LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT AREA FOURTEEN

PROGRAM YEAR 2026

Workforce Development One-Stop Operator Services

Lower Chattahoochee Workforce Area Fourteen (LCWDA-14)
Release Date: March 2, 2026

SOLICITATION PACKAGE/INVITATION FOR BIDS

WORKFORCE ONE-STOP OPERATOR

Proposal(s) shall be sealed and clearly marked on the package cover with the Project Title.
Submit one signed (1) original and four (4) complete copies of the Proposal to:

The Columbus Consolidated Government Job Training Division, as the fiscal and procurement agent for the Lower Chattahoochee Workforce Development Board, is releasing this Request for Proposals. Programs funded as a result of this solicitation will adhere to policies and procedures outlined by WIOA and administered by the Columbus Consolidated Government Job Training Division, located at 1111 1st Avenue, Suite 2145, P.O. Box 1340, Columbus, Georgia 31902. Contact Number: 706-225-4529.

"Equal Opportunity is the Law. An Equal Opportunity/Affirmative Action Organization"

Request for Proposal

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LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT BOARD
COLUMBUS CONSOLIDATED GOVERNMENT JOB TRAINING DIVISION
WORKFORCE INNOVATION AND OPPORTUNITY ACT 2014

REQUEST FOR PROPOSALS
For
WORKFORCE DEVELOPMENT ONE-STOP OPERATOR

SECTION I. GENERAL INFORMATION

INTRODUCTION
The Workforce Innovation and Opportunity Act is legislation that creates a national network of statewide and locally driven workforce development systems:

- To increase the employment, retention, and earnings of workers,
- To increase occupational skill attainment
- To improve the overall quality of the workforce
- To reduce welfare dependency, and
- To enhance productivity and competitiveness

The One-Stop Delivery System is the cornerstone of this comprehensive approach to the improvement of the workforce. This system involves a variety of human services made accessible to employers and jobseekers. The goal is to improve the level of workforce development services available while reducing the duplication of services.

The Lower Chattahoochee Workforce Development Board and Chief Local Officials of the Lower Chattahoochee Area, Local Workforce Development Area 14 (hereinafter referred to as WDA-14), have designated the Columbus Consolidated Government, Job Training Division, as the Administrator and Grant Recipient of congressional funds awarded under the Workforce Innovation and Opportunity Act). The Job Training Division is charged with the responsibility of planning, procuring, and administering programs and activities under WIOA.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Lower Chattahoochee Workforce Development Board (LCWDB) Area 14, located in Region 8, is soliciting a Request for Proposal (RFP) for a Workforce Development One-Stop Operator. The purpose of RFP is to identify an appropriate service provider to, at a minimum, coordinate and manage the delivery of services provided by the required one-stop partners and service providers within the comprehensive One-Stop location and any affiliate sites in the workforce area. This project is funded by the Workforce Innovation and Opportunity Act (WIOA). The resulting contract will be for one initial year, and 2 subsequent years will be contingent on funding from the US Department of Labor (US DOL) and evaluation of successful performance.

The Columbus Consolidated Government, operating as Lower Chattahoochee WorkSource Georgia, administers workforce development activities in coordination with partner offices located throughout the region. The area is designated by the Technical College System of Georgia, Office of Workforce Development, as Local Workforce Development Area Fourteen (LWDA-14). LWDA 14 encompasses eight counties - **Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot –** including all cities and municipalities within those jurisdictions**.**

The initial award will cover Program Year 2026 (July 1, 2026, through June 30, 2027). Two additional one-year renewal options may be exercised, subject to compliance with WIOA regulations, continued funding availability, and satisfactory performance. Each renewal term, if approved, will operate on a twelve-month cycle from July 1 through June 30.

FUNDS AVAILABILITY

It is anticipated that approximately $63,000.00 in WIOA program funds will be available for the initial funding period of July 1, 2026, through June 30, 2027. This amount is provided as an estimate only and remains subject to federal appropriations and budgetary determinations.

OBJECTIVE

The objective of this RFP is to secure a One-Stop Operator who will be charged with coordinating the service delivery among partner agencies in our One-Stop Centers. Duties include, but are not limited to:

- Managing daily operations and other activities to support the center
- Managing partner responsibilities are defined in the Memorandum of Understanding (MOU) among partners
- Managing hours of operation
- Managing services for individuals and businesses
- Ensuring that basic services are available (orientations, labor market information, resource room), implementing Board Policy
- Adhering to all federal and state regulations and policies
- Reporting to the Lower Chattahoochee Workforce Development Board (WDB) on operations, performance, and continuous improvement recommendations

STATE GOVERNANCE

The Technical College System of Georgia, Office of Workforce Development [hereinafter referred to as the TCSG, OWD] is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through the Workforce Innovation and Opportunity Act of 2014. To learn more about TCSG, OWD visit https://tcsg.edu/worksource/.

The State Workforce Board is the policy and planning body for workforce development activities in Georgia. Board oversight responsibility specific to the use of Workforce Innovation and Opportunity

Act (WIOA) funds include creating policies and setting performance standards. The broader role of the Board is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers while also being responsive to business needs.

The Local Workforce Development Board [hereinafter referred to as the LCWDB] oversees the eight counties designated as LWDA14. The Board is composed of business leaders throughout the area, public agency leaders, and other required partners by WIOA law. Private sector leaders constitute a majority of the membership.

The mission of LCWDB is to develop and maintain partnerships that make employment resources accessible to job seekers and employers. We are committed to building a world-class workforce system designed to meet the needs of our employers and the employment needs of Lower Chattahoochee Georgians.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, modernizes the public workforce system to equip individuals with skills aligned to labor market demand. Applicable regulations and guidance are issued by the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), and are available at www.doleta.gov. The selected contractor is responsible for maintaining working knowledge of all applicable WIOA statutes, regulations, federal cost principles, and related guidance.

Services Requested

The Lower Chattahoochee Workforce Development Board (LCWDB) seeks proposals to procure a One-Stop Operator (OSO) to coordinate service delivery within the LCWDB Comprehensive One-Stop (COS), located at the Georgia Department of Labor Area Office in Columbus, Georgia, and across affiliated sites. Career and training services will be delivered through the One-Stop system in accordance with Section 134(c)(2) of WIOA. Services include basic career services, individualized career services, training services, and follow-up services.

ROLES

Role of the One-Stop Operator

The primary responsibility of the One-Stop Operator is to coordinate the delivery of services among required One-Stop partners and service providers across the local system. The OSO does not provide direct program oversight but facilitates integrated, customer-centered service delivery.
At a minimum, the OSO will:

- Coordinate partner staff and services within the Comprehensive One-Stop and affiliated sites.
- Implement integrated referral, information-sharing, and non-duplication systems.

- Support the development and implementation of LCWDB operational policies.
- Promote a multi-agency, team-based service model with shared accountability.
- Ensure compliance with Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) requirements
- Ensure priority of service for veterans and eligible spouses.
- Coordinate cross-training to strengthen staff's functional knowledge and cultural competency.
- Engage employers to assess workforce needs and satisfaction.
- Conduct outreach to increase public and employer awareness of services.
- Assist in developing and implementing Resource Sharing Agreements (RSA) or Infrastructure Funding Agreements (IFA).
- Support recruitment of additional partners and execution of Memoranda of Understanding (MOUs).

