

Three Rivers



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# **One-Stop Operator Request for Proposals**

For Three Rivers Regional Commission  
On behalf of the Three Rivers Workforce Development Board Area#8  
Under the Workforce Innovation and Opportunity Act (WIOA)

Release Date: May 3, 2021  
Submission Deadline: May 28, 2021 by 4:00pm

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## **SECTION I: SCOPE OF SERVICES AND REQUIREMENTS**

### **1. Project Summary**

The Three Rivers Regional Commission (TRRC), on behalf of the Three Rivers Workforce Development Board (TRWDB), is requesting proposals for One Stop Operator(s) for the local Workforce Innovation and Opportunity Act (WIOA) program. The TRWDB service area includes Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties, the area demographic profile is a mixture of rural and suburban settings, and One Stop Operations and WIOA Career Services are provided across the entire 10 county service area. The objective of this procurement is to obtain the services of qualified One Stop Operators (OSO's) with the demonstrated knowledge, experience, competence, resources and familiarity with WIOA operations, regulations, and program participants.

The TRRC seeks to obtain the most cost-effective and efficient OSO services from responsible bidders who will operate with a maximum level of coordination/consolidation with the TRWDB, TRRC, and other workforce partnering organizations within the 10 county TRWDB service area. TRRC may use a combination of qualified applicants in order to service all regions.

**Proposals must be received no later than 4:00 P.M. Eastern Standard Time on May 28, 2021.**

**Completed proposal shall be sent to the address below or electronically to [worksourctr@threeriversrc.com](mailto:worksourctr@threeriversrc.com).**

*Three Rivers Regional Commission  
WorkSource Three Rivers  
P.O. Box 1562  
Griffin, Georgia 30224*

### **Workforce Investment and Opportunity Act (WIOA) Background**

On July 22, 2014 the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority, and it was the first legislative reform in 15 years of the public workforce system. Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA supersedes the Workforce Investment Act (WIOA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The terms and conditions of this RFP may change based on WIOA legislation and applicable regulations. The successful respondent to this RFP is expected to remain informed on WIOA regulations and requirements. For more information on WIOA, please use the following links to access relevant federal, State, and local directives/guidance:

Federal laws, regulations, guidance and other information on WIOA can be found here:

<https://www.doleta.gov/WIOA/>

The Office of Management and Budget's (OMB's) Guidance for Grants and Agreements can be viewed here:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

State WIOA policy and guidance can be found here: <https://tcsgeu.org/worksource/>

Local Workforce Area information and plan can be found here: <http://www.threeriversrc.com/workforce.php>

## TRWDB Information Summary

The total amount of funding available for One-Stop Operator expenses is expected to range between **\$75,000 and \$120,000** per year, with actual amounts dependent upon allocation and availability of carryover funds. The funds will be for the period of October 4, 2021 through October 31, 2022. The contract will have options to renew for three (3) additional normal contract periods with a contract end date of June 30 each year.

The Workforce Development Board's vision for the Region is: To match employees with quality jobs, and employers with qualified employees. Goals adapted to direct realization of this vision are:

1. To identify the workforce needs of businesses through the utilization of local labor market and educational data and technology and to meet those needs by emphasizing business services;
2. To provide customer-focused services (both for the employers and individuals) through the development and implementation of sector strategies and career pathways;
3. To create a unified, seamless and vital workforce delivery system by connecting core partners, economic development stakeholders, and others; formalizing agreements between the parties as appropriate; and assuring that investments are job-driven and non-duplicative;
4. To initiate an integrated approach to the system's overall performance management through the implementation of the Baldrige Performance Excellence Program that provides a system-wide approach to:  
(a) manage a performance-based workforce system with federally-mandated performance outcomes and locally-endorsed system utilization goals; (b) enable a mechanism for continuous improvement that supports a culture of high performance; (c) identify processes that meet current and future system organizational needs; and (d) help manage the system during periods of change.

The TRWDB supports businesses, economic development, and individuals with training, supportive services, on-the-job training, and other job development efforts in the 10-county region. Workforce development plays a key role in supporting economic growth and success across West Central Georgia.



Vision: Employees with quality jobs and employers with qualified employees

Mission: The Three Rivers Workforce Development Board exists to support and promote workforce development and job development to meet the needs of employers and employees in the region

We serve:

- Businesses – the TRWDB provides talent development services to businesses of all sizes, existing industry, and relocating companies
- Economic Development – the availability of skilled labor is a critical component of regional economic growth. The TRWDB is a major workforce development partner for economic development organizations
- Individuals - the TRWDB equips individuals with the skills, knowledge, training and experience to access careers in high-demand industries

#### What is WorkSource Three Rivers?

WorkSource Three Rivers is the region's brand name for its workforce development program. The Three Rivers Workforce Development Board and the Three Rivers Regional Commission lead workforce development in the region. The local workforce development board is made up of business, education, and governmental partners from across the region. The workforce board is responsible for managing federally funded workforce development programs for the region. The workforce board convenes regional stakeholders, such as education, economic development and chamber members.

#### **One Stop Operations**

There must be at least one comprehensive One-Stop for each local Workforce Area that provides access to physical services of each of the core programs and other One-Stop partners. A list of core programs and required One-Stop Partners can be found on this WIOA fact sheet:

[https://www.ninaetc.net/WIOA\\_OneStop\\_FactSheet.pdf](https://www.ninaetc.net/WIOA_OneStop_FactSheet.pdf)

Other entities that carry out education and training programs, including Federal, State, or local programs may serve as additional partners in the one-stop system if the local board and chief elected officials approve the entity's participation. All One-Stop Partners participating in the Comprehensive One-Stop for the region will be parties to the One-Stop Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA). Programs that are listed as a required One-Stop Partner don't need to be a part of the One-Stop MOU if that program is not carried out in the local workforce area.

#### **One Stop Locations**

The comprehensive One-Stop is currently located in Griffin, Georgia at the Georgia Department of Labor office. Affiliated sites are located in Carrollton and LaGrange at the Georgia Department of Labor offices in those areas. Additional affiliate sites are up for award under this RFP if an OSO provider(s) selects and submits affiliate service options as part of the RFP response.

## 2. Project Schedule

This request for proposals will be governed by the following schedule:

May 3, 2021	Release of RFP
May 17, 2021	Bidder's Conference (Virtual) – 2:00 pm
May 21, 2021	Deadline for Written Questions
May 28, 2021	Deadline for Proposals – 4:00 pm
June 25, 2021	Contract Award Notices
October 4, 2021	Tentative Contract Start Date (potential earlier start date can be negotiated)

## 3. Contract Term

The initial contract will be for the period October 4, 2021 through October 31, 2022. There will be potential for an earlier contract start date dependent upon on the scope of work submitted by the contractor, and dependent upon availability of funds. The TRRC and the OSO will negotiate a start date. The contract will have options to renew for three (3) additional normal contract periods. The annual renewal of the contract shall be based on the availability of funds and successful contract performance the preceding year. The contract award will be acknowledged by the issuance of a **Notice of Award**. Renewals will be accomplished through the issuance of annual intent to renew letter to the OSO. Renewals are contingent upon the completion of renewal criteria, including but not limited to: updated proposal information, cost analysis information, favorable evaluations from the consumers, centers and/or programs served and approval for renewal by the TRWDB. Contract(s) resulting from this RFP are contingent upon the TRWDB and the TRRC receiving funds from The Technical College System of Georgia's Office of Workforce Development.

## 4. Services Requested

The TRWDB is requesting proposals to procure the services of a One Stop Operator (OSO). The OSO will coordinate the delivery of WIOA partners and service providers through the TRWDB's One Stop system, WorkSource Three Rivers, at the Comprehensive One Stop. An eligible entity may also bid to provide OSO services at the TRWDB affiliate sites, located within the Georgia Department of Labor Area Office, in Carrollton, LaGrange, and Newnan Georgia.

It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites. Section 134(c) (2) of WIOA outlines a number of required career services to be made available at the comprehensive One-Stop facility. Many of these career services may also be provided at affiliate sites.

## 5. One Stop Operator Roles

Under WIOA, career services are classified into two categories: basic and individualized career services. Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings, and information on partner programs. Individualized career services under WIOA are to be provided as appropriate to help individuals obtain or retain employment. Individualized career

services have been identified as an essential component with many of the basic career services provided through the one-stop partners by agreement.

It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites. Section 134(c) (2) of WIOA outlines a number of required career services to be made available at the comprehensive One-Stop facility. Many of these career services may also be provided at affiliate sites.

### One-Stop Operator Roles

The primary function of the One-Stop Operator is to coordinate the service delivery of One-Stop partners and service providers across the One-Stop system. At a minimum, a One-Stop Operator will be selected to coordinate career services and/or training activities within the Comprehensive One-Stop (COS) and with service providers and partners across the Region via referrals, information sharing, and reporting, or other mutually beneficial service delivery assistance. Contingent upon availability of funds, a separate One-Stop Operator may also be selected to coordinate WIOA activities of affiliated sites with partners and service providers.

Specific duties of the One-Stop Operator associated with the operation of the TRWDB Comprehensive One-Stop (TRWDB COS) include, but are not limited to:

- General coordination of all one-stop partner staff and services conducted at the TRWDB COS;
- Working with TRWDB staff to design and implement the integration of partners' staff and systems including the development of adequate methods of referrals, processes for sharing information, and ensuring the non-duplication of services;
- Assisting in the development and implementation of the TRWDB COS-approved Internal Operational Policies for the TRWDB COS (e.g. days/hours of operation, dress code, customer service expectations, etc.);
- Fostering partnerships within the TRWDB COS to promote function as a multi-agency team, and promotion of and participation in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
- Maintaining Equal Employment Opportunity (EEO) compliance in the provision of and access to TRWDB COS services;
- Ensuring that the TRWDB COS is in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and is easily accessible to individuals with disabilities;
- Ensuring that all partners co-located at the TRWDB COS implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by State and local policy;
- Coordinating staff training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
- Meeting with employers across the region to understand their needs and satisfaction with employer services as well as one-stop activities conducted to improve the overall quality of the local workforce;
- Promoting the TRWDB COS to local organizations, community groups, and the general public in order to increase awareness of available services, to recruit new individuals and employers, and to enhance usage of the system by existing customers;
- In conjunction with appropriate TRWDB staff, development and execution of a Resource Sharing Agreement (RSA) or Infrastructure Sharing Agreement (ISA) between required partners to specify how

infrastructure and other system costs are being shared, how costs are allocated and which organizations are contributing in-kind services or other resources;

- In conjunction with appropriate TRWDB staff, recruiting additional partners and/or in-kind resources to support the TRWDB COS, as appropriate; and
- In conjunction with appropriate TRWDB staff, coordinating the signing and implementation of cooperative agreements (MOUs) with all mandated partners.

