

**SOUTHCENTRAL MISSISSIPPI WORKS  
WORKFORCE DEVELOPMENT AREA**

Program Year 2020

**REQUEST FOR PROPOSALS**

**for**

**WIN Job Center Operator Services**

**Funded under the  
Workforce Innovation and Opportunity Act (WIOA)**

**Release Date:  
January 11, 2021**

**Submission Deadline:  
February 15, 2021 @ 12:00 Noon CST**

***Late submissions will not be accepted***

**Central Mississippi Planning and Development District (CMPDD) is an Equal Opportunity Organization  
Auxiliary aids and services are available upon request for individuals with disabilities.**

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**Request for Proposal Timeline**

<b>Request for Proposal (RFP) Release</b>	<b>January 11, 2021</b>
<b>Last day to submit RFP Questions</b>	<b>February 5, 2021</b>
<b>Proposals Due</b>	<b>February 15, 2021</b>
<b>Subaward Recommendation(s) Considered for Approval</b>	<b>February 24, 2021</b>
<b>Subaward Negotiations</b>	<b>February 24, 2021 – February 28, 2021</b>
<b>Subawards/Programs Commence</b>	<b>March 15, 2021 or as negotiated</b>

## SECTION 1 – INTRODUCTION AND BACKGROUND

Central Mississippi Planning and Development District (CMPDD) serves as the administrative/fiscal agent for the Southcentral Mississippi Works (SMW) Workforce Development Area, a consortium of seventeen (17) counties in the southwest/central area of the State of Mississippi designated under the Workforce Innovation and Opportunity Act of 2014 (WIOA). As administrative/fiscal agent, CMPDD is soliciting service providers to provide One-Stop Operator Services, as authorized by and in accordance with the WIOA law and accompanying applicable state and federal regulations and policies. The initial period of performance is March 15, 2021 – June 30, 2021 but may be flexible as necessitated by the current COVID19 situation. All activities funded under WIOA are authorized, approved and overseen by the SMW Local Workforce Development Board (WDB) and the Local Chief Elected Officials (CEO) Board.

WIOA funds are allocated by Congress on a program year basis, running from July 1 through June 30.

For more information on WIOA, its implementing regulations and any other information of interest, please visit <http://www.doleta.gov/wioa/>

Provision of services specified in this RFP requires substantive knowledge and understanding of the WIOA law and any applicable regulations, state policies, procedures and directives related to WIOA.

### 1.1 Proposer Eligibility

Eligible respondents may be:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; or,
- A collaboration between any of these organizations.

SMW is committed to Equal Opportunity in its subawarding process and encourages any eligible respondent to propose.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that **all contractual responsibility rests with one legal entity serving as the fiscal agent.**

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. Successful respondents will serve as subawardees of federal WIOA funds authorized and administered by the United States Department of Labor (DOL) and under the oversight of the SMW.

**1.2 Solicitation**

<b>WIOA Career and Training Service Centers to be operated</b>	Jackson, MS and Pearl, MS WIN Job Centers and their associated service areas.
<b>Initial Subaward Start Date:</b>	March 15, 2021 or as soon as possible thereafter
<b>Initial Subaward End Date:</b>	June 30, 2021
<b>Type of Subaward:</b>	Cost-Reimbursement or Current Needs
<b>Option to Extend:</b>	SMW may extend the <del>contract</del> /subawards(s) with or without further negotiation, for an additional 3 program years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of SMW.

**1.2 RFP Questions**

To ensure a fair and objective evaluation, questions related to the RFP that arise must be submitted via e-mail. Questions will be accepted via the email provided below through the following date and time:

<b>Date:</b>	<b>February 5, 2021</b>
<b>Time:</b>	<b>12:00 Noon CST</b>
<b>Email:</b>	<a href="mailto:tmeek@cmpdd.org">tmeek@cmpdd.org</a>

Written responses to questions received will be posted on the CMPDD website. Questions that are received after the above deadline will not be answered. Oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. **No other sources of responses or clarification are considered valid.**

**1.3 Addenda to this RFP**

At the discretion of SMW, if it becomes necessary to revise any part of this RFP, an addendum will be posted on CMPDD’s website.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions submitted, and remain updated on other information that may affect this RFP.

