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**REQUEST FOR APPLICATIONS**

**from**

**CAREER PATH SERVICES**

FOR

**Commerce WorkFirst Programs**

**In**

**OKANOGAN COUNTY**

**Opens September 1st, 2016 –**

**Closes noon, 4:00 p.m. (PST), October 13th, 2016**

**Application**

**Commerce WorkFirst Programs**

**Funding Application**

**1. INTRODUCTION**

**1.1 Purpose and Background**

This application contains the information and forms needed to prepare an application to sub-contract for Commerce WorkFirst Programs for the service area of **Okanogan County**. Funding for this program is under the Temporary Assistance for Needy Families (TANF) Request for Application (RFA). The Department of Commerce (Commerce) is a vendor of the Department of Social and Human Services (DSHS) and Career Path Services is the primary contractor. Career Path Services will administer this sub-contracted award for funded applicants.

The Commerce WorkFirst Programs provides intensive case managed, vocational and employment services to TANF eligible parents. Program participants will have the opportunity to enter the labor market while receiving support from a case manager. Many participants on TANF may have significant barriers to employment, including a lack of work experience, challenges with transportation and/or childcare, and/or little to no work skill credentials.

The following are the five core assumptions that are guiding this effort to support TANF participants:

1. Achieving stable and successful employment is our main objective for WorkFirst participants; we will maximize opportunities for participants to successfully attach to the workforce and have opportunities to move out of poverty.
2. A family-centered case planning and engagement approach is necessary to achieve good outcomes and reduce long-term dependency and generational poverty within families.
3. Policies will recognize the critical role and responsibility of participants in their children’s development, foster the healthy growth and development of children, and promote family stability.
4. WorkFirst is a transitional, not long-term, program to assist families on the pathway to self-sufficiency.
5. Leveraging non-TANF resources is crucial to achieving the goals of WorkFirst.

Applicants should take this opportunity to identify program elements that integrate these five core assumptions and provide an avenue to employment and self-sufficiency for TANF participants with employment barriers.

Career Path Services is interested in proposals that enable participants to successfully transition into unsubsidized employment and/or prepare them to successfully participate in Job Search and move on to unsubsidized employment.

The Applicant will be prepared to function as a sub-contractor for all Commerce WorkFirst Programs within a local service area of Okanogan County, including Full-Time Community Jobs, Part-Time Community Jobs, Career Jump, and Community Works.

Commerce and Career Path Services has designed transitional employment services to meet the following criteria:

* Worksites should be designed to provide general skills training, knowledge, and work habits
* Worksite placements must consider participants’ prior training, experience, skills, and career goals
* Provide job preparation/job search activities
* Provide case management to assist with employment barriers
* Provide life/soft skill development activities
* Provide or coordinate appropriate educational services
* Establish peer and professional mentoring activities and opportunities
* Develop employment opportunities with local employers to connect TANF participants directly to unsubsidized employment

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*“The evaluation will address at a minimum: state and federal statutory limitations, incentives to encourage innovation, and consequences for non-performance.” From Executive Order 10-07*

**1.2 Minimum Qualifications**

* Applicant must be licensed to perform work in Washington State.
* Applicant must be registered and maintain their status as a for-profit or nonprofit corporation with the Secretary of State’s Office.
* Applicant must have demonstrated experience providing transitional jobs/employment vocational services and case management services to individuals with multiple barriers to employment.
* **Applicant must submit an email to the RFA Coordinator indicating interest in applying for this RFA. This *email must be received by 12:00 pm on September 30th, 2016*, for attendance to the bidder’s conference and for the application to be accepted for review. Those meeting the deadline will receive a confirmation email.**
* Email of interest must include:
  + Agency name
  + Address
  + Contact Person/title
  + Phone
  + Email
  + Status of business (eg. For profit, private or public non-profit, if other describe)

**1.3 Funding**

Funding for individual sub-contract will be based on anticipated participant enrollments within the service area to not exceed **$50,000**. Any contract awarded as a result of this procurement is contingent upon the availability of funding. In the event funding changes, any sub-contract awarded may be amended accordingly. Documents covered through the sub-contract include contract attachments and those documents incorporated by reference.