## 6. Program Requirements

- A. The One-Stop Operator(s) will be required to work with a variety of service providers including those providing career services and those providing training. Most training for adults and dislocated workers that is funded by WIOA is delivered through:
1. Individual Training Accounts (ITAs) whereby the cost of tuition, books, and other training expenses are covered for participants;
  2. On-the-Job Training (OJT) in which an employer is paid an agreed upon portion of paid wages for the costs of training an individual for a particular job; or
  3. Other training options including internships, work experience, customized training, and incumbent worker training, apprenticeship, and other approved training options. Detailed descriptions are provided under Section III, *Services*.
- B. One-Stop Operator services must begin on early as October 1, 2021.
- C. The One-Stop Operator is prohibited from:
1. Convening system stakeholders to assist in the development of the local plan;
  2. Being responsible for oversight of itself;
  3. Managing or significantly participating in the competition selection process for the One-Stop Operator;
  4. Selecting or terminating One-Stop Operators, career services, and youth providers;
  5. Negotiating local performance accountability measures; or
  6. Developing and submitting budget for activities of the TRWDB in the area.
- D. Eligibility to bid:
1. An entity serving as a One-Stop Operator, that also serves a different role within the One-Stop delivery system, may be selected and designated as the One-Stop Operator provided there are sufficient firewalls and conflict of interest policies and procedures in place (Reference: 20 CFR 678.620b; 20 CFR 679.430).
  2. The One-Stop Operator may be a single eligible entity or a Consortium of entities. If a Consortium of entities bid, a minimum of three of the One-Stop partners described in 20 CFR 678.400 must comprise the Consortium. Additionally, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity serving as the fiscal agent.
  3. The local Workforce Development Board may serve as the Operator with the approval of the Council of Chief Elected Officials and the Governor. Other eligible entities designated in 20 CFR § 678.600 may also serve as the One-Stop Operator.
  4. Elementary schools and secondary schools are not eligible to be selected as the One-Stop Operator. Non-traditional public secondary schools such as night schools, adult schools, or area career and technical education schools are eligible to be operators.

- E. Recruitment is a key component of this program. In addition to recruitment in cooperation with training providers, employers and rapid response events, the successful bidder will develop promotional literature to publicize opportunities provided by the WIOA program. The successful bidder will visit and inform various community agencies and organizations of opportunities available through WIOA. Outreach efforts will include but not be limited to the following organizations: The Technical College System of Georgia (OWD); Head Start Programs; Department of Family and Children Services in the service area, basic adult education classes; secondary and post-secondary school counselors; local churches; Georgia Vocational Rehabilitation Agency; local day care centers; and other social services agencies that work with the WIOA target populations.
- F. Registered participants will be entered into the State Data Management System. If the participant is entering the ITA program, the ITA tracking system will be utilized to record financial commitments and update it as appropriate. The One-Stop Operator will assure that participants receiving services will be tracked through the One Stop Center (or affiliated site(s)).
- G. All pertinent Workforce Development Board policies regarding service delivery must be followed. Routinely, the eligibility determination, service priority, and support policies will be used.
- H. The program will emphasize strong customer service and satisfaction principles. Continuous improvement will be expected and monitored.
- I. Service Coordination

The One-Stop Operator will coordinate the following services within the One-Stop Center, affiliated sites, or partner agencies:

1. Basic Career Services must be made available by the partners and, at a minimum, must include the following services, as consistent with allowable program activities and federal cost principles:
  - a. Determination of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
  - b. Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system. For the TANF program, States must provide individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services, which could be implemented through the provision of paper application forms or links to the application Web site;
  - c. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service's needs;
  - d. Labor exchange services, including—

(i) Job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on in-demand industry sectors/occupations and information on nontraditional employment; and

(ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;

- e. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;
  - f. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
    - (i) Job vacancy listings in labor market areas;
    - (ii) Information on job skills necessary to obtain the vacant jobs listed; and
    - (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
  - g. Provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
  - h. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
  - i. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through Georgia's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
  - j. Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Such assistance includes:
    - (i) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
    - (ii) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA including HOPE and Pell.
2. Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. In accordance with TEG 3-15, individuals must be declared eligible to receive these services. These include the following services, as consistent with WIOA requirements and federal cost principles:
- a. Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers, which may include:
    - i. Diagnostic testing and use of other assessment tools; and
    - ii. In-depth interviewing and evaluation to identify employment barriers and appropriate goals;
  - b. Development of an individualized employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information regarding the ETPL;
  - c. Group counseling;
  - d. Individual counseling and mentoring;
  - e. Career planning;

- f. Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
  - g. Internships and work experience that are linked to careers;
  - h. Workforce preparation activities;
  - i. Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and 20 CFR 681.500;
  - j. Out-of-area job search and relocation assistance; and
  - k. English language acquisition and integrated education and training programs.
3. Follow-up services must be made available, as appropriate, and include counseling regarding the workplace for adult and dislocated worker participants who are placed in unsubsidized employment. These services must be provided for a minimum of 12 months from the first day of employment.
4. Training Services are provided to equip individuals to enter the workforce and retain employment. Examples of training services that could be provided through referral:
- a. Occupational skills training that may be available through Individual Training Accounts (ITAs) or class-size training (if through agreement by the Workforce Development Board).
  - b. Other Training Programs
    - i. Work Experience (Transitional Jobs): These activities provide time-limited, subsidized work experiences in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.

Work experience can be an effective solution for individuals to gain necessary work experience that they would not be able to get through other training. The goal is to establish a work history for the individual, demonstrate work success, and develop skills that lead to entry into unsubsidized employment. In work experience there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete. (This program is currently not offered for adults).

- ii. Internship: An Internship is a short-term or part-time work assignment with a private for-profit, non-profit, or public employer designed to enhance skills learned in a classroom setting and to provide the opportunity for the application of these learned skills. Internships will occur prior to, concurrent with, or subsequent to 1) occupational classroom training, or 2) Basic Skills Training aiding the participant in applying the basic skills necessary to compete successfully in the labor market.
- iii. Customized Training: Customized training is designed to meet the unique needs of both job seekers and employers or groups of employers. Employers are actively engaged in the design of the training and must provide a commitment to employ all individuals upon successful completion of training. The employer must pay for a significant share of the cost of the training. Proposed WIOA 680.770 identifies the eligibility requirements for employed workers to receive customized training. (This program is currently not offered by the TRWDB).
- iv. Incumbent Worker Training: Incumbent worker training assists workers in obtaining the occupational skills necessary to retain employment or to avert layoffs and must increase the worker's and the company's competitiveness. Training should, wherever possible, allow the

worker to gain industry-recognized skills ultimately leading to an increase in wages. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position.

- v. Apprenticeship: An Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.
- vi. Other training offered through the program may be:
  - 1. Workplace training and cooperative education programs;
  - 2. Private sector training programs;
  - 3. Skills upgrading and retraining;
  - 4. Entrepreneurial training; and/or
  - 5. Job readiness training provided in combination with other training described above.
- vii. On-the-Job Training is provided at the employer's location. Georgia Department of Labor provides this service. The Career Adviser/Case Managers will assist and refer to this source as needed.

## 7. Performance Standards

### Performance Measures

This is not a program whose success is based solely on the number of registrants/participants. The success of the program is based in how well the registrants/participants perform on the job and their success in long-term employment.

Each service provider is measured based on federally-established performance measures that assist in evaluating the WIOA program's success. These measures are negotiated yearly with the Technical College System of Georgia's Office of Workforce Development (OWD). The definitions of the performance measures are included in the attachments together with the actual negotiated performance standards for the TRWDB local area.

In addition to the federally mandated performance measures, the resulting contract for the One-Stop Operator will include real-time measures related to benchmarks established during negotiations. These may include milestones such as numbers of individuals accessing services through the comprehensive or affiliate One-Stop sites as well as successful referrals to employment or training, employer contacts, marketing events, etc.

## **SECTION II: SUBMITTING PROPOSALS**

### Procedure for Submitting Proposal

**Please review the entire package before completing the application format.** Detailed information regarding program requirements, goals, services to be provided, WIOA regulations, etc. should be reviewed before beginning the application.

The deadline for receiving proposals at Three Rivers Regional Commission (TRRC) is **4:00 p.m. Eastern Standard Time on May 28<sup>th</sup>, 2021.** **No proposals will be accepted after this date and time.**

**Proposals may be submitted in electronic format to [worksourcetr@threeriversrc.com](mailto:worksourcetr@threeriversrc.com).** Proposals sent in the mail, or delivered in person, must be received by **May 28<sup>th</sup>, 2021.** Proposals can be delivered in person to: **1210 Greenbelt Drive, Griffin, GA, 30224.**

FAXED proposals will not be accepted.

- D. Technical assistance in completing this proposal will be offered at a **Bidder's Conference to be held on May 17<sup>th</sup>, 2021 at 2:00 PM Eastern Daylight Time.** This conference will be virtual. Information will be provided to interested bidders that have provided information for the bidder's list maintained by the TRWDB staff. Questions and answers regarding the RFP will be answered at the Bidder's Conference. Written questions can be emailed to [worksourcetr@threeriversrc.com](mailto:worksourcetr@threeriversrc.com). Questions and answers arising at the Bidder's Conference will be available upon written request or can be viewed on-line at [www.threeriversrc.com](http://www.threeriversrc.com).