Program Requirements

A. Service Delivery Framework

The OSO will coordinate career and training services delivered through partner agencies and contracted providers.

Training for adults, dislocated workers, and youth is typically delivered through:

1. **Individual Training Accounts (ITAs) - T**uition and related training costs;
2. **On-the-Job Training (OJT) -** Employer wage reimbursement for extraordinary training costs
3. **Other Training Options -** Including work experience, internships, customized training, incumbent worker training, and apprenticeships.

B. **Service Start Date**. Services must begin July 1, 2026.

C. Prohibited Activities:

The one-Stop Operator may not:

- Develop the Local Plan
- Oversee its own performance
- Manage the OSO procurement process
- Select or terminate service providers
- Negotiate performance accountability measures
- Develop or submit the Workforce Development Board budget.

D. **Eligibility to bid:**

- The OSO may be a single entity or a consortium (Minimum three required partners if a consortium).
- One legal entity must serve as the fiscal agent.
- The local Workforce Development Board may serve as Operator with required approvals.
- Elementary and traditional secondary schools are not eligible; non-traditional public secondary institutions may qualify.
- Entities serving additional One-Stop roles must demonstrate firewalls and conflict-of-interest safeguards consistent with 20 CFR 678.620 and 679.430.

Outreach and Recruitment

The successful bidder must implement a structured outreach and recruitment strategy that includes:

- Development of promotional materials
- Public service announcements
- Employer and community engagement
- Coordination with partner agencies and educational institutions

Outreach shall include, but is not limited to, collaboration with:

- Technical College System of Georgia, Office of Workforce Development
- Head Start programs
- Department of Family and Children Services
- Adult Education providers
- Secondary and post-secondary school counselors
- Faith-based organizations
- Georgia Vocational Rehabilitation Agency
- Childcare providers and other social service agencies

Data Management and Compliance

- All participants must be entered into the State Data Management System
- ITA expenditures must be tracked in the ITA tracking system.
- All Workforce Development Board policies related to eligibility priority of service and supportive services must be followed.
- Continuous improvement practices must be implemented, including adherence to customer service standards and use of a recognized quality framework (e.g., Baldrige or equivalent).

Service Coordination Requirements

1. Basic Career Services

   Must be universally accessible and include:

   - Eligibility determination
   - Outreach, intake, and orientation
   - Initial skill assessment
   - Labor exchange services (job search, placement assistance, employer services)
   - Labor market information
   - Referrals to partner programs and supportive services
   - Performance and provider cost information
   - Assistance with filing unemployment insurance claims
   - Information regarding financial aid programs (e.g., HOPE, Pell)
2. Individualized Career Services

   Provided as appropriate to support employment attainment or retention, and may include:

   - Comprehensive assessments
   - Individual Employment Plans (IEPs)
   - Career counseling and planning

   - Short-term pre-vocational services

- Internships and work experience
- Workforce preparation activities
- Financial literacy services
- Relocation assistance
- English language acquisition, acquisition, and integrated education and training

3. Follow-up Services

   Must be provided for a minimum of 12 months following placement in unsubsidized employment and may include workplace counseling and retention support.

4. Training Services

   Training is intended to equip individuals with industry-recognized skills leading to employment and wage progression. Training options may include:

   - Occupational skills training (ITA or board-approved class-size training)
   - 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 the 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.
     - Internships – 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 before, concurrent with, or after:
       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.
   - Customized training (employer cost-share required; not currently offered by LCWDB)
     - Incumbent worker training – 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.
     - Apprenticeship programs – 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 employers and labor groups, individual employers, and/or employer associations.

SECTION II. PREPARATION AND SUBMISSION OF PROPOSALS

A. SUMMARY AND DETAILED IMPLEMENTATION SCHEDULE

SUMMARY IMPLEMENTATION SCHEDULE

This request for proposals will be governed by the following Procurement/Implementation Schedule

Release Request for Bids		03/02/2026
Bidder's Conference	2:00 PM	03/09/2026
Proposal Deadline (date and time)	**NLT** 5:00 PM	04/02/2026
Proposals Review Process Begins		04/03/2026
Approval of Successful Bidder by WDB		04/14/2026
Notification of Award to Bidder		04/17/2026
Contract Preparation Begins		04/20/2026
Contract Executed	05/01/2026	thru 6/5/2026
Program Implementation Begins		07/01/2026

DETAILED IMPLEMENTATION SCHEDULE FOR RFP SUBMISSION, REVIEW, AND AWARDS

Release Request for Bids: March 2, 2026
RFP available for download on the Columbus Consolidated Government Website at www.columbusga.gov/jtd or for pick up at Columbus City Hall Job Training Division, 1111 1st Avenue, Suite 2145, Columbus, Georgia

Bidder's Questions to LCWDB: March 6, 2026
Questions submitted prior to the Bidders Conference must be received at the CCG Job Training Division by 12:00 p.m., March 6th Eastern Standard Time. **No questions will be answered before the Bidders Conference**.

Bidder's Conference: 2:00 p.m., Monday, March 9, 2026
Columbus City Hall
IT Department Conference Room
1111 1st Avenue, 2nd Floor.
Columbus, Georgia 31901

Submission Deadline Due: April 2, 2026
Must be received by 5:00 p.m. Eastern Standard Time (NO EXCEPTIONS)
Columbus Consolidated Government
Job Training Division
1111 1st Avenue, Suite 2145
Columbus, Georgia 31901

Proposal Review Process Begins: April 3, 2026

Contract Board Approval and Notification of Award – April 14-17, 2026

Contract Negotiation, Preparation, and Signatures: May 1, 2026 – June 5, 2026

Program Implementation Begins: July 1, 2027

A Bidder's Conference will be held Monday, March 9, 2026, at 2:00 p.m. (EST) in the IT Department Conference Room, Columbus City Hall, located at 1111 1st Avenue, 2nd Floor, Columbus, Georgia.

The Bidders Conference is the **only time** questions concerning the proposal and its preparation will be addressed. Questions may be submitted up to 12:00 PM Noon, March 6th; however, no questions received will be responded to and shall only be addressed at the Bidders Conference.

After the Bidder's Conference, a complete set of minutes, in addition to the questions and answers, will be posted on the CCG website at www.columbusga.gov/jtd.

Introduction to Service Delivery Selection

Local Workforce Delivery Area 14 has transitioned from a non-competitive One-Stop delivery system to a competitively procured One-Stop Operator (OSO) model under the Workforce Innovation and Opportunity Act. Through this transition, One-Stop sites and operators were competitively selected, essential services were defined, and contractual agreements were executed.

Career services – including case management and training coordination are core components of the One-Stop system and are delivered in collaboration with required partners. Intensive and individualized career service, as appropriate, will be provided through the One-Stop system.

Eligibility to Bid

Eligible proposers include:

- Community-based organizations
- Educational institutions
- Public or private nonprofit organizations
- Private for-profit businesses

Minority-owned and women-owned businesses are encouraged to apply.