**1.4 Period of Performance**

The period of performance of any sub-contract resulting from this RFA is tentatively scheduled to begin on or about **November 1, 2016 and to end on June 30, 2017**. Amendments changing the period of performance, if any, shall be at the sole discretion of Career Path Services or Department of Commerce. Career Path Services will determine the funding process and award sub-contract awards annually immediately following Department of Commerce funding award and contract renewal.

**1. 5 Definitions**

**Apparent Successful Contractor** –An Applicant who has been chosen to begin sub-contract negotiations.

**Applicant** – Individual or company submitting an application in order to obtain a sub-contract with Career Path Services.

**Application** – A formal proposal submitted in response to this solicitation.

**Consortium** – A combination of organizations working together for a common purpose. Within WorkFirst, a consortium requires that one organization is the “lead” agency (lead Contractor) while other organizations are “subcontractors”.

**Sub-Contractor** – Individual or company whose application has been accepted by Career Path Services and Department of Commerce and is awarded a fully executed, written contract.

**Request for Applications (RFA)** – An RFA is a solicitation notice which announces funding availability. The RFA outlines eligibility, project scope, and application process.

**1.6 Americans with Disabilities Act**

Career Path Services complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFA Coordinator to receive this RFA in an alternate format. However, please allow at least two weeks for special accommodation requests. See contact information below.

**1.7 RFA Coordinator**

The RFA Coordinator is the sole point of contact for this application process. Upon receipt of this RFA all communication shall be with the following:

Sarah Featherly, Director of Transitional Jobs

Career Path Services

10 N. Post, Suite 200

Spokane, WA 99201

509-343-1310

[sfeatherly@careerpathservices.org](mailto:sfeatherly@careerpathservices.org)

Communication with any other individuals regarding this RFA will be considered unofficial and non-binding on Career Path Services. Applicants are to rely on written statements issued by the RFA Coordinator. Communication directed to parties other than the RFA Coordinator may result in disqualification of the Applicant.

**1.8 Schedule of Procurement Activities**

|  |  |
| --- | --- |
| **Activity** | **Date Due** |
| Issue Request for Applications to interested parties | On 9/01/2016 |
| **Mandatory -** Email of Interest due | 9/30/2016 by 12:00pm |
| **Mandatory -** Bidders conference call | 10/06/2016 |
| Questions and answers from the bidder’s conference will be sent to interested parties via email and posted on Career Path Services’ public website. Questions and answers provided to all bidders. | On 10/07/2016 |
| Electronic proposals due to Career Path Services by 4:00 pm (PST) | 10/13/2016 |
| Signed hard copy proposals due to Career Path Services by 4:00 pm (PST)**\*Proposals not received by 4:00 pm will not be considered for review** | 10/13/2016 |
| Sub-contractor panel interviews | 10/19/2016 |
| Announce “Apparent Successful Sub-Contractor” and send notification via e-mail to unsuccessful applicants | 10/19/2016 COB \*pending Dept. of Commerce approval |
| Contracts sent out for signature | 10/21/2016 |
| Signed contracts returned to Career Path Services for execution | 10/27/2016 - COB |
| **Services begin** | 11/1/2016 – case transfers |
| Sub-Contractor staff training | 11/7/2016 -11/10/2016 |
| **Career Path Services reserves the right to revise the above schedule.** | |

**2. COMPONENTS/DESCRIPTION OF ACTIVITIES**

**2.1 Community Jobs/Career Jump and Community Works (see attached Exhibit A Scope of Work, and Exhibit B Commerce Workfirst Program Guidelines)***.*

The Community Jobs Program (CJ) is targeted to serve TANF participants who have been unsuccessful in finding or retaining employment, who have multiple barriers to employment, who are motivated to address their barriers to employment, and who want to develop the necessary personal and employment skills to obtain and retain employment. Intensive case management is provided by the Sub-Contractor to ensure participants move towards barrier reduction, learn to manage issues that arise while maintaining employment, and develop ongoing connections to resources within the community.

Full-time CJ is a paid work experience of up to six months, which combines 20 hours per week in a temporary subsidized job (considered employment) with 10 hours per week of stacked activities and 10 hours per week of issue resolution (considered preparing for work). Worksites are at non-profit, tribal, or governmental agencies. A participant may participate for an additional three months with the Department of Commerce's (Commerce) approval.