## **SECTION III: AWARD OF CONTRACT**

### Evaluation Process and Award Notification

TRWDB staff will evaluate proposals and make available the evaluation and summary information of the proposals to the TRWDB Executive Committee. Should a meeting of the TRWDB Executive Committee not be possible, the TRWDB will review the proposals at their regularly scheduled meeting. Contracts will be awarded based on the decision of the TRWDB at their meetings and subsequent approval by the Three Rivers Regional Commission Council. The proposing agency's official contact person will be notified of the disposition of the proposal by June 25<sup>th</sup>, 2021.

### Evaluation Format

All proposals will be evaluated using the criteria outlined in the attachments.

Initially, proposals will be evaluated for responsiveness using the Responsiveness Checklist in this proposal package. Only responsive proposals will be considered for funding. Responsive proposals will be evaluated for competitiveness and contracts awarded using the review criteria presented in this proposal package. A contingency list will be developed specifying competitive bidders with whom contracts may be awarded should additional funds become available due to de-obligation of funds or the identification of additional program needs; or existing contracts with performing contractors may be increased to utilize these funds.

The TRWDB reserves the right to accept or reject any/all bids received as qualified, to accept other than the lowest bid, to negotiate with responsive bidders for the best price, or to cancel in part or in its entirety, the request if it is in the best interests of the TRWDB to do so.

### Conflicts of Interest

The TRWDB adheres to a Conflict of Interest policy which states that if an actual or potential Conflict of Interest exists, the affected Board Member/Standing Committee Member shall recuse himself or herself from voting on the impacted topic. The member shall also bring the potential Conflict of Interest to the Board's attention prior to the vote and shall refrain from participating in any discourse involving the impacted topic. Such disclosure shall be expressly noted in the Board's minutes. Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member/Standing Committee Member with respect to the vote and discussion of the impacted topic.

In the event that a Board Member/Standing Committee Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Board Member/Standing Committee Member shall notify the Board, and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.

The Three Rivers Workforce Development Board's Conflict of Interest policy forbids any TRWDB member, LEO member, Administrative Staff, TRWDB Board member/standing committee member, or other persons involved in a WIOA funded activity from (1) directly or indirectly accepting or soliciting any gratuities, favors, or anything involving more than the minimum monetary value from any person (including potential or actual suppliers, contractors, subcontractors, grant recipient, or other service providers) with whom the Board Member interacts in his/her capacity as a recipient of WIOA funds; (2) participating in the selection, award, or administration of a procurement supported by WIOA funds, in any case where the individual is aware that he or she, or any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award; or (3) advocating for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

In addition, a TRWDB Board Member/Standing Committee Member shall not vote on a matter under consideration by a Board if such vote:

- Involves the provision of services by such Board Member/Standing Committee Member (or any entity or organization the Board member/Standing Committee Member represents, or in which he or she hold an ownership or pecuniary interest) or a Board Member's/Standing Committee Member's Immediate Relative; or
- Would provide a direct or indirect financial benefit to the Board member/Standing Committee Member (or any entity or organization the Board member/Standing Committee Member represents, or in which he or she hold an ownership or pecuniary interest) or a Board Member's/Standing Committee Member's Immediate Relative; or
- Involves any other conduct or activity determined to constitute a Conflict of Interest.

**SECTION IV: APPLICATION FORMAT**

The ATTACHMENTS may be reproduced by the proposer. However, it is the responsibility of the proposer to ensure that all information requested is included.

Applications for the local WIOA funds must be assembled using the following format:

- Attachment A: Contract Information Sheet
- Attachment B: Certification Regarding Debarment
- Attachment C: Assurances for Workforce Innovation and Opportunity Training Contractors
- Attachment D: Certification Regarding Lobbying
- Attachment E: Previous Experience Form
- Attachment F: Description of Need
- Attachment G: Project Information
- Attachment H: Contractor Affidavit and Agreement
- Attachment I: Organizational Information Form
- Attachment J: Budget Information
- Attachment L: Specific Fidelity Bonding Requirements
- Attachment M: Three Rivers Regional Commission Grievance Procedures
- Attachment N: Information Regarding Lobbying
- Attachment O: One-Stop System Workflow/Logistical Model

## ATTACHMENTS

- Attachment A: Contract Information Sheet
- Attachment B: Certification Regarding Debarment
- Attachment C: Assurances for Workforce Innovation and Opportunity Training Contractors
- Attachment D: Certification Regarding Lobbying
- Attachment E: Previous Experience Form
- Attachment F: Description of Need
- Attachment G: Project Information
- Attachment H: Contractor Affidavit and Agreement
- Attachment I: Organizational Information Form
- Attachment J: Budget Information
- Attachment L: Specific Fidelity Bonding Requirements
- Attachment M: Three Rivers Regional Commission Grievance Procedures
- Attachment N: Information Regarding Lobbying
- Attachment O: GA Immigration Compliance
- Attachment P: One-Stop System Workflow/Logistical Model
- Attachment Q: Proposal Review & Evaluation Process

For any attachments that not applicable to your organization please insert a page labeled with the item name and Not applicable to indicate you were aware of the requirement and it is not applicable. (NOT that you were aware FAILED to submit the document where it applies).

**ATTACHMENT A:  
CONTRACT INFORMATION SHEET**

Organization's Legal Name:		
Contact Person:		
Address:		
Telephone Number:		
Email:		
Federal ID #:		
E-Verify #:		
Legal Status of Organization (Check if applicable)	<input type="checkbox"/> Public <input type="checkbox"/> Private for Profit <input type="checkbox"/> Education Entity <input type="checkbox"/> Small Business (less than 500 employees)	
Number of years prosper has been in business under the corporate /business structure submitting the response to this request for proposals.		
Funding Amount Requested:	\$	
<p><b>OFFER:</b> the undersigned hereby proposes to furnish to <b>Three Rivers Workforce Development Board</b> the services as described in the Statement of Work in accordance with specifications contained in the RFP. The signature of the proposer below signifies the agreement of the proposer to all the terms and conditions of this RFP unless exception is taken, in writing, and further certifies:</p> <ol style="list-style-type: none"> <li>1. That the <i>proposer</i> is an organization that has a working knowledge of the deliverables and requirements described in this RFP.</li> <li>2. That the proposal submitted meets all of the specification in this RFP.</li> <li>3. That a full disclosure of any past, current, pending or anticipated litigation between the respondent and any governmental or business entity in the State of Georgia is include in the proposal.</li> <li>4. That the <i>proposer</i> has the capacity and can commit to the program and fiscal management requirements as specified in the Statement of Work section of the RFP within the defined timeline.</li> </ol>		
To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the goveroring body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.		
Signature: _____ Date: _____  Print Name: _____		

## ATTACHMENT B: CERTIFICATION REGARDING DEBARMENT

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017-510. Participants’ Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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(Organization Name) PR/Award # or Project Name

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Name(s) and Title(s) or Authorized Representatives

---

Signature(s)

---

Date

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Document, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT C:  
PROVISION ASSURANCES AND CERTIFICATIONS**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses the legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal, and application for financial assistance under WIOA Title I shall contain the following assurances.

It possess legal authority to apply for these funds, that a resolution, motion or similar action has been duly adopted or passes as an official act of the recipient's governing body, authorizing the filing of the application, including all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the recipient to act in connection with the application and to provide such additional information as may be required.

It will not use WIOA funds for the company specific assessment of job applicants or employees, for the encouragement or inducement of business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his/her job at the original location, including predecessors and successors in interest. WIOA providers must adhere to the restrictions regarding placement of participants during hiring freezes or layoffs.

It has not violated any Federal and/or State laws including but limited to: anti-discrimination statutes; labor and employment laws; environmental laws, or health and safety laws for a minimum

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially

assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

It will allow staff members to attend training sessions held by Three Rivers Regional Commission to familiarize the applicant's staff with WIOA provisions.

It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, in particularly those with whom they have family, business, or other ties. No Individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

It will retain all records pertinent to this grant for a period of **six (6)** years beginning on the date the final expenditure report for the project is submitted. The aforementioned records will be retained beyond the six (6) years if any litigation or audit is begun or if a claim is instituted involving the records this contract covers. In these instances, the records will be retained until ligation or audit claim has been resolved.

It will agree that any duly authorized representatives from the United States Department of Labor, the Comptroller General of the United States, the Georgia Department of Economic Development, Three Rivers Regional Commission, the Workforce Development Board or the Council of Chief Elected Officials shall have access to any books, documents, papers and records which are directly pertinent to this contract for the purpose of monitoring program activities, making an audit, examination, excerpts and transcriptions.

It will furnish or submit evidence of a fidelity bond posted on those having responsibility for the expenditure of funds under the proposed contract in an amount sufficient to assure sound fiscal practices in order to assure the Federal Government, the State, and the Three Rivers Workforce Development Board against loss of such funds.

1. No WIOA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with the government-wide drug free workplace requirements as codified in the DOL Regulations at 29 CFR, part 98. WIOA recipients must adhere to the guidelines and restrictions as regarding Unionization/Anti-unionization Activities and Work Stoppages as stipulated in [WIOA Sec. 181 (b) (7)].
2. As recipients of WIOA Title I-B adult, youth, and dislocated worker funds, local workforce areas must obtain and have posted the following certifications and assurances.
  - A. Certification Regarding Lobbying [29 CFR Part 93]
  - B. Drug-Free Workplace Requirements Certification [29 CFR Part 98]
  - C. Nondiscrimination and Equal Opportunity Assurance [29 CFR Part 37]
  - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions [29 CRF Part 98]
  - E. Standard Assurances for Non-Construction Programs
3. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.
4. Prohibition on use of funds for customized or skill training and related activities after relocation. No WIOA funds provided under this CONTRACT for an employment and training activity may be used or proposed to be used for customized training, skill training, or on-the-job training or company specific assessments of job applicants or employees of a business or a part of a business that has relocated from any location in the United States, until

the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her jobs at the original location.