**1.4 Ex-Parte Communication**

Ex-parte communication or lobbying of any kind with any board member, SMW staff or other persons serving as an evaluator during the procurement process is strictly prohibited. Respondents that directly contact board members, staff or evaluators risk elimination of their proposals from further consideration.

**1.5 Right to Cancel or Negotiate**

SMW reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. SMW also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit SMW to accept any proposal, nor is SMW responsible for any costs incurred by the respondent in the preparation of responses to this RFP

**1.7 General Information Regarding Submittal of Proposals**

Proposals must be submitted in a format that is easy to read and understand. The proposer must avoid repetitious material and must clearly demonstrate an ability to effectively provide the services requested. **All proposals must be delivered on or before:**

<b>Date:</b>	<b>February 15, 2021</b>	
<b>Time:</b>	<b>12:00 Noon CST</b>	
<b>Location:</b>	<b>CMPDD 1020 Centre Pointe Blvd. Pearl, MS 39208</b>	

All proposals must be submitted in a **sealed** envelope and plainly marked, "**WIOA Proposal.**" Proposers must provide **one (1) original signed proposal, and five copies. Proposals will not be accepted via facsimile, email or by any other means.**

If a respondent elects to submit their proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier and for ensuring that the proposals are received by CMPDD by the stated deadline.

**Proposals received after the denoted deadline date and time WILL NOT BE considered for funding regardless of method of delivery.**

A responsive proposal is one that complies with both the format and the content requirements of the RFP. Failure to comply with any of the format or content requirements will render the proposal as non-responsive and it will not be considered for funding.

Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the proposer considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement: *"The information contained on pages \_\_\_\_, \_\_\_\_, \_\_\_\_, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a subaward or contract is awarded to this office as a result of or in connection with the submission of such information, the SMW has the right to duplicate, use, or disclose this information to the extent provided in the subaward or contract. This restriction does not limit the SMW's right to use information contained therein if obtained from another source."*

Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.

**Required Proposal Content and Order:**

1. Transmittal Document
2. Proposal Summary, including Organization Description, and Type(s) of Service(s) being proposed
3. Table of Contents, including page numbers
4. Program Description
5. Demonstrated Ability and Past Performance
6. Program Narrative
7. Budget
8. Budget Narrative
9. Qualifications and References
10. Completed and signed Minimum Threshold Certification

**Proposal Format Requirements:**

<b>Font</b>	12 Point – Times New Roman
<b>Pages</b>	Single-Sided
<b>Margins</b>	One (1) Inch – This applies to <b>ALL</b> margins.
<b>Spacing</b>	Double-Spaced
<b>Footer</b>	The name of the organization submitting the proposal and the page number on each page, indicated as Page ___ of ___.

Proposers should use the forms included in this RFP. If a proposer opts to create their own forms, they must be identical to those included in this RFP.

**SECTION 2 – PERIOD OF PERFORMANCE AND REQUIREMENTS**

**2.1 Period of Performance** (may be flexible as necessitated by the current COVID19 situation)

The period of performance for service provider subawards resulting from this RFP is expected to begin on March 15, 2021 and end on June 30, 2021. The SMW WDB and Local CEO Boards have the option to renew the subaward for an additional three (3) program years, on a one-year at a time basis, provided that the organization has exhibited successful performance and that no monitoring or auditing questions or disallowances have occurred and that it is determined to be in the best interest of the SMW to do so.

**2.2 Subaward Provisions**

Any subaward awarded by the SMW will have the following characteristics:

- A. The SMW will reimburse the subawardee the lesser of:
  1. The actual allowable cost of operating the approved program, in accordance with the subaward provisions, requirements and the budget; or
  2. The obligated amount of the subaward.