Proposal Submission Requirements

Proposals must be received no later than 5:00 PM on April 2, 2026, at:

Job Training Division
Columbus City Hall
1111 1st Avenue, Suite 2145
Columbus, Georgia 31901

Late submissions will not be accepted under any circumstances.

Submission requirements:

- One (1) original signed proposal (clearly marked “Original”)
- Four (4) copies (clearly marked “Copy”)
- Sealed envelope labeled in the upper right corner: “**Proposal: One-Stop Operator**”

Early submission is permitted before the deadline during normal business hours. No modifications may be made after submission.

Proposals may be withdrawn in writing or in person before contract execution by an authorized representative.

Review and Evaluation Process

All proposals will undergo a two-step review process:

1. Responsiveness Review
   Proposals must:
   - Include the required number of copies

- Follow the prescribed format and order

- Provide all requested documentation

This stage verifies compliance only; content will not be evaluated. Non-responsive proposals will not advance to competitive review.

2. Competitive Evaluation

Responsive proposals will be evaluated and ranked by the WIOA Administrative Agent and the Local Workforce Development Board's Administrative Programmatic Oversight & Compliance (APOC) Committee using the criteria outlined below.

Proposers scoring **70 points or higher** may be required to deliver a timed oral presentation to the APOC Committee.

Selection Criteria (100 Point Scale)

1. Understanding of service needs and responsiveness to the solicitation (10 Points)
2. Organizational experience and demonstrated capability (20 points)
3. Quality, feasibility, and effectiveness of proposed approach (25 points)
4. Adequacy of proposed performance standards and likelihood of achievement (15 points)
5. Staffing plan and facility (15 points)
6. Cost proposal (15 points)

An additional five (5) points will be awarded to qualifying local businesses within the Local Area that achieve a minimum score of 70.

Contract Award and Negotiation

Contract awards are subject to:

- Successful negotiations
- Agreement on terms and conditions
- Completion of a Pre-Award Review, including evaluation of financial management systems, case management procedures, referral and placement processes, and records management controls.

No costs may be incurred before contract execution. Any pre-contract expenditures are at the proposer's sole risk.

SECTION III. LOCAL BOARD PROCUREMENT OPTIONS

Section III. LOCAL BOARD PROCUREMENT OPTIONS

The Local Workforce Development Board reserves the right to:

- Waive minor irregularities
- Accept or reject any proposal in whole or in part
- Award contracts without negotiation
- Negotiate proposal content, budget items, or service populations
- Reject all proposals and re-solicit, if in the best interest of the Local Area

Proposals deemed acceptable but not funded may be placed on a prioritized contingency list for future funding consideration.

Section IV. Proposal Selection Criteria

Proposal Review Process/Selection Criteria

The Local Workforce Development Board reserves the right to accept or reject any and all proposals (bids) received as a result of this request; to negotiate with any source the Local Board deems qualified; or to cancel and bid in part, or in its entirety, if it is in the best interest of the Local Workforce Development Area. Proposed bids that are determined by the Local Board to be acceptable, but which are not funded, will be placed on a prioritized contingency list for future use should funding become available and should the request meet the needs of the Local Board.

All responsive proposals will be reviewed and ranked using the following Process and Criteria outlined.

Responsive Proposals

For a proposal to be considered for funding, it must be responsive to this Solicitation Package (Request for Proposals). A proposal is considered responsive when: 1) the required number of copies is submitted; 2) it is in the format and order requested; and, 3) it provides all of the information requested in this package and on the forms requested in this package.

During the determination of responsiveness, no evaluation of the content of the proposal will occur; the reviewer will only be checking to determine if the proposal is in the correct format and all requested information is provided. Proposals that do not satisfy the responsive standards do not qualify for consideration in the competitive evaluation.

Review Criteria

The following is the 100-point scale under which responsive proposals will be rated:

1. The degree to which the proposal demonstrates an understanding of service needs and meets the service needs requested and outlined in this solicitation. (Total 10 points)

2. Experience and capability of the bidder. (Total 20 points)

3. Creativity, feasibility, quality, and probable effectiveness of bidders' approach. (Total 25 points)

4. Adequacy of proposed performance standards/goals and likelihood of meeting them. (Total 15 points)

5. Adequacy of staff and facilities for completing the assignment successfully. (Total
15 points)

6. Proposed Cost. (Total 15 points)

In addition to the 100 possible points through the normal review process, there are five (5) additional points that will be added for local businesses (within the Local Area) that achieve a minimum score of 70 under the normal review.

PROPOSAL RATING FORM

Proposer Name:				Activity:			
Rating Criteria			Points	Rating Criteria			Points
1	Degree to which the criteria proposed demonstrates understanding and provides what is requested. (Maximum of 10 points)			4	Adequacy of proposed performance standards/goals and likelihood of meeting them. (Maximum of 15 points)		
	a	Did the proposer provide clear and complete answers to all questions in the Request for Proposal? Were the answers acceptable? (Maximum of 5 points)			a	Are performance standards/goals acceptable according to the minimum? (No = 0, Yes = 7)	
	b	Was the response to the Request for Proposal in accordance with the format specified? (No = 0, Yes = 5)			b	Is approach designed to meet standards/goals in the specified time frame? (No = 0, Yes = 4)	
					c	Does the proposal include a plan to correct deficiencies in performance? (No = 0, Yes = 4)	
2	Experience and capability of bidder. (Maximum of 20 points)			5	Adequacy of staff, facilities for completing assignment Successfully. (Maximum of 15 points)		
	a	Has the bidder any history of operating employment and training programs? (No = 0, Yes = 5)			a	Does agency have adequate staff to carry out the proposed training? (No = 0, Yes = 5)	
	b	Has the proposer any history of working with the specified population? (No = 0, Yes = 5)			b	Did the agency present documentation or information that clearly indicated the staff=s qualifications to perform the proposed training? (No = 0, Yes = 5)	
	c	How long has this proposer worked with employment and training programs? <1 = 1, 1-2 = 2, 2 -4 = 3, >4 = 5)			c	Are facilities accessible to target population? Are facilities adequate to accommodate proposed activity? (No = 0, Yes = 5)	
	d	How successful has the proposer been in completing goals? (Maximum of 5 points)					
3	Creativity, feasibility, quality, and probable effectiveness of bidders approach (Maximum of 25 points)			6	Proposed Cost (Maximum of 15 points)		
	a	Does the bidder′s methodology for providing the service appears reasonable? (Maximum of 10 points)			a	Is the participant cost reasonable? (No = 0, Yes = 5)	
	b	What is the likelihood of this approach successfully meeting the needs of participants? (Maximum of 8 points)			b	Are proposed costs adequate to complete proposed program? (No = 0, Yes = 5)	
	c	Is the proposer familiar with the needs of participants? Is proposer aware of barriers and problems of participants? (Maximum of 7 points)			c	Is Line item budget clear and complete? (No = 0, Yes = 5)	
Signatures			Date	Total Points Awarded Based on Rating (Max. 100)			
				Points Awarded for Local Ownership (5)			
				Total Points Awarded (Max. 105)			

Contingency List

Existence of the contingency list does not automatically dictate its use by the Board, nor does existence of a proposal on the contingency list guarantee it will be funded in the future. The Board may elect to use proposals identified on the list if a determination is made after a review by the Program Review and Evaluation Committee and concurrence by the full Board that the highest-ranking proposal on the list will meet the needs of the Local Area in terms of performance expectations, service to target populations, and/or training occupations. Should the Board make a determination that no proposal on the contingency list appears to meet the needs of the Local Area, they may elect to request additional proposals.