Stacked activities include the following options provided by the Sub-Contractor or in partnership with other leveraged community resources:

* Education Activities
  + Provided by local community/technical colleges. Options include basic skills, English as a Second Language (ESL), high school equivalency, short-term certification classes, job skills training, etc.
  + Job Skills Training provided by the Sub-Contractor or arranged by the Contractor with other providers within the community.
  + Job skills training that provides specific, industry recognized certification or licensing (may be funded within Support Service Directory limitations).
* Life/Soft Skills Activities
  + Provided by the Sub-Contractor or other local partners
* Job Readiness/Job Hunting Activities
  + Job Club Meetings/Mentoring
  + Job Readiness
  + Job Hunting
* Community Service Activities
  + Volunteer activities that are family centered such as their child’s school, childcare, Head Start, ECEAP, Boys and Girls Clubs, etc. to further promote family involvement
  + Court ordered Community Service

Part-time CJ is available to single parents with a child under the age of six.  Part-time CJ is paid work experience of up to six months, which combines 20 hours per week in a temporary subsidized job (considered employment) with 3 hours per week of life skills (LS), coded barrier removal (such as mental or physical health, chemical dependency, and family violence), or a combination of LS and barrier removal.  Worksites are at non-profit, tribal, or governmental agencies. A participant may participate for an additional three months with the Commerce approval. The following stacked activities may be used only if the participant would not benefit from life skills:

* Basic education (JT)
* High school equivalency (GE)
* High school completion (HS)
* Skills enhancement (JT)
* English as a Second Language (ES)

Career Jump is a subset of Community Jobs, which offers participants an opportunity to gain paid work experience with “for profit” employers who have agreed to hire them at the end of their subsidized program. Commerce encourages contractors to consider options that garner small, minority- and women-owned business involvement or in other high-demand industries of the future including “green” or medical industries.

Sub-Contractors will arrange for, and monitor, participation of TANF participants in stacked activities to ensure federal requirements are met. Sub-contractors will also provide family-centered case planning and engagement to participants achieve stable and successful employment.

The Community Works Program provides WorkFirst participants a core work activity for one (1) to twelve (12) months of participation that counts towards meeting federal participation requirements. Community Works also supports participants in educational pathways. When a participant is enrolled in an educational pathway, the work experience program is structured to provide core activity that will assist the participant obtain the specific skills, training, knowledge, and experience necessary to obtain employment in their chosen career field. Community Works is designed for WorkFirst participants who are:

* Employed less than 32 hours per week
* Participating in other activities, but need additional hours to meet WorkFirst participation requirements
* Transitioning between activities
* In a coded education component Needing a beginning level of activity due to limited participation capabilities
* Needing additional support for re-training or additional experience to be competitive in the labor market
* Able to participate at least five hours per week

Participants receive services tailored to worksite placement to increase employability. These services include:

* An initial assessment that identifies education level as well as current and desired work skills
* Career planning that identifies both short-term and long-term job goals
* On-going assistance for work-related issues
* Work-related support services
* Assistance with developing childcare and transportation plans

Sub-Contractor performance is based on meeting unsubsidized employment outcomes and participants meeting WorkFirst participation requirements.

**2.5 Payment Structure**

Services will be compensated based on performance. See attached payment point structure for details (*Exhibit A Scope of Work*).

**2.6 Administration Fee**

Career Path Services will claim a maximum of 15% of pay points earned by the sub-contractor for administrative expenses. The remaining 85% of pay point funds will be passed through to the sub-contractor providing direct service for Commerce WorkFirst Programs. Administrative charges will not be applied to reimbursable expenses such as participant payroll, benefits, or support service expenses.

**2.7 Required Training**

Sub-contractors are required to attend specific training related to implementing this contract. Trainings include such things as fiscal responsibilities, Individual Development Plan action plans, and WorkFirst 101, 201, and 301. Career Path Services and Commerce will make every effort to conduct these trainings via webinar to reduce Sub-Contractor expenditures. Career Path Services and Commerce do not reimburse Contractors and Sub-Contractors for travel expenses.

**3. APPLICATION INSTRUCTIONS**

**3.1 Application Submittals**

Career Path Services requires applicants to submit both a signed electronic and signed hard copy application by the deadlines noted in the Schedule of Procurement Activities.