- B. Subawardees will be paid on a cost reimbursement basis. Reimbursements will be made monthly on the basis of monthly accrued expenditure reports and other reports as required provided by the subawardee. If the subawardee is a state agency, the subaward may be on a current needs basis at the sole discretion of SMW.
- C. All reported WIOA expenditures must be on the accrual basis of accounting and cumulative by program year allocation. Funds must be segregated in books of account and tracked by the appropriate cost categories for WIOA funds. Time sheets must be maintained for all staff; time sheets must document hours worked by funding stream. Documentation and receipts are required for all expenditures.
- D. Subaward funds are subject to detailed financial, program and compliance audits conducted by the SMW or any of its authorized agents including the US Department of Labor.
- E. Subawards will consist of Terms and Provisions, signature page, statement(s) of work, the program budget and Budget Narrative.
- F. All procurements and expenditures must conform to the requirements of 2 CFR 200, Uniform Administrative Requirements for Federal Grants.

## 2.3 Ethics

In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the Local WDB, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no WDB member shall have an interest in funds subject to WDB oversight. Therefore, 1) no non-profit or for-profit organization whose principals or staff are a WDB member may receive a subaward from SMW funded in whole or in part by WIOA under this RFP, 2) no for-profit or non-profit organization that offers or intends to offer training on the state's "eligible training provider's list," may receive a subaward from SMW funded in whole or in part by WIOA under this RFP. The prohibition lasts for one year after the interested WDB member's term ends. This prohibition does not extend to WDB members representing the public sector, such as community college or State agency representatives.

## 2.4 Minimum Threshold Requirements

To be considered, the proposing organization must meet all of the Minimum Threshold Requirements itemized on the Minimum Threshold Requirement form included in this RFP. Proposals or proposers failing to meet any Minimum Threshold Requirement will be rejected and will not be considered for funding. The document must bear the original signature of the proposing organization's signatory official.

# SECTION 3 - PROPOSAL REVIEW AND EVALUATION PROCESS

## 3.1 Technical Information/Summary

All proposals submitted will first undergo a technical review. This review is conducted to ensure that all format, content, and technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to an Evaluation Committee. **Proposals that fail any requirement of the technical review, including format requirements, will not be forwarded to the Evaluation Committee for further funding consideration.**

The proposal must include a brief summary of the overall plan and goals of the program to include the following:

- Describe your understanding of the overall purpose of the services and what your organization expects to gain through its operation of the WIN Job Center(s).
- Describe the major components of the services being proposed.

### 3.2 Proposal Rating

The following chart represents the evaluative weight that will be applied to each proposal received:

<b>Section</b>	<b>Maximum Points Allowable</b>
Format	5%
Technical Information/Summary and Minimum Threshold Requirements	10%
Demonstrated Ability and Past Performance, including references	30%
Program Description, Program Narrative, Implementation and Service Plan	30%
Fiscal Elements, Budget and Budget Narrative	25%

### 3.3 Selection Process

All proposals will be evaluated and scored by the Evaluation Committee using a standard scoring guide. Proposals determined to be most advantageous to the SMW Workforce Development Area, including overall costs and other factors, may be considered in this determination.

SMW may select a proposal based on the initial information received without modification; however, SMW reserves the right to request additional data, conduct oral interviews, and/or conduct a management review prior to making a recommendation of an award.

If the results of any part of the proposal review indicate, in the opinion of SMW, that the proposed service provider may not be able to fulfill subaward expectations, that the services proposed are not needed and/or are not beneficial to the goals of the SMW area, or that the costs are higher than SMW finds reasonable in relation to the overall funds available, SMW reserves the right to not execute a subaward with the organization, regardless of the proposal rating.

### 3.4 Award Process

Each respondent submitting a proposal will be notified in writing of any funding decision. Resulting execution of a subaward is subject to the following conditions:

- Favorable evaluation and recommendation by the Evaluation Committee and approval by the SMW WDB and the Local CEO Board.
- Receipt of WIOA funds from Federal and State agencies.
- Successful negotiation of any changes to the proposal.

## SECTION 4 - PROGRAM DESCRIPTION

### 4.1 Service Delivery Basics

#### WIN Job Centers

WIOA requires that all workforce-related services be rendered through a one-stop system; therefore a number of workforce partners are required to provide services or access to services through the one-stop system. This RFP seeks to identify a one-stop operator for the Pearl WIN Job Center and an operator for the Jackson WIN Job Center. Respondents to this RFP may propose to continue to operate in the current locations or propose new sites. The WIOA law requires that the operator and any workforce partner agency staff physically located within the center pay a “fair share” of the infrastructure cost of the center, i.e. rent, utilities, etc. The appropriate infrastructure cost to be borne by the operator and other information must be included in the proposal and the budget. Wagner Peyser (labor exchange) services provided by the Mississippi Department of Employment Security are required by law to be provided from the WIN Job Centers. Proposers must work with the MDES to determine staffing space needs and costs.