5. Displacement

- a. Prohibition. A participant in a program or activity authorized under this CONTRACT must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any person currently employed by the participating employer (as of the date of the participation).
- b. Prohibition on impairment of contracts. A specified activity must not impair existing contracts for services or collective bargaining agreements and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the prior written concurrence of the appropriate labor organization and employer concerned.

6. Other Prohibitions. A participant in a program may not be employed or assigned to a job if:

- a. Any other individual is on layoff from the same or any substantially equivalent job;
- b. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA participant; or
- c. The job is created in a promotional line that infringes in any way upon the promotional opportunities of currently employed individuals.

7. Limitation on Use of Funds

- a. No funds available under this CONTRACT shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource enters, and similar activities that are not directly related to training for eligible individuals under this CONTRACT.
- b. No funds available through this CONTRACT shall be used for foreign travel the wages of incumbent employees during their participation in economic development activities public service employment, except to provide disaster relief employment, and/or expenses prohibited under any other Federal, State or local law or regulation.
- c. No funds available under this CONTRACT shall be used to directly or indirectly assist, promote, or deter organizing.
- d. Funds provided shall only be used for activities, which are in addition to those, which would otherwise be available in the area in the absence of such funds.
- e. Programs will not impair existing contracts for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed, including services normally provided by temporary, part-time or seasonal workers or through contracting such services out.
- f. The Proposal Offeror (bidder) shall assure that no individual in a decision making capacity (whether compensated or not) shall engage in the selection, award, or administration of the proposed job training program supported by WIOA funds if a conflict of interest, real or apparent would be involved.

Name and Title of Authorized Representative: \_\_\_\_\_

---

Signature of Authorized Officials

Date

**ATTACHMENT D:**  
**CERTIFICATION REGARDING LOBBYING**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.\*

This certification is a material representation of fact upon which reliance was placed when this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization: \_\_\_\_\_

Name of Certifying Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(More information regarding this certification is contained in Attachment N.)

**ATTACHMENT E:  
PREVIOUS EXPERIENCE FORM**

**PREVIOUS EXPERIENCE INFORMATION**

If your organization has provided WIOA services in the past, please provide the following information for the years indicated. If contracts were outside these dates, draw a single line through the dates listed and list most current dates and information.

If your organization has provided services in the past that are similar to the One-Stop Operator services being requested through this RFP, please provide the applicable information below. The type of previous experience that would be considered relevant includes but is not limited to: developing collaborative relationships among multiple agencies/organizations; managing or overseeing the delivery of services under complex federally-funded programs; marketing services to the general public, employers, or job seekers; or developing management protocols to ensure that organizational goals are achieved.

Offerors/Bidders who include performance outcomes for more than one agency/organization and/or for multiple programs and/or contracts for the same agency/organization must list the performance separately for each agency/organization and each contract. Offerors/Bidders who group multiple performance outcomes into a single listing risk not receiving evaluation credit for previous experience.

Offerors/Bidders are limited to ten copies of this form (ATTACHMENT E), depending on the number of performance outcomes/agencies/organizations/contracts being reported.

Prior WIOA Service Information

Agency Information:

<b>Name of Agency:</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Contact Person:</b>
<b>Total Years of Experience with this Agency:</b>	<b>Most Recent Program Year:</b>

Prior Relevant Experience Information (for services not funded through WIOA)

Agency Information:

<b>Name of Agency Funding Relevant Service</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Contact Person:</b>
<b>Total Years of Experience Providing Relevant Service:</b>	<b>Most Recent Program Year:</b>

Population Served:

If funded through WIOA, indicate the funding title and type of population served:

- \_\_\_\_\_ Adults
- \_\_\_\_\_ Dislocated Workers
- \_\_\_\_\_ In-School Youth
- \_\_\_\_\_ Out-of-School Youth
- \_\_\_\_\_ Younger youth
- \_\_\_\_\_ Older youth
- \_\_\_\_\_ Other- Specify: (i.e., Native American, etc.) \_\_\_\_\_

If funded through an agency/organization/grant other than WIOA, specify the funding source and the specific population(s) served:

Prior Performance Information: ADULTS

	Program Year: 2019-2020	Program Year: 2019-2020
Planned Number of Adult Participants		
Actual Number of Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: DISLOCATED WORKERS

	Program Year: 2019-2020	Program Year: 2019-2020
Planned Number of DW Participants		
Actual Number of DW Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: YOUTH

	Program Year: 2019-2020	Program Year: 2019-2020
Planned Number of Youth Participants		
Actual Number of Youth Served		
Youth diploma or equivalent attainment rate		
Youth (age 19-24) entered employment rate		

Youth 6 month Earnings Change		
Youth Credential Rate		

Prior Performance Information: Other Relevant Experience (not funded through WIOA)

Performance Outcome (Please list and describe in more detail in next section)	Program Year: 2019-2020	Program Year: 2019-2020
Measurable Achievement:		

Description of Prior WIOA/Other Services:

Describe the type of WIOA services previously provided as identified above. If bidder provided training services, state the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services).

If prior experience was in coordinating or managing programs/services rather than actual training, specify the activity and funding source and any associated performance outcomes. If pertinent experiences with other programs rather than WIOA please provide the activity, funding source and any associated performance outcomes.

(Up to one additional page may be used to complete the narrative portions of each **ATTACHMENT E** that is submitted with the proposal. Up to ten copies of the entire Attachment E can be made to report performance for multiple agencies/organizations/programs, and/or contracts. )

**ATTACHMENT F:  
DESCRIPTION OF NEED**

**DESCRIPTION OF NEED FORM**

- I. List the counties the project proposes to serve: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson.
  
- II. List the One-Stop site(s) proposed to be served by the Bidder by city. The Comprehensive Center will be located at the Georgia Department of Labor (GDOL) office in Griffin, GA. If providing One-Stop Operator services for affiliate sites, GDOL offices in Carrollton and LaGrange please identify them when responding to this section.

**NOTE:** The bidder should be aware that each entity that carries out a program or activities in the TRWDB Comprehensive One Stop (COS) must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system. Proportionate costs attributed to the One-Stop Operator will be assumed by the TRWDB for facility and associated infrastructure costs. Consequently, this will not be an expense to be included in this RFP, unless the Bidder is offering these costs as in-kind or the Bidder owns or rents the One-Stop. Otherwise, it will be negotiated as part of the Resource Sharing/Infrastructure Agreement.

- III. The WDB has determined that there is a need for One-Stop Operator services for the COS in Griffin, Georgia. If you are proposing to be a One-Stop Operator for affiliate sites in Carrollton or LaGrange, please describe the need for this project and how it was identified. Explain why this need will be unmet without this project.
  
- IV. Does this project duplicate or supplant any existing programs:  Yes / No   
If yes, describe which program it is supplanting or duplicating.  
(Up to one additional page may be used to complete this form.)

**ATTACHMENT G:  
PROJECT INFORMATION**

- I. Project Narrative: Give an overall description of your project. Please also address if the proposal is for One-Stop Operator (OSO) function at the comprehensive One-Stop Center and/or the One-Stop Operator of the affiliated sites.
  
- II. Collaboration
  - A. Indicate the partners/agencies/organizations this project will collaborate with and how the operator will incorporate all required partner programs into the One-Stop. Will some partners be present via electronic access to services? If so, how will this be addressed by the One-Stop Operator? For example, who will be responsible for providing assistance with electronic access if necessary? Will training be provided to all staff on the program's basic requirements? How will system outages/malfunctions be addressed?
  
  - B. Indicate past experience in collaborating with these organizations.
  
  - C. How will the One-Stop Operator ensure all partner agencies are collaborating and cooperating in the implementation of the partner programs and in the delivery of career services or referrals to appropriate services/training? Please address proposed training for the One-Stop Operator and cross training for one-stop partner staff.
  
  - D. How will the Operator assure compliance with federal/state/local regulations and policies by both the One-Stop Operator and the partner agencies? These regulations pertain to, but are not limited to, the following: ADA; EEO; Veterans Priority of Service; Confidentiality Requirement under Federal, State, and Local policy, WIOA Final Rule; Conflict of Interest and Code of Conduct Policies.
  
  - E. The One-Stop Operator will be involved in the development and implementation of a Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA) between the TRWDB, local elected officials, and all of the One-Stop partners at the comprehensive One-Stop. If proposing for the One-Stop Operator at the comprehensive site to be located in Griffin, Georgia, provide a brief description of your vision for ensuring smooth operations between multiple partners/agencies/organizations and for guiding/coordinating staff and program services towards a highly efficient, effective One-Stop system. In describing your strategies, please note that as part of the MOU, a One-Stop partner, may agree to have staff receive guidance from the One-Stop Operator regarding the provision of labor exchange or other One-Stop services. Personnel matters, however, including compensation, personnel actions, terms and conditions of employment, performance appraisals, and accountability of State Merit employees remain under the authority of their respective State agencies. Please address how difficult situations impacting customer service or the perception of the One-Stop might be handled by the One-Stop Operator. How will you address quality control or lack of partner engagement issues?
  
  - F. What is your plan for One-Stop partner meetings? How will you determine what the common mission/goals/objectives are for all partners related to the one-stop system? How will these be communicated to the frontline staff?

**ATTACHMENT G-1  
PROJECT IMPLEMENTATION**

I. Facilities Information

Until the Comprehensive One-Stop facilities have been finalized and the resource sharing agreement in place, it is difficult to project facilities and corresponding costs. However, the proposer/bidder may describe if:

- a. It is agreeable to locate staff at the One-Stop(s)
- b. The number of staff and the corresponding percentages of time staff will be located at the comprehensive One-Stop and/or affiliate sites during the transition year (July 1, 2021 but no later June 30, 2022).
- c. If proposing to be the One-Stop Operator (OSO) for an affiliated site or sites, provide the proposed location of staff.