**3.2 Electronic Submittals**

Applicants are required to submit a signed electronic copy of the application to the RFA Coordinator’s email, sfeatherly@careerpathservices.org and must arrive by 12:00 p.m. (PST) on 10/3/2016.

Career Path Services will send a receipt of confirmation once it receives an application, however the agency does not assume responsibility for any e-mail delivery problems.

**3.3 Hard-copy Submittals**

Applicants must also submit one complete hard copy application with original signatures to the RFA Coordinator. Hard copy applications, whether mailed or hand delivered, must be received by the RFA Coordinator at the address noted above no later than 12:00 p.m. (PST) on 10/3/2016.

Applicants should allow adequate mail delivery time to ensure timely receipt of their application by the RFA Coordinator. Career Path Services will send a receipt of confirmation once it receives an application. Career Path Services assumes no responsibility for delays caused by any delivery service.

Late applications for either electronic or hard-copy will not be accepted and will be automatically disqualified from further consideration. The applications must respond to the procurement requirements. Do not respond by referring to material presented elsewhere (e.g., a full response must be contained within each applicable item). The application must be complete and must stand on its own merits.

Failure to respond to any portion of the procurement document may result in rejection of the application as non-responsive. All applications and any accompanying documentation become the property of Career Path Services and Commerce and will not be returned.

Preparation of an application does not guarantee that applicants will receive funds.

**3.4 Complaints**

The purpose of a complaint process is to settle unresolved issues or concerns that either were not or could not be resolved during the questions and answer period. The complaint process allows applicants to focus on the solicitation requirements and the evaluation process and raise issues with these processes early enough in the process to allow an agency to correct a problem before bids are submitted and time expended on evaluations.

The procurement complaint process includes the following requirements:

1. Applicants must be given an opportunity to submit a complaint to Career Path Services based on any of the following:

• The solicitation unnecessarily restricts competition

• The evaluation or scoring is unfair or flawed

• The solicitation requirements are inadequate or insufficient to prepare a response

1. Complaints must be received up to five business days prior to the bid response deadline and must meet the following:

• Must be in writing

• Must be sent to the Career Path Services RFA coordinator or designee

• Should clearly articulate the basis for the complaint

• Should include a proposed remedy

1. The RFA coordinator or designees must respond to the complaint in writing within 30 days.
2. The RFA coordinator must notify Career Path Services CEO of all complaints and provide the CEO with a copy of the response.
3. The complaint may not be raised again during the protest period.
4. The complaint process does not need to include an appeal process.

**4. MISCELLANEOUS INFORMATION**

**4.1 Proprietary Information/Public Disclosure**

Proposals submitted in response to this competitive procurement shall become the property of Career Path Services and COMMERCE.  All proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Sub-Contractor desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated.  The information must be clearly identified and the particular exemption from disclosure upon which the Sub-Contractor is making the claim must be cited.  Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words “Proprietary Information” printed on the lower right hand corner of the page.   Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Sub-Contractor has marked as "Proprietary Information," Career Path Services and/or COMMERCE will notify the Sub-Contractor of the request and of the date that the records will be released to the requester unless the Sub-Contractor obtains a court order enjoining that disclosure.  If the Sub-Contractor fails to obtain the court order enjoining disclosure, Career Path Services and/or COMMERCE will release the requested information on the date specified.  If a Sub-Contractor obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, Career Path Services and COMMERCE shall maintain the confidentiality of the Sub-Contractor's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56.  No fee shall be charged for records sent electronically, or for inspection of contract files, but twenty-four (24) hours’ notice to the RFA Coordinator is required.  All requests for information should be directed to the RFA Coordinator.

**4.2 Revisions to the RFA**

In the event it becomes necessary to revise any part of this RFA, addenda notification will be sent to those who submitted an email of interest.

Career Path Services reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of contracts.

**4.3 Minority & Women-Owned Business Participation**

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of OMWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

**4.4 Responsiveness**

All applications will be reviewed by the RFA Coordinator to determine compliance with administrative requirements and instructions specified in this RFA. The Applicant is specifically notified that failure to comply with any part of the RFA may result in rejection of the application as non-responsive. Career Path Services reserves the right to waive minor administrative irregularities at its discretion.