### 4.2 Targeted Geographic Area

Proposers may elect to operate either the Jackson, MS or the Pearl, MS WIN Job Center or both. Proposals should clearly indicate which WIN Job Center(s) are to be served.

### 4.3 Special Service Requirements

- **Outreach and Communications:** WIN Job Center Operators must work to inform and market to the community the services, resources and programs funded by WIOA and all outreach activities must be clearly described in the proposal. The tagline “Funded by SMW and the USDOL” should appear on any and all communications for workforce programs, printed or otherwise. Any and all printed materials, website, special events, and social media uses related to services provided under a WIOA subaward be approved by SMW staff prior to dissemination.
- **Community Outreach:** One-stop operators shall establish and maintain key community relationships to ensure that businesses, job seekers, youth and the general public know about their workforce programs. This includes, but is not limited to, media outreach, utilizing employer associations and reaching out to community organizations. Advertisement is not an allowable WIOA cost.
- **Special Events:** One-stop operators shall utilize job fairs and special events to increase visibility, especially with regional employers.
- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans’ Priority of Service. Activities must be conducted in accordance with the Veterans’ Priority Provisions of the “Jobs for Veterans’ Act,” Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation

of the Veterans' priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.).

## SECTION 5 - FISCAL ELEMENTS

### 5.1 Budget and Budget Narrative

The proposal must include the following in regard to fiscal integrity:

- Describe the proposing organization's experience with managing federal funds and the experience the fiscal staff employed by the organization have in administering, accounting for and managing federal funds.
- Describe the proposing organization's familiarity with federal financial management and with 2 CFR 200, Uniform Administrative Requirements for Federal Grants. Discuss how the organization will comply with those requirements.
- Describe the proposing organization's accounting system and ability to document ALL expenditures.
- Describe any leveraged community and partner resources that will enhance the program services being proposed.

#### A. Budget

Each proposal must include a specific budget and budget narrative. All costs must be allowable, reasonable, allocable, and necessary to the services and activities of the program. All expenditures must be made in accordance with 2 CFR 200 Uniform Administrative Requirements for Federal Grants.

Costs included in the proposal will be compared with an independent cost estimate developed by SMW.

Please refer to the Budget Instructions included in the Forms section of this RFP for further detail.

#### B. Budget Narrative

Proposers are required to develop and submit as part of the proposal, a Budget Narrative detailing each line item included in the Budget. The Budget Narrative must include sufficient detail for each line item to allow an assessment of cost reasonableness and allowability. For instance, under staff salaries, at a minimum, the names of staff or the job title of each position, total salary for each position and percent to be charged to the WIOA activity should be listed. The Fringe Benefits line item should list individual fringe benefits to be charged to the program. For facility cost, include total square feet available, cost per square foot and documentation showing that cost per square foot is consistent with average costs for similar space elsewhere in the area. For equipment costs, justify method of valuation (i.e. lease, purchase, depreciation, usage allowance). Proposer should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program. The Budget Narrative should include the following:

1. For each budget line item, describe the method of calculation or valuation. For example: Staff Salaries is calculated as XX number of staff @ \$XXX per month x XX months x XX% = \$ \_\_\_\_\_
2. For each budget line item, describe why it is necessary.

### C. Indirect Costs

For organizations who include indirect costs in the proposal budget, the indirect cost rate must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by SMW that describes how indirect and common operating costs are distributed to the different funding sources. **THIS INDIRECT COST RATE PLAN MUST BE INCLUDED WITH THE PROPOSAL.** The extent to which an applicant can minimize indirect costs will be a factor in the evaluation process. If the proposer does not have an approved indirect cost rate agreement and opts to include indirect cost in the budget, they must certify that they operate using a de minimis indirect rate for any and all contracts/subawards they receive.