The Contingency List will be compiled according to the category of training and population to be served. This list will be ranked within each category of training according to the score received (from highest to lowest) on the Proposal Rating Form. Those proposals ranked within each category of training will also be ranked according to level of service to target populations. The two rankings will be averaged to arrive at an overall ranking within each training category. This will be the ranking used in determining which proposals may receive funding.

De-Obligation of Contracts Policy

In accordance with established policy, a contract is subject to de-obligation when it fails to perform at the stated goals as contained in the Contract. This statement will be included in all contracts.

In order for the Local Area to ensure adequate progress toward the implementation of its plan and maintenance of expected performance levels, in addition to an adequate rate of expenditure against available resources, the Administrative Entity will conduct reviews on a quarterly basis. A report of these reviews will be submitted to the Board with appropriate recommendations, if necessary. The Board has the option of accepting, modifying, or rejecting the recommendations.

If the Administrative Entity recommends de-obligation, the local board will conduct a review to determine whether de-obligation is appropriate. Based upon the board's review, if it is decided that de-obligation is appropriate, the contract funds awarded may be subject to reduction to the actual level of customers enrolled.

Appeals Process

Written notification of funding decisions will be sent to the bidder(s) within seven (7) working days following funding decisions made by the Board.

Bidders not awarded a contract and wishing to appeal the decision should follow the procedures outlined below:

1. Within three (3) working days following receipt of the notification, the bidder must advise the City of Columbus Job Training Division of “intent to appeal”. This notification must be in writing. The complainant must give the individual’s name, position, and agency name.

2. Within five (5) working days following notification, the bidder must provide the Job Training Division with a written appeal.

   The written appeal should document specific violations of specific sections of the Workforce Innovation and Opportunity Act and/or document specific instances where the decision-making body was influenced (such as nepotism, conflict of interest, discrimination) which unfairly caused the aggrieved bidder to be placed at a disadvantage competitively.

3. Within fifteen (15) days following receipt of the written appeal, the Job Training Division will advise the Bidder of the date for a hearing. Hearing will be held by an impartial review panel that may consist of members of the community who are not Lower Chattahoochee Workforce Development Board members, City of Columbus employees, or Local Board members from other local areas.

4. Only those appeals which are valid (follow the steps outlined above) will be considered.

5. Within thirty- (30) days following receipt of the written appeal, the impartial review panel will meet to review the written appeal, the Board’s response to review documents, and hear testimony.

6. Within sixty- (60) days following receipt of the written appeal, the review panel will notify the Local Board of its decision and the Local Board will notify the bidder.
   If the Bidder is still aggrieved following this action on the appeal, he may appeal to the Governor. This appeal should be made within ten (10) days of the Local Board’s decision.

   This appeals procedure should be implemented when facts substantiate a violation of the procurement process. Appeals should not be based on feeling.

Specific Fidelity Bonding Requirements

The amount of bonding required for the contract is determined by calculating the total amount of the contract by the percentage shown on the following 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

board chairpersons, directors, treasurers, and bookkeepers, varying with individual circumstances. If a position bond is used, each position scheduled must be for the minimum amount required. [Example: If a contract requires $75,000 bonding, each scheduled position should be bonded for that amount (not scheduling three positions for $25,000 each).]

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. It is the responsibility of the Contractor to ensure that a final copy of the bond or rider is received, maintained on file, and appropriate copies are submitted to the Job Training Division, Columbus Consolidated Government.

Once the bond and/or binder is determined correct, one (1) copy of the fidelity bond or binder will be required by the Job Training Division to be attached as an Appendix to the Contract.

Federal, State, and local government organizations need not provide bonding coverage if they have a general or blanket bond covering employee dishonesty or fraudulent actions. A copy of the bond will be required for inclusion with the contract. Contracts of less than $10,000 do not require a bond, unless advance payments (start-up) funds are requested. Startup funds will not be available under this proposal.

The Job Training Division, Columbus Consolidated Government, reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WIOA or Columbus Consolidated Government funds. Any clarifications regarding bonding requirements should be directed to the Director, Job Training Division at (706) 225-4529.

FIDELITY/ASSURANCE BONDS

A Certificate of Bonding is required to cover the contracting official for financial responsibility and be in accordance with the following schedule:

Total Contract Budget	Amount of Bond
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 over	12%

"Total Contract Budget" refers to the total amount of money that the Columbus Consolidated Government is responsible for in connection with the award of a contract.

Section V. Introduction to Services and Activities (Basic Planning Assumptions)

Statement Of Work

Proposers must demonstrate the capacity to coordinate services among required partners and providers with the Lower Chattahoochee WorkSource Georgia One-Stop delivery system. The selected contractor must acknowledge and operate under the direct oversight and leadership of the Lower Chattahoochee Workforce Development Board (LCWDB), which retains authority over service delivery contracts.

The statement of Work consists of two required components:

1) **Statement of Work Narrative** (maximum three pages), outlining the proposer's approach and capacity; and
2) **Statement of Work/Scope of Work Checklist** confirming compliance with required elements.
   Proposers must review the checklist thoroughly, indicate acknowledgement of each requirement, and provide an authorized signature affirming the organization's commitment to fulfill the stated obligations.

WORK STATEMENT NARRATIVE GUIDELINES:

1) No more than 3 pages.
2) Items to consider:
   a. Describe how your staff will coordinate and manage the service delivery of required partners and service providers.
   b. Describe how these relationships will foster clear communications and work together to achieve common outcomes.
   c. Describe your agency's capacity to carry out the day-to-day coordination and management of the one-stop partner services. Include a backup plan for the funded position(s) to cover leave time or absences.
   d. Describe your understanding of WIOA.
   e. Describe your agency's mission. Describe your customer service and facility management expertise. Include the staffing to be funded and how this position fits into your organizational chart (must submit).
   f. Describe how your staff will work with partners and employers within the One-Stop to support economic development priorities related to creating a trained workforce for the future.
   g. Describe how your agency's goals relate to the Lower Chattahoochee WorkSource Georgia WIOA goals. (Specify any WIOA past experience or experience in managing federally funded programs). The proposer should be able to propose outcome measures that effectively capture and evaluate their efficiency and system effectiveness.
   h. List three to five primary reasons why your organization is best suited to be awarded this contract.
   i. Discuss any experience with handling complaints and/or concerns from partners and customers.
   j. Experience should include oversight of staff and experience in developing and delivering technical assistance.

k. Include a proposed data collection and validation methodology, as well as a proposed reporting method among partner agencies. (The local area uses the Georgia Work Ready Online Participant Portal)
l. Include discussions on both training for the One-Stop operator and staff.
m. Include how the bidder will play a role in ensuring all partners are contributing to the center.
n. Discuss how you will comply with all Federal/State/Local regulations, as well as provide oversight to ensure that all partner agencies are also in compliance.