**4.5 Acceptance Period**

Career Path Services will acknowledge receipt of electronic and/or hard copy applications by 5:00 p.m. on the first business day following receipt using email communication.

**4.6 Most Favorable Terms**

Career Path Services reserves the right to make an award without further Applicant discussion. Therefore, applications should be submitted that are thorough and with the most favorable terms the Applicant can propose. There will be no best and final offer procedure. Career Path Services reserves the right to contact an Applicant for clarification of its application during the review process.

In addition, if the Applicant is selected as the apparent successful Sub-Contractor, Career Path Services reserves the right to enter into contract negotiations which may include discussion regarding the terms of the application.

The Applicant should be prepared to provide all services described in their application if they are awarded the sub-contract. The provision of these services will be verified through the monitoring process. Sub-Contract negotiations may result in incorporation of some, or all, of the Applicant’s application. The Applicant should be prepared to accept this RFA for incorporation into a sub-contract resulting from this RFA. Applications will become part of the official procurement files.

**4.7 Costs to Propose**

Career Path Services will not be liable for costs incurred by the Applicant for activities related to responding to this RFA.

**5. GENERAL TERMS AND CONDITIONS OF SUB-CONTRACT**

The apparent successful Sub-Contractor will be expected to enter into a Career Path Services initiated contract. Applicants may not submit their own standard contract terms and conditions in response to this solicitation.

**5.1 Obligation to Sub-Contract**

This RFA does not obligate Career Path Services, the state of Washington or Commerce to contract for services specified herein.

**5.2 Rejection of Proposals**

Career Path Services reserves the right to reject any and all applications received without penalty as well as refrain from issuing sub-contracts as a result of this RFA.

**5.3 Commitment of Funds**

The *CEO* of Career Path Services or his delegates are the only individuals who may legally commit Career Path Services to the expenditures of funds for a sub-contract resulting from this RFA. No cost chargeable to the proposed sub-contract may be incurred before receipt of a fully executed sub-contract.

**5.4 Electronic Payment**

Career Path Services prefers to use electronic payment for transactions. The successful Contractor will be provided a form to complete with the contract to authorize such payment method.

**5.5 Insurance Coverage**

The Sub-Contractor shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the Contractor or Sub-Contractor, or agents to either, while performing under the terms of a contract with Commerce.

The insurance shall be issued by a company(s) authorized to do business within the State of Washington, and shall name the State of Washington, its agent and employees as additional insured under the insurance policy(s). See exception under Professional Liability, Errors, and Omissions Insurance. All policies shall be primary to any other valid and collectable insurance. Sub-Contractors shall instruct the insurers to give Commerce thirty days advance notice of any insurance cancellation.

Sub-Contractors shall submit a certificate of insurance to Career Path Services within fifteen days of the sub-contract’s effective date. The certificate must outline the coverage and limits defined in the Insurance section. Sub-Contractor shall submit renewal certificates as appropriate during the term of the sub-contract.

The Sub-Contractor shall provide insurance coverage that is maintained in full force and effect during the term of this contract, as follows:

1. Commercial General Liability Insurance Policy - Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity but no less than $1,000,000 per occurrence.
2. Automobile Liability- In the event that services delivered pursuant to this sub-contract involve the use of vehicles, owned or operated by the Sub-Contractor, automobile liability insurance shall be required. The minimum limit for automobile liability is $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
3. Professional Liability, Errors and Omission Insurance - The Sub-Contractor shall maintain Professional Liability or Errors and Omission Insurance. The Sub-Contractor shall maintain minimum limits of no less than $1,000,000 per occurrence to cover all program activities by the Sub-Contractor and licensed staff employed or under contract to the Sub-Contractor. The State of Washington, its agents and employees need not be named as additional insured under this policy.
4. Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Sub-Contractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

* The amount of fidelity coverage secured pursuant to this Sub-Contract shall be $100,000 or the highest of planned reimbursement for the Sub-Contract period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name the Career Path Services as beneficiary.

The required insurance shall be issued by an insurance company(s) authorized to do business within the State of Washington, and except the Professional Liability or Errors and Omission Insurance, shall name the State of Washington, its agents and employees as additional insured under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The Sub-Contractor shall instruct the insurers to give the Commerce thirty days advanced notice of any insurance cancellation.