### 5.2 Subcontracts

The proposing organization may not subcontract out any part of the proposed services without the express consent of SMW.

## SECTION 6 - WIN JOB CENTER OPERATOR SERVICES

### 6.1 Operator Responsibilities

- Lease and manage the physical Center facility, including payment of utilities and other necessary expenses.
- Engage and solicit participation and service provision by the WIOA required workforce partners, i.e. MS Departments of Employment Security; Human Services; Rehabilitation Services; and Community Colleges, Adult Education Division.
- Develop (in consultation with SMW) and manage the MOU/Infrastructure Funding Agreement which describes how partners will contribute to WIN Job Center infrastructure costs.
- Manage and assist users of the Job Center's Resource Room. Each WIN Job Center has a Resource Room equipped with internet accessible computers. These computers are available to customers for self-service job search activities. Job seeker and employer customers can access the Mississippi Works system (maintained by MDES) for job postings and job search and the MDES Labor Market Information. The Resource Rooms also offer a variety of printed resource materials for customers.
- Ensure there are adequate trained greeters/receptionists who direct each customer to Center services and to any co-located service providers based on customers' needs and reasons for visiting the Job Center.
- Ensure that their staff is adequately trained and provide friendly and professional customer service at all times.
- Ensure that Centers are open during the hours of 8:00 am to 5:00 pm Monday through Friday, with the exception of state holidays.

### 6.2 Program Staffing and Management

- Discuss your program staffing structure. Describe the roles of each position and the experience that existing staff members have in performing similar work. Include resumes or job descriptions of all staff, funded in whole or in part, by this project.
- Describe how you will ensure that greeters/receptionists will initially assess a customer's reasons for visiting the WIN Job Center and refer that individual to the appropriate person/partner for service.
- Describe the customer flow beginning with the moment they enter the door.
- Describe how you will ensure that the Resource Room is adequately staffed to assist customers with self-service activities.
- All staff funded by WIOA **must participate in intensive quarterly customer service training**. Training will focus upon a protocol to determine which customers are serious about their reasons for visiting the Job Center that day. Describe your organization's staff training and customer service commitment and methods.
- Describe your overall internal management plan for the proposed program. Indicate the lines of authority and responsibility related to the proposed program. Include direct program staff, supervisor(s), and manager(s), as applicable, and where they will be located. Briefly describe the responsibility, methods and frequency with which program activities will be internally monitored, together with basic procedures for monitoring reports and resolution/corrective action.

### 6.3 Coordination with Workforce Partners

The proposing organization should fully describe how they will coordinate and work with other partners in the provision of workforce-related services. Explain how the WIN Job Center and its operation will adequately meet the requirements of the one-stop delivery structure as required in WIOA. Items that should be fully addressed are listed below. This list is not all-inclusive and the proposing organization should describe their proposed WIN Job Center operation affectively and sufficiently.

- A. Describe your plan for managing the Center's physical facility for the benefit of a wide variety of co-located workforce partners.
- B. Describe the MOU/Infrastructure Funding Agreement (cost sharing) that will be developed, when and if multiple workforce partners are co-located within the same facility, which describes how partners will contribute to Center infrastructure costs.
- C. If facilities other than the existing Job Centers are proposed, describe the sites and facilities proposed as well as information regarding proposed hours of operation, management, etc.
- D. If the proposing entity is one other than MDES, describe how you will work with MDES (the current operator of the Pearl and Jackson WIN Job Centers) to transition the operator duties in regard to leases, utilities, etc.

### 6.4 Demonstrated Ability

Respondents must describe any relevant demonstrated ability related to this project.