II. Project Specific Information

A. Staff Patterns and Capabilities:

- 1. Indicate number of staff needed for the successful operation of this project: \_\_\_\_\_
- 2. Indicate the number of existing staff to be used in the operation of this project: \_\_\_\_\_
- 3. Indicate number of staff to be hired utilizing this project's funds: \_\_\_\_\_
- 4. Attach to this form (ATTACHMENT G-1) a job description and the minimum required qualifications for each position proposed for funding by Three Rivers WDB WIOA funds in implementing this project. If the bidder is also a service provider, describe how the separation of duties and lines of authority prevent conflicts with service provisions since the oversight of all partners including one's own agency should have internal controls. (Reference organizational chart to explain). Attach to this form an organizational chart.
- 5. If existing staff are to be utilized and funded by this project, in whole or in part, attach to this form (ATTACHMENT G-1) resumes for each identified staff person that will contribute to this project. List which positions they will fill and the percent of their time devoted to this project. If staff is to be hired, list the position. If proposal is funded, resumes of personnel hired, indicating which position they fill, must be submitted when hire is made.

Position	# of hours per week	% of Time	Name (If applicable)
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Do the proposed staff have?

- a. Customer service experience?  Yes /  No
- b. Experience handling complaints or concerns from customers?  Yes /  No
- c. Experience in oversight of staff teams and/or delivering technical assistance?  Yes /  No

Please indicate and discuss the pertinent experience.

- A. Address how the OSO will, in cooperation with the One-Stop partners, ensure adequate outreach for the One-Stop Center. How will target populations be reached (e.g., individuals who are low-income, dislocated workers, individuals lacking basic skills, long-term unemployed, etc.)? What types of advertising will be used to attract each customer group? How will social media be used to increase awareness of the services provided through the One-Stop? What local organizations will be contacted to offer speaking engagements, written materials, etc.?

### III. Performance

- A. Describe what performance standards or benchmarks are proposed in addition to those in the RFP to determine the efficiency and effectiveness of the system.
- B. What will be the collection or validation methodology for associated performance standards/benchmarks including those proposed and those in the RFP?
- C. The OSO will be asked to implement continuous improvement of the system. The Baldrige criteria will probably be preferred. How will the OSO implement this or will there be other methods to assure continuous improvement?
- D. How will the OSO measure customer satisfaction with the One-Stop system? Describe what methodologies and timeframes will be used for collecting this data from both individuals and employers. How will the results be incorporated into continuous improvement efforts?

### IV. Leadership and Collaboration Strategies/Expertise

- A. How will the OSO ensure that all partners are contributing financially to the Center, via cash and in-kind resources as well as staff time?
- B. What facilitation/leadership capabilities are evidenced by the bidder? Include qualities attributable to the organization as well as any identified key staff who will be involved in the project.

ATTACHMENT H – WIOA PERFORMANCE MEASURES		
Performance Measure	Group	Definition
Entered Employment Rate Q2 post exit	Adults (18 & Older) and Dislocated Workers	The percentage of WIOA registered participants in unsubsidized employment during the 2nd quarter after exit from the program.
Employment Retention Rate Q4 post exit	Adults and Dislocated Workers	The percentage of WIOA registered participants in unsubsidized employment during the 4 <sup>th</sup> quarter after exit from the program.
Median Earnings	Adults and Dislocated Workers	The median earnings of WIOA registered participants who are in unsubsidized employment in the 2 <sup>nd</sup> quarter after exit from the program.
Credential Attainment	Adults, Dislocated Workers and Youth	The percentage of WIOA registered participants who obtain a post-secondary credential, an industry, a state or a nationally recognized credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program.
Measurable Skills Gain	Adults, Dislocated Workers and Youth	Percentage of WIOA registered participant who during a program year are in education or training that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains towards those goals.
Placement in the 2 <sup>nd</sup> Quarter	Youth	The percentage of WIOA registered participants in education or training or in unsubsidized employment during the 2 <sup>nd</sup> quarter after exit from the program
Placement in the 4 <sup>th</sup> Quarter	Youth	The percentage of WIOA registered participants in education or training or in unsubsidized employment during the 4 <sup>th</sup> quarter after exit from the program.
Employer Satisfaction	Adults, Dislocated Workers, Youth	The U.S. Departments of Education & Labor will jointly establish 1 or more primary indicators of the effectiveness in serving employers of WIOA programs.

**Note:** These goals are not applicable at this time per negotiated notes. They will be for future periods.

**ATTACHMENT H (CONTINUED)**

<b>Adult Program</b>	<b>Performance Goals PY20</b>	<b>Performance Goals PY21</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	80	82
Employment Rate 4 <sup>th</sup> Quarter After Exit	75	75.5
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$5400	\$5600
Credential Attainment within 4 Quarters After Exit	80	75
Measurable Skills Gains	37	40
<b>Dislocated Worker</b>	<b>Performance Goals PY20</b>	<b>Performance Goals PY21</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	78	79
Employment Rate 4 <sup>th</sup> Quarter After Exit	77	78
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$5900	\$6100
Credential Attainment within 4 Quarters After Exit	82	75
Measurable Skills Gains	30	32
<b>Youth</b>	<b>Performance Goals PY20</b>	<b>Performance Goals 20</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	70	70
Employment Rate 4 <sup>th</sup> Quarter After Exit	70	70
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$2700	\$2900
Credential Attainment within 4 Quarters After Exit	80	60
Measurable Skills Gain	38	40

**ATTACHMENT I  
CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Three Regional Commission (TRRC) and the Three Rivers Workforce Development Board (TRWDB) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United State Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6030, in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with TRWDB, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to TRWDB at the time of the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Authorized Officer or Agent Signature

\_\_\_\_\_  
Date

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_

As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**ATTACHMENT J  
ORGANIZATIONAL INFORMATION FORM**

1. General Information

a. Date organization was established: \_\_\_\_\_

b. Is this organization a corporation?  YES /  NO

If yes, attach to this form (ATTACHMENT J) a copy of the most current corporate registration Certificate for the State of Georgia.

c. Is this a community based organization?  YES /  NO

Community Based Organizations. Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services (e.g., Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, Jobs for Youth, Association of Farm Worker Opportunity Programs, the Center for Employment Training, literacy organizations, agencies or organizations serving older individuals, organizations that provide service opportunities, organizations operating career intern programs, youth corps programs, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities, agencies serving youth, agencies serving individuals with disabilities, including disabled veterans, agencies serving displaced homemakers, union-related organizations, employer-related nonprofit organizations, and organizations serving non-reservation Indians as well as tribal governments and native Alaskan groups. Women's organizations with knowledge about or experience in non-traditional training for women and are recognized in the community in which they are to provide services are also considered community-based organizations. Note that governmental agencies are NOT "community-based organizations". "Educational organizations" include the public schools, the vocational technical institutes, and the colleges located within the area.)

2) If you indicated "Yes", that your organization is a community-based organization but your organization is not named specifically above (i.e., United Way of America), describe how your organization qualifies as community-based.

d. Provide a bank reference, including the address, phone number, contact person, and contact person's title. Also include the type(s) of account(s).

e. Federal Withholding Tax Identification Number: \_\_\_\_\_

f. Georgia Withholding Taxes Identification Number: \_\_\_\_\_

g. Georgia Unemployment Insurance (UI) Tax number: \_\_\_\_\_

h. Attach to this form, ATTACHMENT J, a letter from the organization’s CPA or Financial Official, verifying that the Federal and State withholding taxes and Georgia UI taxes are current.

i. Does organization have a current fidelity bond?  YES /  NO  
If yes, attach to this form (ATTACHMENT J) a copy of the current fidelity bond.

j. Is the organization a non-public postsecondary school? If yes, attach the applicable license.

2. Fiscal Controls

a. Briefly describe the accounting system and internal controls utilized in assuring fiscal accountability. Specify method of accounting used (cash/accrual/modified accrual/other).

b. Identify the source and amounts of any supplemental funds (non-WIOA funds) that will be used in providing the services planned in this proposal.

3. Audit

Provide one copy of the two most current audits of your organization, unless a current audit has been previously provided to TRWDB. If an audit has been provided to TRWDB, indicate the date it was provided and the type of audit provided. If a contractor is legally prohibited from providing an audit, this requirement will be waived, but should be so noted. Indicate if this organization is subject to the Single Audit Act.

Complete all appropriate spaces:

Audit(s) provided in this package:  Yes /  No

Audit(s) previously provided to TRWDB on (date): \_\_\_\_\_

Type of audit(s) previously provided to TRWDB: \_\_\_\_\_

Proposer legally prohibited from providing audit: Yes /  No

Organization is subject to Single Audit Act: Yes/ No

4. Board of Directors

Attach to this form (ATTACHMENT J) a listing of the names of all members of the proposing company/agency/organization’s Board of Directors if a private for-profit or private non-profit corporation.

5. Lease Agreement

Attach to this form (ATTACHMENT J) a copy of the current lease agreement for the organizations facilities if the organization currently leases a facility.

6. Working Capital Advance

Indicate whether this project will need an advance in order to begin operation:  Yes /  No

If yes, indicate the amount necessary to begin operations. Note that collateral will be required for the amount of the advance.

Amount of working capital advance requested: \$ \_\_\_\_\_

7. Worker's Compensation Insurance

a. Name of carrier: \_\_\_\_\_

b. Policy Number: \_\_\_\_\_

c. Expiration Date: \_\_\_\_\_

8. Business License

Indicate if a city and/or county business license is required in the county(ies) of operation of this project/organization.

Yes /  No If yes give business license number(s) \_\_\_\_\_

9. Related Parties

Identify between the proposing agency, its staff and/or Board member(s), and another entity any business or personal relationships, jointly owned assets or other related interests which are planned to be utilized in the services to be provided in the proposed project, if applicable. Describe the nature of the relationship. (Failure to disclose related party information may result in the imposition of sanctions or other appropriate measures by TRWDB.)