The Sub-Contractor, at their option, may self-insure against the risks identified above. If the Sub-Contractor is self-insured, evidence of its status as a self-insured entity shall be provided to Career Path Services and the self-insurance program must provide the minimum level of coverage provided above. If requested by Career Path Services or Commerce, the Sub-Contractor must describe its financial condition and the self-insured funding mechanism.

**5.6 Worker’s Compensation Coverage**

The Sub-Contractor will comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The State will not be held responsible claims filed by the Sub-Contractor or their employees for services performed under the terms of this contract.

**6. EVALUATION OF APPLICATIONS AND CONTRACT AWARDS**

**6.1 Evaluation Procedure**

Applications will be reviewed and ranked by an evaluation team designated by Career Path Services.

Applicants unable to clearly demonstrate at least three years of experience in the following areas should not apply:

1. Case management addressing employment barriers
2. Serving TANF participants
3. Providing subsidized or vocational employment programs

Well established connections with all sectors of the business community are necessary in the area(s) in which you are applying to serve (public, private, and nonprofit).

Successful Applicants must have a valid and current Washington State Business license.

Successful Applicants must not be debarred from entering into business with, or receiving funds from, the federal government.

**6.2. Evaluation and Selection Process**

General criteria used in the selection process include:

1. Demonstrated ability and commitment to meet or exceed specified WorkFirst participation targets.

* *Program design is structured to achieve the results intended.*
* *Organization has the capacity and experience to meet program and contract expectations.*

2. Quality and completeness of project design and implementation plan.

* *The program design has clear and ample linkages to existing local WorkFirst and Local Planning Area strategies and organizations?*
* *The technical aspects of the project are viable.*

3. Demonstrated ability to work with targeted customers and necessary partners.

* *The application demonstrates organizational capacity to foster the desired services and outcomes for WorkFirst participants and connections to the business community.*
* *The application demonstrates established collaborative community partnership and the ability to successfully link WorkFirst participants to local resources.*

Applications will be also evaluated on a competitive basis according to, but not limited by, the following criteria:

* Service delivery design
* Coordination and partnerships with other local programs, resources, and funds
* Proposed results
* Capacity and readiness of the Applicant to immediately implement the

program

* Capacity and ability to oversee and monitor staff

**6.3 Unsuccessful Applicant Notification**

Unsuccessful Applicants will be notified by e-mail on or near September 15th, 2016.

**6.4 Debriefing of Unsuccessful Applicants**

A debriefing conference may be requested from an unsuccessful Applicant. The request should be received by the RFA Coordinator within three business days after receiving email notification.

Discussion will be limited to a critique of the requesting Applicant’s application. Comparison evaluation of the other proposals will not be discussed. A debriefing conference may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

**6.5 Protest Procedure**

An Applicant who submitted a response to this solicitation document and has participated in a debriefing conference has a right to protest the procedure. Upon completing the debriefing conference, the Applicant is allowed three business days to file a protest with the RFA Coordinator. Protests must be submitted electronically as well as in hard copy format.

The protest procedure is described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested must also be included. All protests must be addressed to the RFA Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

* A matter of bias, discrimination or conflict of interest on the part of the evaluator
* Errors in computing the score
* Non-compliance with procedures described in the procurement document or agency protest process.

Protests not based on procedural matters will not be considered. Protests will be rejected and considered without merit if they address issues such as: 1) an evaluator’s professional judgment on the quality of an application, or 2) Career Path Services’ assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by Career Path Services. Career Path Services’ CEO or an employee delegated by CEO who was not involved in the evaluation process will consider the record and all available facts and issue a decision within 10 business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant, such Applicant will be given an opportunity to submit its views and any relevant information regarding the protest to the RFA Coordinator.

At the time the Career Path Services’ protest response is issued, the CEO must be provided a copy of the original protest and response.

The final determination of the protest shall:

* Find the protest lacking in merit and uphold Career Path Services’ action; or
* Find only technical or harmless errors in Career Path Services’ acquisition process and determine Career Path Services to be in substantial compliance and reject the protest; or
* Find merit in the protest and provide Career Path Services options which may include:
* Correct the errors and re-evaluate all proposals, and/or
* Reissue the solicitation document and begin a new process, or
* Make other findings and determine other courses of action as appropriate

If Career Path Services determines that the protest is without merit, Career Path Services will enter into a contract with the apparent successful Sub-Contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

Sub-Contracts under protest may not be signed until the protest process is complete unless approved by the CEO.