- Describe if/how you have operated a WIN Job Center or how you propose to operate a WIN Job Center.
- Describe if/how you have collaborated and executed a project with multiple stakeholders. Indicate whether you were the fiscally responsible stakeholder.
- Describe any other resources, processes or procedures that you propose to implement that will enhance the services provided by the WIN Job Centers.
- If the proposer has not contracted with SMW during the most recent two (2) years, summarize the relevant qualifications, experience, and expertise of the proposing organization. Include at least three (3) references from previous work of a similar nature using the attached reference form. Include a copy of the most recent monitoring report (including all correspondence relative to the resolution of any monitoring findings) for each reference.
- If the proposer has not contracted with SMW and/or CMPDD during the most recent two (2) years, they must distribute the WIOA Reference Form to each of three (3) named references. Note that the forms must be sent to CMPDD directly by the reference – NOT by the proposer, and must be received by CMPDD on or before the proposal due date. Reference forms received after the proposal due date will render the proposal non-responsive and it will be removed from consideration.

- If the proposer has provided WIOA One-Stop Operator services in another workforce development area, the proposer must provide the following information and distribute the WIOA Reference Form to the workforce area. Note that the form must be sent to CMPDD directly by the reference – NOT by the proposer, and must be received by CMPDD on or before the proposal due date. Reference forms and/or proposals received after the proposal due date will be considered non-responsive and removed from consideration.
  1. Name of workforce area
  2. Contact person for the workforce area, including mailing address, email and phone number
  3. Counties served under that contract
  4. Type of program/services provided
  5. Dollar amount of contract
  6. Copy of the most recent monitoring report
  7. Correspondence related to any corrective actions
  8. Performance information
  
- If the proposer has completed applicable contracts or subawards with SMW and/or CMPDD within the last two years, attach the BLANK Reference Form and include the form as part of the proposal. SMW will complete the reference process.

# **FORMS**

**TRANSMITTAL DOCUMENT - PROGRAM YEAR 2020**

PROPOSING AGENCY	
ENTITY NAME:	SIGNATORY OFFICIAL:
ADDRESS:	CONTACT PERSON:
CITY/STATE/ZIP:	PHONE NUMBER:
FEDERAL EMPLOYER ID#:	EMAIL ADDRESS:
DUNS NUMBER:	
PROPOSED PROGRAM TYPE AND TARGET GROUP	
<input type="checkbox"/> WIN Job Center Operator Jackson, MS <input type="checkbox"/> WIN Job Center Operator Pearl, MS	
AREA OF SERVICE	
LOCATION OF RECORD MAINTENANCE SITE(S):	
AREA TO BE SERVED:	
TYPE OF AGENCY **CHECK ONE**	
<input type="checkbox"/> PRIVATE NON-PROFIT	<input type="checkbox"/> COMMUNITY BASED ORGANIZATION
<input type="checkbox"/> PRIVATE FOR PROFIT	<input type="checkbox"/> STATE OR LOCAL GOVERNMENT AGENCY
<input type="checkbox"/> PUBLIC (INCLUDING EDUCATIONAL ENTITIES)	<input type="checkbox"/> OTHER
DATE AGENCY/ORGANIZATION BEGAN OPERATION:	
PROPOSAL SUMMARY	
TOTAL FEDERAL FUNDS REQUESTED:\$	
PROPOSED PERIOD OF OPERATION FROM:    March 15, 2021                      TO: June 30, 2021* may be flexible as necessitated by the current COVID19 situation.	
CERTIFICATION	
This proposal is a bonafide offer to provide the services outlined herein and to adhere to <b>an accrual-based accounting system in conjunction with</b> the budget if a subaward is awarded. The proposer is legally authorized to submit this proposal and to conduct the program if awarded. The proposer certifies that this proposal complies with the requirements of the WIOA and this solicitation. The SMW assumes no responsibility for the costs of preparing this proposal or negotiating a subaward if one is awarded.	
NAME OF AUTHORIZED OFFICIAL:	TITLE OF AUTHORIZED OFFICIAL:
SIGNATURE OF AUTHORIZED OFFICIAL:	DATE:

## SCHEDULE OF DELIVERABLES – WIN Job Center Operations

<b>DELIVERABLE:</b> Identify responsible personnel, tasks and time frames.			
<b>Description of Services/Tasks to be Completed</b>	<b>Staff Responsible</b>	<b>Beginning Date</b>	<b>Completion Date</b>
Recruitment of Partners  Completion of Cost Sharing Agreements and MOUs			