10. Better Business Bureau

Indicate if the proposing agency is in good standing with the Better Business Bureau.

Yes /  No

11. Has the proposing agency or its principles been found at fault in criminal, civil, or administrative proceedings related to its performance as a training or educational institution?

Yes /  No If yes, please provide a detailed explanation:

(Up to one additional page may be used to complete this form, excluding required attachments.)

**ATTACHMENT K  
BUDGET INFORMATION**

**(For Information Only - Do Not Return with the Proposal)**

1. Contracts awarded to State and local governmental agencies and private non-profit Organizations will be on a negotiated, direct reimbursement basis, using the format on ATTACHMENT K-1.
2. All proposers - private-for-profit, State and local governmental agencies, and private non-profit organizations must complete ATTACHMENT K-1 and ATTACHMENT K-2 using the instructions on ATTACHMENT K-3.
3. Complete Attachment K-4 to project Year 2 and Year 3.

\* \* \*

**ATTACHMENT K-1  
DETAILED BUDGET - Year One  
TOTAL**

AGENCY: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**NOTE: All shaded areas are to be used for subtotals. This form is to be completed by all offerors.**

EXPENSE ITEM	TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries by Position/% of Time (Sub-Total)			
A.			
B.			
C.			
D.			
2. Personnel Benefits/Type/% Base (Sub-Total)			
A. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
B. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
C. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
D. Position:	XXX	XXX	XXX
1. Social Security			

EXPENSE ITEM	TOTAL	B. ADMINISTRATIVE	C. PROGRAM
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			

**\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.**

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
3. Total Travel (Sub-Total)			
A. Local Travel _____ mi/mo x _____ months @ ¢ per mile			
B. Non-Local Travel			
4. Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
5. Non-Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
6. Facilities/sq.ft./cost per sq.ft./months (Sub-Total)			
A. Classroom Rent			
B. Office Rent			
C. Utilities			
7. Equipment Purchase/Lease/Units: per unit (Sub-Total)			
A. Item:			
B. Item:			

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
C. Item:			
D. Item:			

**\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.**

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
8. Other expenses (Sub-Total)			
A. Non-Direct/Indirect Costs			
B. Audit			XXX
C. Postage & Mail Service			
D. Telephone \$ _____ per month/ _____ months			
E. Profit/Program Income - _____%			
F. Other (Specify):			

**ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.**

**BUDGET SUMMARY FOR YEAR ONE**

SUB-TOTALS FROM PAGES 45 THRU 47	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries			
2. Personnel Benefits			
3. Total Travel			
4. Training Materials & Supplies			
5. Non-Training Materials & Supplies			
6. Facilities			
7. Equipment Purchase/Lease			
8. Other Expense			
<b>TOTAL BUDGET</b>			

**\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.**

**ATTACHMENT K-2**

**BUDGET NARRATIVE FOR YEAR ONE**

[Up to three (3) additional pages may be used to complete this form.]

**ATTACHMENT K-3  
EXPLANATION OF COST CATEGORIES  
AND  
INSTRUCTIONS FOR DETAILED BUDGET TOTAL  
AND BUDGET NARRATIVE**

**(For Information Only - Do Not Return With Proposal)**

I. Explanation of Cost Categories:

A. The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce Development boards, direct recipients, including State grant recipients under subtitle B of Title I and recipients of awards under subtitle D of Title I, as well as local grant recipients, local grant sub-recipients, local fiscal agents and One-Stop Operators that are associated with those specific functions identified in paragraph (B.) of this section and which are not related to the direct provision of workforce Development services, including services to individuals and employers. These costs can be both personnel and non-personnel and both direct and indirect. It is anticipated that most costs included in the proposed budget for the One-Stop Operator services will be program and not administrative costs due to the fact that the One-Stop Operator will primarily perform functions related to serving One-Stop customers. See costs associated with programmatic functions listed in paragraph B. below. Proposers are encouraged to provide administrative functions as in-kind contributions whenever feasible.

B. The costs of administration are the costs associated with performing the following functions:

1. Overall general administrative functions and coordination of those functions under WIOA Title I:

- a. Accounting, budgeting, financial and cash management functions;
- b. Procurement and purchasing functions;
- c. Property management functions;
- d. Personnel management functions;
- e. Payroll functions;
- f. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- g. Payroll functions;
- h. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- i. Audit functions;
- j. General legal services functions; and
- k. Developing systems and procedures, including information systems, required for these administrative functions;

2. Oversight and monitoring responsibilities related to WIOA administrative functions;

3. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

4. Travel costs incurred for official business in carrying out administrative activities or the Overall management of the WIOA system; and
5. Cost of information systems related to administrative functions for examples: personnel, procurement, purchasing, property management, accounting and payroll systems. Including the purchase, systems development and operating cost of such systems.
6. Awards to sub-recipient or vendors that are solely for the performance of administrative functions are classified as administrative costs.

C. The costs associated with performing programmatic functions:

1. Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (B.) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
2. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
3. Except as provided at paragraph (C. 1.), all costs incurred for functions and activities of sub- recipients and vendors are program costs.
4. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
  - a. Tracking or monitoring or participant and performance information;
  - b. Employment statistics information, including job listing information, job skills information and, demand occupation information;
  - c. Performance and program cost information on eligible providers of training services, Youth activities, and appropriate education activities;
  - d. Local area performance information; and
  - e. Information relating to supportive services and unemployment insurance claims for Program participants;
5. Continuous improvement activities are charged to administration or program category based On the purpose or nature of the activity to be improved. Documentation of such charges must Be maintained.

II. INSTRUCTIONS FOR ATTACHMENTS K-1 AND K-2

Please follow the Budget format provided below for ATTACHMENTS K-1 and K-2.

Complete ATTACHMENT K-1 to reflect the total cost of your project. All Proposed costs should be necessary, reasonable, allocable, and allowable. When indicated in the instructions below, complete K-2 BUDGET NARRATIVE to

justify budget items. The total column should be the sum of the program costs and administration costs for the period indicated at the top of the form. In general, the cost classifications are as follows:

1. Personnel Salaries: List each position title; the annualized salary; the percentage (%) of time to be charged to the LWIOA-1 project; the total amount requested (Column A); the amount chargeable to administration (Column B); and the amount chargeable to program related, if applicable (Column C). Subtotal salaries cost by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
2. Personnel Benefits: Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in #1 of the Detailed Budget. Note that the positions listed in the benefits section should correspond to the positions listed in the Personnel Salaries section. Complete Column A, B, and C as described under "Personnel Salaries." Subtotal the benefits by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
3. Total Travel: Record the subtotal of local and non-local travel by category in the shaded area as indicated.

Local Travel: Provide the total number of miles times the number of months times what is allowed by your agency up to the current rate approved by the IRS. Complete Columns A, B, and C. Local travel is considered the ten (10) county Region 8 area.

B. Non-local Travel: Complete Columns A, B, and C. Describe the purpose of the non-local travel in the Budget Narrative, ATTACHMENT K-2. Non-local is considered that outside the ten (10) county Region 8 Area.

4. Training Materials and Supplies: Specify the items requested, the number of units, the costs per unit, and complete Columns A and C. Provide justification of training materials in the Budget Narrative, ATTACHMENT K-2. Subtotal the training materials and supplies requested and record in the shaded area as indicated.
5. Non-training Materials and Supplies: Specify the amount of non-training materials and supplies requested. Provide justification in the Budget Narrative, ATTACHMENT K-2. Complete Columns A, B, and C as appropriate. Subtotal non-training materials and supplies by category and record in the shaded area as indicated.
6. Facilities: Specify the amount of square feet, cost per square foot, and the number of months for classroom and/or office rent. Complete the amount requested for utilities. Complete Columns A, B, and C for each item as appropriate. Subtotal facilities costs by category and record in the shaded area as indicated.
7. Equipment Purchase/Lease: If the offer or/bidder requests equipment purchase, please provide justification in the Budget Narrative, ATTACHMENT K-2. Specify the item of equipment, the number of units, the cost per unit and whether to be purchased or leased. Complete Columns A, B, and C, if applicable.
8. Other Expenses: Record the subtotal of other expenses by category in the shaded area as Indicated.
  - a. Non-direct/Indirect Costs: Specify other costs which are non-direct or indirect. For both non-direct and indirect cost, provide a separate identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge in the Budget Narrative, ATTACHMENT K-2. Enter the percentage (%) and Base Amount in the Budget. Complete Columns A, B, and C, if applicable. Refer to ATTACHMENT K-3 for instructions in classifying costs to categories other than

administration. Documentation of a federally approved indirect cost rate must be from the offeror's oversight agency and must be attached to ATTACHMENT K-2, the Budget Narrative. Otherwise, the indirect cost rate must be used. Details of how the indirect cost rate must be applied can be found in OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (§2 CFR 200.414(f)).

- b. Audit: Specify the amount requested for audit and complete Columns A, B, and C, if applicable.
- c. Postage: Specify the amount requested for postage and complete Columns A, B, and C, if applicable.
- d. Telephone: Provide the amount requested for telephone. Complete Columns A, B, and C. Specify the amount per month and the number of months.
- e. Profit/Program Income: Identify the profit margin/percent (%) and the cost base and total against which it is applied in the Budget Narrative, ATTACHMENT K-2. For program income, identify sources of income generation and amount in the Budget Narrative. Complete Columns A and C.
- f. Other: Specify other costs requested. Provide justification for such costs on the Budget Narrative, ATTACHMENT K-2. Also, include any stand-in costs. Stand-in costs are those paid from non-Federal sources that a contractor proposes to substitute for Federal costs that have been disallowed as a result of an audit or other review.

SUB-TOTALS: Enter the subtotals for each section, lines 1-10, as requested. Record the totals for each column as indicated. Note that the total requested should be the same as requested on ATTACHMENTS A and K-1 (if applicable).