The contractor shall maintain and manage the WIOA Comprehensive One-Stop Center in Muscogee County and any additional affiliate sites later identified according to WIOA regulations. The contractor shall align with Georgia's WIOA & Wagner-Peyser State Plan, the Lower Chattahoochee WorkSource Georgia Workforce Development Board mission, and local area policy and procedures. (Within this section, the term "local area" is used to identify Administrative Staff operating WIOA services within Area 14. WDA website:www.columbusga.gov/jtd

In carrying out the direct service requirements listed below, the contractor shall:

- Coordinate all WIOA-funded services consistent with the goals and objectives of the Lower Chattahoochee WorkSource Georgia One-Stop system; and
- Coordinate services to avoid duplication of services with the Lower Chattahoochee WorkSource Georgia system partner agencies

1. To provide day-to-day coordination of partner services and management of the one-stop partners in the COS location and any affiliate locations.

a. Ensure the center is staffed 15 minutes prior to the morning hours posted.
b. Ensure the center doors are open to the public AT the hours posted in the morning and closed NO earlier than the closing time posted.
c. Ensure the facility is clean and is in proper condition for public and staff use.
d. Monitor partner participation by recording any partner absences on their appointed days and times and reporting to the LCWDB.
e. Submit all required reports to the LCWDB or its designee.
f. Monitor any customer complaints. Handle customer complaints as the event is taking place and report ALL complaints to the Lower Chattahoochee WorkSource Georgia EO Officer.
g. Maintain regular and open communication with the Administrative Office and One-Stop Staff.
h. Coordinate, as necessary, with other One-Stop locations and required partners within the Region.
i. Coordinate with employers within the Lower Chattahoochee WorkSource Georgia region.
j. Attend meetings.
k. Disseminate information to partners as directed and when needed.
l. Adhere to standard One-Stop policies and procedures.
m. May participate in Job Fairs in the WorkSource Region.

2. May assist Lower Chattahoochee WorkSource Georgia customer(s) with:

    a. Resume Development.
    b. Computerized job search (including employer contact).
    c. Completion of online applications.
    d. Use of fax machine, telephones, computers for contacting and working with potential employers.
    e. Registration in the Georgia Work Ready Online Participant Portal (GWR) system for customer tracking.
    f. Information regarding the local labor market,
    g. Information regarding all WIOA partner programs.
    h. Information regarding the use of GWR for customer self-assessment.
    i. Referrals as appropriate to address the needs.

3. May provide for the application process for youth, adults and dislocated workers who are interested in accessing WIOA services. The application process will be performed according to instructions as issued by the local area. The Georgia Work Ready (GWR) electronic case management system shall be the only system used in this process.
4. May provide referrals to customers who are interested in entering WIOA partner programs. This determination will be performed according to instructions as issued by the local area. The GWR system shall be the only system used in this process.
5. May assist customers in making an informed customer choice in the process of job search.
6. May assist the local area in the delivery of rapid response services to dislocated workers, if applicable.
7. May refer customers to other services when the customer is in need of those activities, including WIOA training services, social services agencies, community-based organizations, faith-based organizations, and other partner agencies.
8. May provide information on the full array of applicable or appropriate services that are available through the local area's One-Stop location(s), other local offices, other providers, or One-Stop partners.
9. May participate in local area Job Fairs, Resource Fairs, partner meetings, and other WIOA promotional activities representing the Lower Chattahoochee WorkSource Georgia.
10. Will submit weekly/monthly/quarterly reports as required by the LCWDB.

STAFF REQUIREMENTS

1. All staff funded with WIOA funds shall have a written job description with roles and responsibilities specific to the coordination and management of partners providing the delivery of WIOA services as specified in this RFP. The contractor may not assign WIOA-funded staff to any duties or responsibilities beyond the comprehensive delivery of WIOA services outlined in the resulting contract.
2. The contractor must have sufficient staff to ensure the Lower Chattahoochee WorkSource Georgia One-Stop location(s) and affiliate site(s) are staffed ALL open hours as set by the local area.
3. The contractor shall submit a staffing plan (organizational chart must be included) which shall be sufficient to provide for staff to deliver, coordinate, and manage

partner services on a full-time basis.

4. The contractor must be willing to maintain maximum staff flexibility to allow for the mobilization of appropriate staff to meet new and/or unexpected service delivery demands within the Lower Chattahoochee WorkSource Georgia eight (8) county local area.
5. The contractor shall notify the local area immediately of any vacant position(s); when new staff is expected to be hired and be committed to filling staff vacancies with qualified candidates without any delay or gap in services.
6. The contractor shall assign a contact to serve as the contract manager to work with the local area on all issues related to carrying out the terms and conditions of the contract between the local area and contractor.
7. The contractor shall ensure that WIOA funded staff, at a minimum, have the following skills, knowledge and/or abilities:

    a. EXCELLENT customer services skills
    b. Computer literacy skills sufficient to perform <u>accurate and timely</u> data entry, if required or necessary, and other data collection functions
    c. Knowledge of labor market information and resource tools
    d. Skilled in techniques for collaborating, coaching and managing partner participation in the One-Stop(s)
    e. Ability to succeed in a “team-work” environment
    f. Knowledge of history and purpose of workforce development programs
    g. Ability to handle customer complaints and ensure safety of partner staff and customers in the One-Stop

8. The contractor shall ensure that all staff hired to work under this contract are trained by local area staff in the following areas:

    a. One-Stop Requirements and Procedures. Staff may also be familiar with WIOA process.
    b. Updating and maintaining information on employment services available throughout the local area’s One-Stop delivery system.
    c. The use of specific USDOL Workforce Development and One-Stop service Internet tools (e.g. Americas Career Net Tool, Americas Service Locator, ONET, GCIS and Georgia Work Ready System)
    d. How to obtain Labor Market Information
    e. The use of the Georgia Work Ready system to capture customer registrations to record customer participation to satisfy the One-Stop reporting requirements.
    f. The contractor shall ensure that all staff funded through this contract have undergone a criminal background check and drug screening and do not have any violations or convictions that could adversely affect the customers served under this program.

9. The contractor shall maintain staff to perform internal monitoring of the services the contractor is providing.

PROGRAM PERFORMANCE REQUIREMENTS

1. Regarding performance goals and reporting requirements, the contractor shall:

    a. Be aware that the local area achieves all performance WIOA goals/measures as specified in the contract agreement
    b. conducts follow-up services for all WIOA job seekers and reports on results as defined by WIOA regulation and/or local area policy

PROGRAM /FINANCIAL REPORTING & MANAGEMENT REQUIREMENTS

1. Reporting requirements shall include both program and financial reports and will include but not be limited to the following:

    Programmatic:

    a. Ensure that partners perform timely and accurate data entry in the GWR system.
    b. Keep track of the numbers served as required by the local area.
    c. Reporting on participation in One-Stop activities.
    d. Prepare monthly and year-end performance and expenditure reports.
    e. Prepare corrective action reports as deemed necessary.
    f. Prepare ad-hoc reports requested by the local area.