<b>DELIVERABLE:</b> Comply with all reporting and record keeping requirements			
<b>Description of Services/Tasks to be Completed</b>	<b>Staff Responsible</b>	<b>Beginning Date</b>	<b>Completion Date</b>
Submit monthly financial reporting worksheet so that it is received by CMPDD no later than the 8 <sup>th</sup> day of the month following the report month.  Submit closeout package within 40 days after expiration of the subaward Respond to all monitoring reports by the response deadline			

**BUDGET SUMMARY/COST ALLOCATION PLAN**

**Southcentral Mississippi Work**

<b>Agency:</b>	<b>Program:</b>		<b>Operational Dates:</b>		
			<b>Start:</b>	<b>End:</b>	
	<b>Number of Participants to be Served:</b>				
<b>Line Item:</b>	<b>Budget Cost Summary Per Component:</b>			<b>Sources of Funding:</b>	
			<b>Total</b>	<b>Total WIOA %</b>	<b>Total Other %</b>
<b>TOTAL</b>					

## Budget Line Item Requirements

The line items shown below do **not** include all of the types of items the SMW will fund. These samples simply indicate items commonly found in budget requests. Relevant items should be included in the proposer's budget. Conversely, items which do not apply to the proposer's budget should not be included. The information contained in the Budget Narrative for each proposed service should add up to the total funds shown on that proposed service's Budget Summary.

### Sample Budget Line Items

- Personnel/Staff - Provide job titles, time equivalency, and salary amounts.
- Fringe Benefits - This item includes, but is not limited to, contributions for Social Security; employee life, health, unemployment, and worker's compensation insurance; and pension plans.
- Outreach - This includes outreach, dissemination of information, and efforts to reach specific target populations. Advertising is not an allowable WIOA expenditure.
- Audit
- Copying/Printing
- Equipment (Lease/Purchase/Maintenance) - Describe equipment to be purchased/leased and the estimated cost associated with each item.
- Facility Rental/Maintenance - Include information regarding the cost per square foot per month.
- Insurance - Indicate the type of insurance (e.g. general liability) to be provided. Do not include health or disability insurance in this line item; that information should be included in fringe benefits charges (see above).
- Staff Travel - Indicate which staff member(s) will travel, and for what program-related purpose.
- Office Supplies – For program staff.
- Telephone/Communication – Telephone, Internet and Postage
- Utilities - Gas, electricity, water, and garbage
- Miscellaneous/Other - Provide details of all miscellaneous charges.
- Indirect - This includes costs incurred for a common or joint purpose benefitting more than one cost objective. (Indirect costs should be shown *only* if the proposer has an approved indirect cost plan.)

**SMW REFERENCE FORM**

Name of entity providing this reference: \_\_\_\_\_

Address: \_\_\_\_\_

Name of entity for which this reference is being provided: \_\_\_\_\_

Performance Period (Must be within the past 2 program years) \_\_\_\_\_

Type(s) of program(s) operated \_\_\_\_\_

\_\_\_\_\_ Contract amount: \_\_\_\_\_

Did the program operated by the entity for which this reference is being completed attain at least 75% of the above contract's goals?  
Yes (+2) No (0)

Were there any significant or material adverse findings and/or any disallowed and/or questioned costs related to the contract described above? Yes (0) No (+2) If Yes, please attach information and documentation relevant to the history and current status of the significant or material findings and/or disallowed and/or questioned costs.

Please rate the above provider according to the following criteria by circling the appropriate score:

- A) Innovation – the degree to which the provider made or suggested participant-centered enhancements to the basic program structure and/or developed materials that enhanced the program's appeal  
0 – Not innovative 1- Somewhat innovative 2- Exemplary
- B) Organization – the degree to which files, paperwork, documents and records were complete, accurate and orderly  
0 – Sloppy and/or incomplete 1 – Acceptable but could be improved 2 – Exemplary
- C) Cooperation – the degree to which the provider followed instructions, met deadlines and responded to requests  
0 – Uncooperative 1 – Slow and uninspired 2 – Acceptable
- D) Fiscal – the degree to which financial reporting was accurate, complete and submitted in a timely manner  
0 – Sloppy and/or incomplete 1 – Acceptable but could be improved 2 – Exemplary
- E) Would you re-hire this provider for a future project?  
0 – No 1- Not willingly 2 – Yes, but with reservations 3 – Without hesitation

Name and phone number of person completing this form: \_\_\_\_\_

**This form and any necessary attachments must be returned ONLY BY THE REFERENCE AGENCY, NOT THE PROPOSING AGENCY to the following address no later than 12:00 Noon CST on February 19, 2021**

**CMPDD  
1020 Centre Pointe Blvd.  
Pearl, MS 39208**

References received after the published due date and time will reduce the evaluation score of the proposal of the agency for which this reference is being provided.