\* \* \*

**ATTACHMENT K-4  
BUDGET ESTIMATE FOR YEAR TWO**

<b>Estimate for Year Two</b>	<b>Total Amount Requested</b>
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Non-Training Materials & Supplies	
6. Facilities	
7. Equipment Purchase/Lease	
8. Other Expenses	
<b>Estimated Budget Total:</b>	

**Round all to the next highest dollar. Do not include cents.**

**BUDGET ESTIMATE FOR YEAR THREE**

<b>Estimate for Year Three</b>	<b>Total Amount Requested</b>
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Non-Training Materials & Supplies	
6. Facilities	
7. Equipment Purchase/Lease	
8. Other Expenses	
<b>Estimated Budget Total:</b>	

**Round all to the next highest dollar. Do not include cents.**

**ATTACHEMENT L:  
SPECIFIC FIDELITY BONDING REQUIREMENTS**

**(For Information Only - Do Not Return With Proposal)**

The amount of bonding required for the contract is determined by calculating the total amount of the contract by the percentage shown on the attached schedule. In purchasing the bond, it may be necessary to purchase slightly more than the minimum required since some insurance companies "round off" figures to whole thousands.

The bond may be a blanket bond covering all contractor employees, or it may be a position bond, listing specific positions. If a position bond is used, the positions bonded should be those persons handling funds. Positions frequently bonded are the board chairperson, director, treasurer, and bookkeeper, varying with individual circumstance. If a position bond is used, each position scheduled must be for the minimum amount required. [Example: If a contract required \$75,000.00 bonding, each schedule position should be bonded for that amount (not scheduling three positions for \$25,000.00).]

If there is insufficient time between the points at which a bond is ordered and the date for processing a contract, a binder from the insurance agency may be used. However, the binder must include the period of coverage, the positions bonded if it is a schedule-type bond, and the bonding company (as distinguished from the insurance agency). If a letter from the insurance agency is to be used as a binder, it must indicate the coverage is bound in definite, exact terms, such as "The bond will be issued.....," or "Coverage is bound...," rather than phrases such as "The bond has been ordered," "We have asked the company to issue the bond...," etc. However, it is the responsibility of the contractor to assure that a final copy of the bond or rider is received, maintained on file and appropriate copies submitted to TRWDB.

Once the bond and/or binder is determined correct, one (1) copy of the fidelity bond or binder will be needed to attach as an annex to the contract.

Federal, State, and local governmental organizations need not provide bonding coverage, provided they have a general or blanket bond, covering employee dishonesty or fraudulent actions.

TRWDB reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WIOA or TRWDB funds.

Any clarifications regarding bonding requirements should be directed to Stephanie Glenn, Workforce Development Director at (770) 229.9799.

\* \* \*

**ATTACHMENT L-1**

**SCHEDULE OF  
FIDELITY/ASSURANCE BONDS**

**(For Information Only - Do Not Return With Proposal)**

A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

<b>TOTAL CONTRACT BUDGET</b>	<b>AMOUNT OF BOND</b>
Up to \$50,000	25%
50,000 to 54,999	24%
55,000 to 59,999	23%
60,000 to 64,999	22%
65,000 to 69,999	21%
70,000 to 74,999	20%
75,000 to 79,999	19%
80,000 to 84,999	18%
85,000 to 89,999	17%
90,000 to 94,999	16%
95,000 to 99,999	15%
100,000 to 199,999	14%
200,000 to 399,999	13%
400,000 and up	12%

“Total Contract Budget” refers to the total amount of money that the TRWDB is responsible for in connection with the contract.

\* \* \*

**ATTACHMENT M:  
THREE RIVERS REGIONAL COMMISSION GRIEVANCE POLICY**

## WORKSOURCE THREE RIVERS GRIEVANCE AND COMPLAINTS PROCEDURE

### **GENERAL POLICY**

If any individual, group, or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Applicants and Participants for services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by the WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. Grievance/complaints should be filed in accordance with the written procedures established by WorkSource Three Rivers. Signed and dated grievance forms with accurate contact information are included in all participant case files. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of this program, you have the right to file a grievance/complaint.**

### **EQUAL OPPORTUNITY POLICY**

WorkSource Three Rivers adheres to the following United States law: It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. References include: The Workforce Innovation and Opportunity Act of 2014 P. L. 113-128 USDOL Regulations Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 29 C.F.R. § 38.36 effective July 22, 2015.

### **Equal Opportunity Is the Law (29 C.F.R. § 38.35)**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

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

### What to Do If You Believe You Have Experienced Discrimination

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

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

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

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

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

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

A **complaint** is an allegation of discrimination on the grounds a person, or any specific class of individuals, has been or is being discriminated against on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I-financially assisted program or activity as prohibited by WIOA or part 29CFR38.69. An allegation of retaliation, intimidation or reprisal for taking action or participating in any action to secure rights protected under WIOA will be processed as a **complaint**.

### **COMPLAINTS OF DISCRIMINATION**

WorkSource Three Rivers is prohibited from, and does not engage in, discriminating against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.

Both the complainant and the respondent have the right to be represented by an attorney or other individual of their choice. (29 C.F.R. § 38.71)

If you think that you have been subjected to discrimination under a WIOA-funded program or activity, you may file a complaint within **180 days** from the date of the alleged violation with the WorkSource Three Rivers as follows:

WIOA Equal Opportunity Officer, Hope Blakely,  
Three Rivers Regional Commission,  
P.O. Box 818, 120 North Hill Street, Griffin, GA, 30224,  
(678) 692-0510, [hking@threeriversrc.com](mailto:hking@threeriversrc.com)

**OR**

Complaints may also be filed with the  
TCSG OWD Compliance Director  
1800 Century Place N.E., Suite 150, Atlanta, GA 30345  
Phone (404) 679-1371 Fax: (404) 679-5460 TTY/TDD 1-800-255-0056  
Submissions should be sent to [wioacompliance@tcsgeu](mailto:wioacompliance@tcsgeu)

**OR**

A complainant may be filed directly with the Director,  
Civil Rights Center, U.S. Department of Labor,  
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Or at the website below:

<http://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm>

Furthermore, the USDOL Civil Rights Center provides a complaint form, which should be utilized, if sending a discrimination-based complaint, and can be found at the website detailed above.

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

The Technical College System of Georgia, Office of Workforce Development or WorkSource Three Rivers under this part and WIOA Section 188 will process complaints and it will contain the following elements:

- (1) Initial, written notice to the complainant that contains the following information:
  - (i) An acknowledgment that the recipient has received the complaint; and
  - (ii) Notice that the complainant has the right to be represented in the complaint process
  - (iii) Notice of rights contained in [§ 38.35](#); and
  - (iv) Notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages as required in §§ [38.4\(h\)](#) and (i), [38.34](#), and [38.36](#).
- (2) A written statement of the issue(s), provided to the complainant that include the following information:
  - (i) A list of the issues raised in the complaint; and
  - (ii) For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

- (3) A period for fact-finding or investigation of the circumstances underlying the complaint.
- (4) A period during which the recipient attempts to resolve the complaint. The methods available to resolve the complaint must include alternative dispute resolution (ADR).
- (5) A written Notice of Final Action, provided to the complainant within 90 days of the date on which the complaint was filed, that contains the following information:
  - (i) For each issue raised in the complaint, a statement of either:
    - (A) The recipient's decision on the issue and an explanation of the reasons underlying the decision; or
    - (B) A description of the way the parties resolved the issue; and
  - (ii) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is received if the complainant is dissatisfied with the recipient's final action on the complaint.

The complainant has the option to resolve the complaint using alternative dispute resolution of their choice. The ADR procedures must provide:

- (1) The complainant may attempt ADR at any time after the complainant has filed a written complaint with the recipient, but before a Notice of Final Action has been issued.
- (2) The choice whether to use ADR or the customary process rests with the complainant.
- (3) A party to any agreement reached under ADR may notify the Director in the event the agreement is breached. In such circumstances, the following rules will apply:
  - (i) The non-breaching party may notify with the Director within 30 days of the date on which the non-breaching party learns of the alleged breach; and
  - (ii) The Director must evaluate the circumstances to determine whether the agreement has been breached. If the Director determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with the recipient's procedures.
- (4) If the parties do not reach an agreement under ADR, the complainant may file a complaint with the Director as described in §§ 38.69 through 38.71.

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

- (a) The complainant's name, mailing address, and, if available, email address (or another means of contacting the complainant).
- (b) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
- (c) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
  - (1) CRC or the recipient, as applicable, has jurisdiction over the complaint
  - (2) The complaint was filed in time; and
  - (3) The complaint has apparent merit; in other words, whether the complainant's allegations, if true, would indicate noncompliance with any of the nondiscrimination and equal opportunity provisions of WIOA or this part.
- (d) The written or electronic signature of the complainant or the written or electronic signature of the complainant's representative.

(e) A complainant may file a complaint by completing and submitting CRC's Complaint Information and Privacy [Act](#) Consent Forms, which may be obtained either from the [recipient's](#) EO Officer or from CRC. The forms are available electronically on CRC's Web site, and in hard copy via postal mail upon request. The latter requests may be sent to CRC at the address listed in the notice contained in [§ 38.35](#).

If the recipient issues its Notice of Final Action before the 90-day period ends, but the complainant is dissatisfied with the recipient's decision on the complaint, the complainant or the complainant's representative may file a complaint with the Director within 30 days after the date on which the complainant receives the Notice. (§38.75)

If the recipient, has failed to issue a Notice of Final Action by the end of 90 days from the date on which the complainant filed the complaint, the recipient, the complainant or the complainant's representative may file a complaint with the Director within 30 days of the expiration of the 90-day period. In other words, the complaint must be filed with the Director within 120 days of the date on which the complaint was filed with the recipient. (§38.76)

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

WorkSource Three Rivers will offer full cooperation with any local, state, or federal investigation in accordance with the aforementioned proceedings, or with any criminal investigation.