**•** Authority will only be granted if there are urgent circumstances that necessitate the sub-contract to be signed.

• To request an exemption, the CEO or his delegate must submit a request to the Department of Commerce and this request should explain the urgent circumstance and why it would be in the best interest of the state to grant the request.

**APPLICATION AND ATTACHMENTS CHECKLIST**

**Organization**

**A Completed Application**

Please note: the original signature of an authorized official for your organization is required on this form.

**Proof of Incorporation (if applicable)**

Provide certificates of incorporation from the Washington Secretary of State’s office if you and/or any subcontractors are for profit or nonprofit corporations.

**Proof of Nonprofit Tax Exempt Status (if applicable)**

Provide copies of IRS letters of determination for you and/or any subcontractors that are nonprofit tax exempt organizations.

**Most Recent A-133 Audit or audit**

Attach the most recent audits for you and/or any subcontractors having previous federal contracts with an accumulative total of $500,000 or more.

**Proof of Washington State Office of Minority and Women-Owned Business (OMWBE) Certification (if applicable)**

Include proof of certification issued by the Washington State OMWBE if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

**Organizational Structure**

Provide a list of board members, an organizational chart, and copies of the past three months of meeting minutes (if applicable) from your organization or agency and any subcontractors.

**Financial Statement**

Include the most recent balance sheet and income statement from your organization or agency and any subcontractors.

**APPLICATION**

**Please use a minimum of 11 point type in all responses.**

**ORGANIZATION SUMMARY INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identifying Information** | | | |
| **Organization Name:** | **Tax Identification Number (TIN):** | | |
|  |  | | |
| **DUNS :** | **UBI:** | | |
|  |  | | |
| **Mailing Address:** | **City:** | **State**: | **Zip**: |
|  |  |  |  |
| **Telephone:** | **Website:** | | |
|  |  | | |
| **Service Area (# and CSOs) addressed by this application:** | | | |
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| **Type of Agency-Mandatory** |
| **Check organization type** |
| For profit  State agency  County agency  Private nonprofit  Federally recognized tribe  Public nonprofit  Other, please describe |
| **Check legal status of organization** |
| For profit  Government  Private nonprofit  Federally recognized tribe  Public nonprofit  Other, please describe |

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| **Contact Information-Mandatory** | | | | |
|  | Contact Person for Application Questions | |  | |
| Name: |  | |  | |
| Phone: |  | |  | |
| Email: |  | |  | |
|  | | | | |
|  | Executive Director | WorkFirst  Program Contact | | Fiscal Director |
| Name: |  |  | |  |
| Title: |  |  | |  |
| Address:  *(if different from mailing address)* |  |  | |  |
| Phone: |  |  | |  |
| Fax: |  |  | |  |
| E-Mail: |  |  | |  |
| **Authorized Official’s Signature -Mandatory** | | | | |
| To the best of my knowledge, all data and information in this application are true and correct. As the Applicant, we will comply with the terms of this proposal if funds are awarded.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (typed or printed) Title  \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature Date | | | | |
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| **Conflict of Interest** | | |
| Will any current or former Washington state employees be paid for participating in this project or do they serve on any board of directors involved in this project as of the date of this application? | Yes | No |
| If yes, please indicate their position and responsibilities. \*If following a review of this information Commerce determines a conflict of interest exists, the Applicant may be disqualified from further consideration. | | |

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| Audit Information | |
| Type of last audit: | Date of last audit: |
| Name of company performing the audit: | |
| Audit findings or management letter:  No  Yes, please detail: | |
| Please submit a copy of this audit. Attached:  Yes  No, please detail why: | |

**ORGANIZATION GENERAL INFORMATION**

1. Has your organization received certification by any regional or national organizations?  No  Yes, please detail (250 word limit):
2. Does your organization have any pending lawsuits for wrongful determination or client discrimination?  No  Yes, please detail. (250 word limit):
3. Has your organization contracted with the state of Washington during the past 2 years?