    Financial:

    a. Prepare invoices for services and related expenses and bill monthly. Invoices are due by the 4th day of the month following the reporting month.
    b. The contractor shall use the invoice format provided by the local area
    c. The contractor shall maintain sufficient documentation on file in their offices to support invoices and make such documentation available for review by authorized personnel.
    d. The contractor must report financial expenditures on an ACCRUAL basis (accrual reporting is required), if applicable.

2. The local area reserves the right to adjust reporting requirements, upon mutual agreement with the contractor, if such adjustments are deemed necessary to meet program objectives.
3. Regarding system management requirements and reporting, the contractor shall:
    a. Develop and maintain effective financial systems for the planning and budgeting of WIOA funds in accordance with WIOA regulations and applicable OMB guidelines.
    b. Maintain hard copies and electronic system files in compliance with WIOA rules and regulations, and local area procedures and policies.
    c. Notify local area staff by e-mail of any GWR system problems, or any other system management issues that may interfere with the contractor's ability to monitor and/or report on local partner participation and performance in a timely manner.
    d. Comply with all established reporting requirements, ensuring accurate and timely submissions.

POLICIES AND PROCEDURES

Regarding policies and procedures, the contractor shall:

1. Ensure that all staff are sufficiently trained in WIOA One-Stop operational policies and reporting procedures.
2. Provide staff access to both hard copies and electronic copies of all One-Stop policies and procedures developed for use by the local area.
3. Ensure that all newly developed One-Stop policies and procedures are shared with staff as appropriate.

CUSTOMER CONFIDENTIALITY

Regarding customer confidentiality, the contractor shall:

1. Maintain customer confidentiality at all times. Confidentiality requirements include any information regarding applications of customers and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.
2. Take reasonable steps to ensure the physical security of all data gathered and inform each of its partners, employees, contractors, and sub-recipients having any involvement with personal data or other confidential information of the laws and regulations relating to confidentiality.

RAPID RESPONSE SERVICES

1. The contractor may assist the local rapid response teams and ensure staff are readily available to assist in the coordination and implementation of rapid response services that meet partner, company, and individual dislocated worker needs within the local area.

WORKFORCE DEVELOPMENT SYSTEM COMMITTEE/BOARD MEETINGS

1. The contractor will attend or assign staff who may be requested to attend local One-Stop partner meetings, LCWDB committee meetings, WDB meetings, partner agency meetings, or other local area meetings pertaining to the Lower Chattahoochee WorkSource Georgia. Georgia One-Stop System operations.

GRIEVANCE PROCEDURES/CUSTOMER COMPLAINTS

1. The contractor shall train all staff in the local area WIOA grievance procedure process and ensure that copies of all grievance policy and procedures are available in all One-Stop locations in the Lower Chattahoochee WorkSource Georgia One-Stop delivery system.
2. The contractor shall inform the local area immediately of all complaints, oral and written, formal or informal, which are received by or about any WIOA-funded customers or staff, One-Stop partners or the One-Stop delivery system.
3. The contractor shall respond to all oral or informal complaints from customers within two (2) days from receipt of a complaint from the local area staff.

In addition to the Work Statement/Scope of Work requirements listed, the contractor understands and agrees to the following conditions related to the contract agreement and performance:

DISPUTE RESOLUTION

1. The contractor agrees to use administrative processes and negotiations in attempting to resolve disputes arising from a contract. The contractor shall continue performance of the contract activities during such dispute and shall immediately submit a written request for informal review and consultation to the local area. Should the dispute not be resolved at this level within thirty (30) calendar days of such request, the LCWDB, through its committee, shall review the disputed matter and after consultation with the LCWDB Chair, and the contractor, shall resolve the dispute in accordance with standards as set forth in WIOA Section 184, and such decision shall be rendered in writing and become binding to all parties. Nothing in this paragraph shall imply that the contractor is prevented from appealing to the local area or State pursuant to WIOA regulations.

DE-OBLIGATION/RE-OBLIGATION/EXTENSIONS

1. Throughout the contract year, the local area will compare the contractor's actual performance with planned performance as set forth in the contract and in accordance with WIOA and the One-Stop contract. If the contractor's actual performance is below planned performance, the contractor shall implement corrective action and shall inform the local area of the action and expected results.
2. Modifications reducing the budget levels of any contract may be considered and implemented during the course of the contract if and when a contractor fails to meet expenditures, client outcome goals, or notification from the local area or the U.S. Department of Labor of a funding reduction.
3. Either party may terminate a contract without cause after giving the other party thirty (30) days' advance written notice of their intent to terminate this agreement.
4. A contract may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of the contract. Performance does not mean only the actual delivery of the product or service specified in the contract. It is meant to include the delivery of the product or service in a manner that would be appropriate for good quality. In this event, the aggrieved party shall deliver three (3) working days' advance written notice to the other party specifying the performance failure and the intent to terminate. The contractor will have ten (10) days from the receipt of such notice to correct the condition to the local area's satisfaction. If the condition is not corrected within the ten (10) day period, the contractor will be determined to be in breach of contract.
5. The LCWDB may unilaterally terminate or negotiate modification of an agreement at any time if its Federal or State grants are suspended, reduced, or terminated before or during the contract period, or if Federal or State Grant terms and regulations change significantly.
6. In the event of early termination initiated by either party for whatever reason, the contractor is entitled to payment earned through the date of contract termination. Only reimbursement for costs incurred under contract from the contract beginning date through the date of contract termination will be eligible for payment.

CORRECTIVE ACTION

1. The LCWDB reserves the right to conduct monitoring and evaluation of the performance provided under this contract. The WDB will notify the contractor in writing of any deficiencies noted during such review and may withhold or disallow payments as appropriate based upon such deficiencies. The WDB will provide technical assistance to the contractor related to the deficiencies noted. The WDB shall conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them. If such deficiencies persist, the local area may terminate the contract.

LEGAL AUTHORITY

1. The contractor assures and guarantees that it possesses the legal authority pursuant to any proper, appropriate, and official motion, resolution, or action passed or taken, giving the contractor legal authority to enter into a contract, receive payments authorized under this contract, and perform the work the contractor has obligated itself to perform under the contract.

SECTION VI. ATTACHMENTS

Section VI. Request for Proposal

PROPOSAL COVER SHEET

I. General Information

Project Activity: _____

Organization Name: _____

Organization Address: _____

_____

_____

Telephone Number: _____

Email: _____

Contact Person: _____

II. Type of Agency (Check box(es) that apply)

Non-Profit	☐	For-Profit	☐
Private	☐	Minority Owned	☐
Small Business	☐	Female Owned	☐
Local	☐	Public	☐

III. Proposed Contract Operation Dates: July 1, 2026, through June 30, 2027

OFFER: The undersigned hereby proposes to furnish to Lower Chattahoochee Workforce Development Board the services as described in the Statement of Work in accordance with the specifications contained in this RFP.