#### **COMPLAINTS OF FRAUD, ABUSE OR OTHER ALLEGED CRIMINAL ACTIVITY**

In cases of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to the Office of Inspector General, U.S. Department of Labor, at 1-866-435-7644. There is no charge for this call.

#### **COMPLAINTS AGAINST PUBLIC SCHOOLS**

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

#### **ALL OTHER COMPLAINTS (VIOLATIONS OF THE ACT OR REGULATIONS)**

##### **GENERAL GRIEVANCE POLICY**

Individuals applying for or receiving services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. If any individual, group or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Grievances should be filed in accordance with the written procedures established by WorkSource Three Rivers. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of the program, you have the right to file a grievance.**

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

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

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

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

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

**WIOA Equal Opportunity Officer, Hope Blakely**  
**Three Rivers Regional Commission**  
**P.O. Box 818**  
**120 North Hill Street**  
**Griffin, GA. 30224**

**The written statement must include**

- A. The full name, telephone number, email (if any), and address of the person making the complaint.
- B. The full name, address and email of the person or organization against whom the complaint is made.
- C. A clear but brief statement of the facts including the date(s) that the alleged violation occurred, including the identification of all relevant parties.
- D. Relief requested.
- E. Complainant's signature and date.

For the grievance submission form, see website: <http://www.threeriversrc.com>

A complaint will be considered to have been filed when WorkSource Three Rivers receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

Upon receipt of the complaint, the WorkSource Three Rivers WIOA Equal Opportunity Officer will initiate efforts with the complainant and others involved bringing about a resolution as soon as possible. This will include a meeting of all parties with the hope of reaching a mutually satisfactory resolution. If the

EQUAL OPPORTUNITY EMPLOYER/PROGRAM  
AUXILIARY AIDS & SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.  
TOLL FREE TDD/TTY: 1-800-255-0056 FOR THE HEARING IMPAIRED

complaint has not been resolved to the satisfaction of the complainant within thirty (30) days, the WorkSource Three Rivers WIOA Equal Opportunity Officer will arrange appointment of a hearing officer to conduct a hearing for settlement of the complaint to be held within sixty (60) days of grievance filing.

## Hearing Process

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

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

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

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

If the complainant(s) does not receive a written decision from the Hearing Officer within sixty (60) days of grievance/complaint filing, or receives a decision unsatisfactory to the complainant(s), the complainant(s) then has/have a right to request a review by the State using the WIOA Complaint Information Form found at:

<https://tcsq.edu/worksource/resources-for-practitioners/eo-and-grievance-procedure-information/>

TCSG OWD Compliance Director  
1800 Century Place N.E., Suite 150,  
Atlanta, GA 30345  
Phone: (404) 679-4970  
FAX: (404) 679-5460

The Assistant Commissioner shall act as the Governor's authorized representative. Either an informal resolution or a hearing will take place within 60 calendar days of the filing.

EQUAL OPPORTUNITY EMPLOYER/PROGRAM  
AUXILIARY AIDS & SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.  
TOLL FREE TDD/TTY: 1-800-255-0056 FOR THE HEARING IMPAIRED

770-229-9799 | [www.threeriversrc.com](http://www.threeriversrc.com) | 1210 Greenbelt Drive, P.O. Box 97, Griffin, Georgia 30224 | REV. 9.11.19

**Appeal Process**

An appeal to WFD of a LWDA's resolution must be filed within sixty (60) days of the date the LWDA issued its written resolution. However, a LWDA that fails to issue a written resolution of a locally filed Complaint within sixty (60) days shall give the Complainant the automatic right to file a Complaint with WFD. Once WFD has received the Complaint form and the local resolution, WFD shall issue its own resolution on the issue being appealed within sixty (60) days of receipt. Any resolution reached by WFD may be appealed to the United States Department of Labor's Employment and Training Administration.

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

\_\_\_\_\_  
**PARTICIPANT NAME (PRINT)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARTICIPANT NAME (SIGN)**

\_\_\_\_\_  
**DATE**

**ATTACHMENT N:  
INFORMATION REGARDING LOBBYING**

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

**THE UNDERSIGNED APPLICANT CERTIFIES THAT NEITHER IT NOR ITS PRINCIPALS:**

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Conflict of Interest:** The undersigned applicant certifies that it shall comply with the following Conflict of Interest Provisions.

**Conflict of Interest:** The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant or the Proposer is a member of the Three Rivers Workforce Development Board or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Three Rivers Workforce Development Board, or an employee of the Board;
- (3) No member of the Three Rivers Workforce Development Board, or an employee of the board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Workforce Development Board, or employee of the Board receive compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;

- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

The undersigned applicant certifies that:

- (1) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than federally appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and provide disclosure accordingly. Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

**ATTACHMENT N**

**INFORMATION REGARDING LOBBYING**

The first 2 pages of the following form, ATTACHMENT N, Information Regarding Lobbying, are to be returned if the proposer has had Lobbying activities.

\*\*\*\*



**DISCLOSURE OF LOBBYING ACTIVITIES**

Reporting Entity: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

**INSTRUCTIONS FOR COMPLETION OF SF-LLL,  
DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub awardee, e.g., the first sub-awardee of the prime is the first tier. Sub-awards include but are not limited to subcontracts, sub grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action identified (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contract with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.
17. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

\* \* \*

**ATTACHMENT O:  
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT  
Sub-Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ on behalf of Three Rivers Regional Commission and the Workforce Development Board has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13- 10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number      Date of Authorization      \_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

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

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**ATTACHMENT P**  
**One-Stop System Workflow/Logistical Model**

**Instructions: Please complete the following chart and submit it with the proposal. An explanation of each column is provided below. At least one row must be completed for each objective listed, but additional rows may be added to the form if needed.**

**Activities/Strategies** are specific courses of action that will be undertaken by the One-Stop Operator to accomplish the stated objective. While the objective indicates *what* the One-Stop Operator intends to achieve, strategies indicate *how* those objectives will be achieved. Activities/Strategies are action-oriented rather than procedural in nature and are directly linked to output measures.

More than one activity/strategy may be needed for accomplishing each objective. These activities may, and probably will, cross programs or agency lines. Bidders should consider how their organization will work towards the objective as well as how they will coordinate with other One-Stop Partners to achieve the stated objective.

**Inputs/Resources** are the resources that will be used to conduct the activity and achieve the stated result. Resources may include funding, One-Stop and other staff, facilities, or supplies/materials, etc.

**Outputs/Deliverables** are the goods and services produced as a result of the stated activity/strategy (e.g., executed MOU, One-Stop Manual, etc.).

**Output/Outcome Measures** are indicators that count the services/goods produced or assess the actual impact of the activity/strategy. These measures can be used to compare the actual result vs. the intended result. Examples of measures that might be used for various activities are the number of individuals/employers receiving services, the number of new individuals/employers using the One-Stop System, number of successful job referrals, etc. In developing output/outcome measures, the following questions should be addressed:

- Is the output reliably measurable? Will it measure the same thing over a period of time? Will the data used in the measure be available on a continuing basis?
- Is the output measure directly related to the stated activity/strategy?
- Is the output measure clear and are the terms used generally accepted and defined?
- Will it be cost effective and efficient to collect and analyze the required data?
- Where applicable, is there a baseline that will be used to measure what change has occurred after the activity/strategy has been implemented?

<b>Objective: Identify and meet local business needs through the One-Stop System</b>			
Activities/Strategies	Inputs/Resources	Outputs/Deliverables	Output/Outcome Measure
<b>Objective: Fully engage One-Stop Partners in providing customer-focused services through the One-Stop System</b>			
Activities/Strategies	Inputs/Resources	Outputs/Deliverables	Output/Outcome Measure
<b>Objective: Increase One-Stop Centers' brand recognition among community organizations, businesses, and the general public</b>			
Activities/Strategies	Inputs/Resources	Outputs/Deliverables	Output/Outcome Measure
<b>Objective: Ensure performance outcomes are met for all One-Stop Partner programs</b>			
Activities/Strategies	Inputs/Resources	Outputs/Deliverables	Output/Outcome Measure
<b>Objective: Establish continuous improvement mechanisms that encourage a culture of high performance among One-Stop staff</b>			
Activities/Strategies	Inputs/Resources	Outputs/Deliverables	Output/Outcome Measure

**ATTACHMENT Q  
PROPOSAL REVIEW & EVALUATION PROCESS**

**PROPOSAL REVIEW**

**Phase I:** The TRWDB Staff will initially evaluate each proposal for responsiveness. The following minimum criteria will be used to determine which proposals will continue to Phase II:

1. The proposal was submitted in accordance with the specified timeline.
2. All required information and documentation are included in the application package and is complete and signed by an individual legally authorized to act on behalf of the proposer.
3. The appropriate number of copies was submitted.

**Phase II:** Proposals that have met the minimum criteria, as stated above, will then be reviewed, and ranked by the TRWDB Staff and Committee members. Proposal will be ranked based on evaluation criteria outlined below. These rankings will be used as a guideline for discussion and determination of recommendations.

**Phase III:** The recommendation of the Committee will be presented to the Three Rivers Workforce Development Board and Three Rivers Regional Commission Council for approval.

<b>SECTION</b>	<b>POINTS</b>
Overall Project Design	20
Capacity/Project Implementation	20
Leadership/Financial Capability	20
Organizational Overview/Experience	20
Cost Effectiveness	20
<b>TOTAL</b>	<b>100</b>

The Committee retains the right to request additional information from any applicant or request oral presentations from applicants. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative requirements and/or any other areas of concern and the successful completion of contract negotiations.

If no proposal adequately addresses the services as requested in the RFP, the committee may recommend that no award be made or that the proposal be forwarded for review providing all conditions can be met.

The selected proposer will be required by the TRWDB to participate in contract negotiations and to submit such price or other revisions to its proposal as may result from negotiations. Upon resolution of the final negotiations, the WIOA Director will notify the selected proposer and execute the contract subject to final approval of the TRWDB.