**SOUTHCENTRAL MISSISSIPPI WORKS**  
**Minimum Threshold Certification**

The purpose of Minimum Threshold Certification is to collect information necessary to (1) determine whether a proposing agency qualifies as an eligible service provider and (2) rate the demonstrated effectiveness of the agency in providing the proposed services. Minimum Threshold Certification must be completed by the proposing agency for *each* proposal submitted, and *must bear the original signature of the signatory official for that agency*.

Program Organization: \_\_\_\_\_

Project/Activity: \_\_\_\_\_

Program Location: \_\_\_\_\_

**MINIMUM THRESHOLD REQUIREMENTS**

To be considered, a proposal must meet all Minimum Threshold Requirements. **Proposals failing to meet any Minimum Threshold Requirement will not be considered.**

**Requirements for Qualification as an Eligible Service Provider:**

- I. To be eligible, the proposer must be qualified to do business in the State of Mississippi. SMW prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.

**Required Information:** Indicate below the nature of the proposing entity (e.g., public, private for-profit, private nonprofit). Private entities should indicate the date and location of incorporation.

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II. To be eligible, the proposing agency or its principals:

- A. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement 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 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 governmental entity (federal, state, or local) with commission of any of the offenses enumerated above;
- D. Have not within a three-year period preceding this proposal had one or more public transactions terminated for cause or default.

**Required Information:** Provide a statement that certifies that the proposing organization adheres to all statements in this section.

III. To be eligible, the proposer must have an established financial management system in place to ensure effective control of and accountability for WIOA funds and other assets. Documentation/receipts is required for ALL expenditures of WIOA funds.

**Required Information:** Provide a description of the proposer's established financial management system.

IV. To be eligible, the agency shall not have any unresolved audit findings.

**Required Information:** To determine whether the proposing agency has any unresolved audit findings, the proposer **must** include as part of the proposal package the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package **must** include all current (dated within two months of the proposal submission date) financial statements and a business plan.

V. To be eligible, the agency or its principals shall not be convicted of any crime which indicates mismanagement or fraudulent use of funds by the agency, or insolvency or the agency.

**Required Information:** Provide a statement regarding any involvement of the proposing agency and/or its principals in criminal convictions and/or insolvency.

VI. To be eligible, the agency must have in place or must agree to establish certain policies and procedures (listed below).

**Required Information:** Indicate whether the proposing agency currently has or will establish the following policies and procedures.

For each item below, indicate whether you currently have or will establish:

1. Regular audit of all accounts by an independent auditor;

\_\_\_\_\_

2. Maintenance of separate accounting records and documentation of expenditures for WIOA funds;

\_\_\_\_\_

3. Maintenance of a fidelity bond with minimum coverage of \$100,000 or the highest amount of funds to be received during the contract period; bond must be executed prior to the granting of a subaward with the proposing organization.

\_\_\_\_\_

4. Written Personnel policies;

\_\_\_\_\_

5. Written Grievance procedures for staff;

\_\_\_\_\_

6. Written Payroll procedures and time sheets for staff;

7. Maintenance of a WIOA property inventory system; and

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8. Written Travel policies

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**VII. CERTIFICATION STATEMENT**

By signing below, I hereby certify that:

1. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other proposer or with any competition;
2. All costs are accurate, complete and current.
3. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not knowingly be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and,
4. No attempt has been made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
5. I am legally responsible in the proposing organization for the decision as to the price and services being offered in the proposal and I have not participated, and will not participate, in any action contrary to the above items.

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

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Name of Proposing Entity

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Name of Certifying Official

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Signature of Certifying Official

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Date