The signature of the proposer below signifies the agreement of the proposer to all of the terms and conditions of this RFP unless exception is taken, in writing, and further certifies:

1. That the ***proposer*** is an organization that has a working knowledge of the deliverables and requirements described in this RFP.
2. That the proposal submitted meets all of the specifications in this RFP.
3. That the ***proposer*** 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.

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 governing body of the applicant, and the applicant will comply with the attached assurances if the funding is awarded.

Typed Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date

PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms listed on this are included in the proposal, regardless of whether they have been mentioned. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements, remember to ask at the Bidders Conference. This checklist is not required to be included in the proposal packet.

Before submitting your proposal, check the following:

☐ One original proposal and required documents, plus three copies. Appropriately marked.

A. Proposal Response Package Requirements.

☐ 1. Proposal Cover Page

☐ 2. Organization Information Form

☐ 3. Organizational Experience and Past Performance

☐ 4. Proposal Summary

☐ 5. Program Design

☐ 6. Program Cost and Performance, Budget Summary, and Detail Form

☐ 7. Planned Performance Form (is not applicable to this solicitation package)

☐ 8. Reference Listing

☐ 9. Provisions, Assurances and Certifications Form

☐ 10. Confidentiality Agreement

☐ B. Proposal Response Package Requirements (Not required with proposal packet)

☐ C. Copy of Business License

☐ D. Copy of Liability Insurance/Fidelity bond

☐ E. Lease/Rental Agreements and/or other Support Documents for which funds will be applied

☐ F. Authorized Agency Contact Form

ITEM A # 2
ORGANIZATIONAL INFORMATION FORM

1. **General Information. The proposal must incorporate the questions asked below. Summary format is acceptable provided all questions are addressed.**

   a. Date organization was established:
   _____

   b. Is this organization a Corporation? YES _____ NO _____.
   If "YES", attach a copy of the most current corporate registration certificate for the State of Georgia.

   c. Is this a community-based organization? YES _____ NO_____.
   Note that government agencies are not "community-based organizations".

   d. Current Federal Withholding Tax Identification Number:
   _____

   e. Georgia Withholding Tax Identification Number:
   _____

   f. SAM Number and CCR Registration Date:
   _____

   g. Attach a letter from the organization's CPA or Financial Official verifying that the federal and state withholding taxes and Georgia UI taxes are current.

   h. Does the organization have a current fidelity bond? YES _____ NO_____.
   If yes, attach a copy of the current fidelity bond as an attachment to the proposal. If not, provide a written explanation.

   i. Indicate the number of staff necessary for the operations of this project. _____

   j. Indicate the number of staff to be hired._____

   k. Is the organization accessible, and reasonable accommodations are made for the provision of services for disabled individuals? YES _____ NO_____.

   l. Indicate the number of existing staff to be used in the operation of this project. Attach a job description for each position to be used in implementing this project. If existing staff is to be utilized, attach resumes for each person. List below, positions they will fill, annual salary, and the percent of their time for each position that will be charged to this project.

      - If staff is to be hired, list the positions, annual salary, and percentage of salary charged to contract, and later forward resumes of personnel hired, indicating which positions they fill and the percentage of time.

ITEM F
AUTHORIZED AGENCY CONTACT FORM

AUTHORIZATION FORM LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT AREA FOURTEEN (WDA-14) JOB TRAINING DIVISION COLUMBUS, GEORGIA 31902-1340	
NAME OF ORGANIZATION:	PROJECT NAME:

AUTHORIZED AGENCY CONTACT(S)		
NAME/TITLE	**PHONE NUMBER**	**EMAIL ADDRESS**

Identify any additional authorized points of contact not listed on the cover sheet, should additional information and/or clarification of the proposal contents be required

The Lower Chattahoochee Workforce Development Board will require a separate signatory authorization form be completed and included in contractual agreements for the successful bidder.

1. STATEMENT OF WORK

Primary Scope of Work
In order to demonstrate your agency's understanding of the scope of services to be provided, describe the expectations for staffing, program performance requirements, program and fiscal monitoring responsibilities, outreach and recruitment of eligible populations, and other required activities necessary to effectively manage state-wide services outlined as key elements in this RFP.

Describe how your agency shall align with Georgia's WIOA & Wagner-Peyser State Plan, the Lower Chattahoochee Workforce Development Board's mission, and local area policy and procedures.

Benefit to Participant
Describe how participation in the program offered by your agency will be of benefit to potential WIOA customers. Summarize how participation will allow them a more seamless pathway to success.

Career Services (Intensive Service - Job Preparedness/Job Readiness)
Describe how your agency will provide 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. How required services will be determined and how referrals will be coordinated. Summarize the methodology that will be used to assess participants to determine the required career and intensive services that are necessary. Describe the methodology to be utilized in determining the high in-demand occupational areas for individuals to be trained.

Skills Gains:
Describe how your agency will identify and measure the skills gains achieved through participation in training.

Follow-Up Services
Describe the follow-up services your agency will provide to participants once they complete training, whether in unsubsidized employment or remain unemployed. Because reporting is required by the Administration during a post follow-up period, describe the methodology that will be used to ensure contact is maintained with participants who have completed training and those who have obtained unsubsidized employment. Describe how your agency will assist those participants during post follow-up, continue to retain employment and especially those who are not in unsubsidized employment, attain employment.

Other Services
Describe any other services that your agency will provide to participants during the training period that are not identified in this solicitation.

Outreach/Recruitment
Describe how your agency will conduct outreach and recruitment of adults, dislocated individuals, and youth to satisfy the contractual obligations.

Describe how your agency, as part of the Outreach and Recruitment effort, will attract specific target populations identified in the proposal to satisfy contractual obligations.

Facilities
Briefly describe the facility(ies) where the program is to be principally operated. Include size, location, accessibility, and any other special features relevant to the program.

Equipment/Material
Briefly describe any equipment, material, etc. that will be utilized in the execution of services under this proposal.

2. Management Plan

In this section, proposers should describe the overall management plan for the proposed program in terms of systems, procedures and programmatic and fiscal controls that will ensure contract compliance, meeting program goals and objectives, accountability, and transparency, and performing high quality services.

Management and Supervision

Agency Purpose: Describe the principal purpose of your agency. Will your agency receive other funding besides WIOA funds requested for under this proposal? If so, describe the source and intended purpose of such funds.

Agency Organization: Indicate through an organizational chart and supporting narrative, the lines of authority and responsibility related to the proposed program and its components. Include both full and part time program and administrative staff, supervisors, and managers. These should also demonstrate there are sufficient firewalls and conflict of interest policies and procedures are in place.

Monitoring
Briefly describe the methods and frequency with which components and activities will be monitored by staff, in addition to basic procedures for corrective action.

If the agency has previously provided any services, indicate whether or not any of the following findings were noted during the monitoring of your agency?

( ) Yes ( ) No Inadequate accounting system.
( ) Yes ( ) No Inadequate internal controls
( ) Yes ( ) No Inadequate counseling.
( ) Yes ( ) No Inadequate coordination of referrals to other One-Stop Partners
( ) Yes ( ) No Inadequate reporting
( ) Yes ( ) No Disallowed costs.

For each question in which the response was “YES”, describe how the finding(s) were resolved and what steps your agency implemented that would inhibit future recurrences.

