers, under the terms of this RFP and future contracts, is also required for each subcontractor. Unless provided for in the contracts with JOB1, the prime contractors shall not contract with any other party without written approval of JOB1.

**ATTACHMENT I
Proposal Checklist**

Since proposals with incomplete or missing sections will not be considered, please take the time to complete this checklist and to ensure that all of the following information is included in your proposal package.

Each copy of the proposal must include the following, in the order listed:

- Attachment I: This Checklist**
- Attachment II: Proposal Cover, pages 1 and 2**
- Cover Letter**
- Body of the Proposal**
- Attachment III: Budget Certification**
- Budget Summary**
- Budget Narrative**
- Audit:** A copy of the past year's organizational audit, including the accompanying financial statements. If an audit has never been done, the proposer will submit a one-page document in lieu of the audit, explaining why not and will specify a date on which one can be expected.
- Budget**
- Staff Résumés**
- Three Additional Copies of All Items Listed Above**

ATTACHMENT II
Proposal Cover, page 1

Name of organization (applicant): _____
Title of Proposed Program: _____

Authorized Representative

(Person who can legally sign contracts for organization)

Name:

Title:

Phone:

Fax:

E-mail:

Organization's Main Contact

Name:

Title:

Phone:

Fax:

Email:

Fiscal Contact

Name:

Title:

Phone:

Fax:

E-mail:

Program Contact

(For questions about the proposed program during its operation)

Name:

Title:

Phone:

Fax:

E-mail:

Technology/Computer Contact

(For questions about electronic transfer of information, e.g. student payroll)

Name:

Title:

Phone:

Fax:

E-mail:

Signature of Authorized Representative: _____

Proposal Cover, page 2

General Organization Information

1. Your organization incorporated as: non-profit or for-profit?
2. Federal tax ID number: or name and Fed. Tax ID number of legal entity that will act on behalf of the org:
3. Is applicant in receivership or bankruptcy, or are any such proceedings pending?
Yes No (If yes, please explain on separate sheet)
4. Has the applicant's organization ever been cited, fined, or reprimanded for any law or code violations or has any business license been suspended or revoked?
Yes No (If yes, please explain on separate sheet)
5. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies?
Yes No (If yes, please explain on separate sheet)
6. Will the applicant subcontract any of the training or work efforts? Yes No

Conflict of Interest/Union Concurrence

7. Does the applicant have any connection with JOB1 or the New Orleans Workforce Investment Board (WIB)?
Yes No (If yes, please explain on separate sheet)
8. List all unions that may be associated with this project:
9. If necessary, does your agency have union approval of the proposed project?
Yes No

Computer Capabilities

10. Your computer operating system is: Windows-based or Mac-based

ATTACHMENT III
Budget Certification

In addition to the required budget summary and narrative, an authorized representative of the applicant organization must sign this certification form. Successful providers will be required to submit detailed budget information at the time of contract award.

PROPOSER’S BUDGET CERTIFICATION:

I certify that all the information provided in this budget is both complete and accurate to the best of my knowledge. Additionally, this form will be revised and re-submitted at a later date should unforeseen cost factors necessitate changes. I also understand that if selected as a contractor, I will be required to submit further detailed budget information.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____

Please sign this form and include it in the application in front of the budget summary and budget narratives.