No Yes, please detail agency name, contract number, project description and/or other information available to help us identify the contract. (250 word limit):

1. Has your organization had a contract terminated for default in the last five years? (Termination for default is defined as notice to stop performance due to the Applicant’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Applicant, or (b) litigated and such litigation determined that the Applicant was in default.)

No  Yes, please detail the details of the terms for default including the other party's name, address, and phone number. Present the Applicant’s position on the matter. (250 word limit):

\*Career Path Services will evaluate the facts and may, at its discretion, reject the application on the grounds of the past experience.

**ORGANIZATIONAL EXPERIENCE AND PROGRAM MANAGEMENT**

1. Describe your organization’s mission and principal programs. (250 word limit):
2. Describe your organization’s annual budget and number of full-time staff. (250 word limit):
3. Describe your organizational capacity to manage a complex project. Please also address the ability to sustain accurate invoicing and fiscal administration functions. (250 word limit):
4. Does your organization have at least three years providing subsidized employment services and/or vocational (focused on reducing barriers to employment)case management to individuals with barriers to employment?  No  Yes
5. Clearly detail programs through which your organization has successfully provided these services to this population. (250 word limit):
   1. Please provide the final reports of the two most recent monitoring(s) that were conducted on these program(s).
6. Please profile the skills and capacity of individuals on staff who will have the primary responsibility for each of the following (address each separately) (250 word limit):

a. Project design, implementation, continuous improvement, and overall project management

b. Developing and administering assistance to worksites

c. Working with key partners including DSHS, Department of Early Learning (DEL), Employment Security Department (ESD) and Community and Technical Colleges

d. Active participant in Local Planning Area (LPA) groups

e. Business outreach and marketing

f. Problem solving and conflict resolution

1. How will you ensure compliance with all requirements in the sub-contract? Describe your organization’s procedures to ensure that all applicable terms, conditions, and requirements of this sub-contract are upheld. Address fiscal management, monthly billing, monthly documentation, program delivery, and staff training. (250 word limit):

**Program Design**

1. Describe the TANF population in this service area to be served (include specific demographic information and needs of this population). Address how staff will effectively provide case management services. Identify community partners and leveraged resources to assist with services as needed. (250 word limit):
2. Describe the anticipated challenges to be encountered in working with the TANF population in the specific area to be served. How will those challenges be addressed? (250 word limit):
3. For each program, 1) Full-time Community Jobs, 2) Part-time Community Jobs and Career Jump, 3) Community Works, detail the process for participant engagement, orientation, assessment, and program plan development. Describe the implementation of the various program elements in a culturally sensitive manner. (250 word limit):
4. Describe how the following stacked activities will be developed and provided. What resources will be leveraged? What elements will these activities include? (250 word limit):

* Life skills and soft skills development activities
* Basic Education, ESL classes and other educational opportunities
* Peer and professional mentoring activities and opportunities
* Community service volunteer activities that support the family
* Job Skills Training
* Job Readiness activities
* Job Club
* Job Hunting

**Community Resources**

Please list the local area partners in the service areas to be served (e.g., those that might serve as additional resources and support to program participants). Examples might include local community action agencies, low-income housing or energy assistance providers, mental health entities, etc. \*Career Path Services reserves the right to confirm the existing relationship with each contact listed.

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| First and Last Name of Contact/Phone # | Organization | Service/Program |
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**Connection with Local Planning Area Partnerships (LPAs)**

Does staff currently participate in LPA meetings? NoYes, please list the specific LPA, along with the name and title of the person or persons who attend, what their role is, and how often they attend. (250 word limit):

**Worksites and Unsubsidized Employment**

1. Discuss the existing and proposed relationships with local worksites. Also, describe the methodology for choosing sites. (250 word limit):
2. Describe how participants are supervised at the sites. Include information on how supervisors deal with work behavior, attendance, and skill development to ensure participants are able to learn as well as be held accountable? Detail how staff works with worksite supervisors to address work behavior, attendance, and skill development. (250 word limit):
3. Please provide examples of how participants have successfully been placed in local for profit businesses. Also describe the types of support and incentives provided to both the participant and employer. (250 word limit):
4. Describe how plans to further connections with local for profit sector employers, as well as plans for developing employment opportunities that directly connect TANF participants with unsubsidized employment. (250 word limit):