Reporting and Recordkeeping
Identify positions within the agency responsible for report and record keeping, contract compliance monitoring, and the development of operational and fiscal procedures?

3. **Financial Capability**

Proposals must contain the following when submitted:

a) If your agency is a corporation, provide a certified copy of the registration certificate.

b) Attach a copy of a letter from your auditor which confirms that your organization has a financial system in place that provides for acceptable internal controls and contract compliance of applicable law and regulations. This letter should specifically address the fact that federal and state taxes are completed on a regular basis and are current.

c) Provide a certified copy of your current local business license.

d) Provide a certified statement verifying your agency's State UI Tax Number (DOL account number) and Federal Identification Number.

e) Provide a certified statement verifying your agency's SAM Number and CCR Registration.

f) Indicate if the organization is subject to the Single Audit Act.

g) Indicate if there is an approved indirect cost rate for the organization. Attach a copy of the indirect cost rate approval. The approval must be from a federal agency and must indicate what budget line items were included in the calculation of such rate.

4. **Organizational Information**

The following information must be included in the proposal:

a) Date the organization was established.

b) Identify in narrative the type of organization (e.g. community-based, for-profit, public organization, etc.).

c) Describe the organization's past or current experience with identified target populations.

d) Indicate the organization's staffing patterns for this project.

e) Indicate the number of staff that will be necessary for the operation of this project:

- ✓ Indicate the number of staff to be hired (if applicable)
- ✓ Indicate the number of existing staff to be used in the operation of this project:
- ✓ If existing staff is to be utilized, attach resumes for each person.
- ✓ List below the position they will fill and the percent of their time devoted to this project. If staff is to be hired, list the positions and later forward resumes of personnel hired, indicating which positions they will fill, and a copy of the verified I-9 form
- ✓ Attach a job description for each position that will be used for implementing this project.

f) Indicate Attach a copy of the agency's organizational chart.

5. **Fidelity Bond**
   Include a certified copy of your Fidelity Bond, which shows coverage for the period that would be covered (July 1, 2026 – June 30, 2027) by the proposed project.

6. **Budget**
   Complete and include the proposed budget following the format of the 'PY23 Detailed Budget' forms contained in this proposal. You may delete or add to the line items as applicable. Make sure that the "Detailed Budget Instructions" are read and complied with for justifying items included in the 'PY26 Detailed Budget'.

PY26 DETAILED BUDGET

	EXPENSE ITEM	PROJECT TOTAL	ADMINISTRATION (Not Applicable)	PROGRAM
A.				
B				
C.				
D.				
E.				
1. Staff Salaries (Sub-Total)				
A.				
B.				
C.				
D.				
E.				
F.				
2. Staff Fringe Benefits (Sub-Total)				
A.	Local (mi/mo._____ mi X 12 months @ .___ per mile)			
B.	Non-Local:			
3. Staff Travel (Sub-Total)				
A.	Telephone (/month x months)			
B.	Postage Meter &Supplies			
C.	Postage			
D.	Internet Usage Access: (____ mo x ____ months)			
E.				
F.				
4. Communications (Sub-Total				
	Rent (usage fee): _____/month x __ months			
	Renovations/Repairs			
	Janitorial (Building and Grounds)			
	Utilities			
	Gas			
	Electric			
	Water			
	Other			
	Janitorial Service			
	Yard Service			
5. Facilities (Sub-Total)				

Page 2:

PY26 Detailed Budget

	EXPENSE ITEMS	PROJECT TOTAL	ADMINISTRATION (Not applicable)	PROGRAM
	Liability Insurance			
	Fidelity Bond			
	Other Insurance			
	Umbrella Policy			
6. Insurance Costs (Sub-Total)				
	GA Unemployment @ _____%			
	Fed Unemployment @ ._____%			
	Business License			
	Business Tax			
7. Taxes (Sub-Total)				
	Office Supplies:			
	Project Supplies:			
8. Operating Supplies (Sub-Total)				
	Drug Screens			
	Background Checks			
	Fees:			
	Employer Reimbursement:			
	Uniforms, Tools, Etc.:			
	Tuition:			
	Books & Supplies:			
	Other(specify)			
9. Registrant Cost (Sub-Total)				
	Audit Costs			
	Accounting Fees			
10. Audit Costs (Sub-Total)				
	Office Equipment Purchase			
	Equipment Maintenance			
	Office Equipment: Lease			
	Project Equipment:			
	Rent/Lease			
	Purchase			
11. Equipment Costs (Sub-Total)				
	Indirect costs			
12. Indirect Costs (Sub-Total)				
	Profit			
13. Profit (Sub-Total)				
	Total			

DETAILED BUDGET NARRATIVE INSTRUCTIONS

A detailed explanation of all costs identified should be attached to the budget. All costs are identified as Program Costs under this proposal. Both Project total and Program costs should have identical figures. No Administrative Costs will be assigned to the budget.

2. Staff Salaries (Sub-Total). List each position and name of all personnel that will be assigned to this project. If no staff has been assigned to a position that is identified as part of the budget, but will be filled for this project at a later date, identify the position and in parentheses "vacant". The proposer will submit the name once the position is filled. The project total will be the sum of total annual salary multiplied by the average percentage of time each individual will spend on the project. Duplicate figures in the Program column. Total amount of all salaries will be identified in the respective line marked "Staff Salaries (Sub-Total).

3. Staff Fringe Benefits (Sub-Total). List all fringe benefits that will be charged (e.g. FICA, Health Insurance, Workers Compensation, et cetera). Identify the percentage(s) used to calculate the totals.

4. Staff Travel (Sub-Total). In "A", list projected total miles per month for all staff travel that will be charged and the rate per mile. For example: (200 miles x 12 months @ .50 per mile). The total should be documented in the project total column and program column. For non-local travel you will list amount of funds that will be allocated for non-local travel. (For instance, costs charged to project for attendance at "out of" area meetings and/or conferences that <u>are associated</u> with this project, et cetera).

5. Communications (Sub-Total). List all costs associated with this project. A detailed explanation of identified costs should be attached to the budget that support amounts. If items already listed on the budget form do not apply use additional lines to identify the expense items.

6. Facilities (Sub-Total). List all facility costs that will be charged to this project. Provide detailed explanation and support documentation. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns

7. Insurance Costs (Sub-Total). List all insurance costs that will be charged to this project. Provide an explanation for these costs. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns

8. Taxes (Sub-Total). List all applicable taxes charged to this project. Identify the percentage rate used to calculate costs that are identified for GA Unemployment Tax and Federal Unemployment tax rate. Any other taxes identified for this budget for which a percentage is used must be identified. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns.

9. Operating Supplies (Sub-Total). Identify total amount for office supplies and program supplies required for this project. Only those cost of supplies that are necessary to operate this project should be listed. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns

10. Registrant Costs (Sub-Total). Excluding “employer reimbursement”, list all type items and total amounts for each item listed that will be required in operation of the proposed project. “Employer Reimbursement” is not applicable to this proposal; therefore, no dollar amount should be identified. Calculate total amount of all lines and add the sum in the Sub-Total line for both project total and program columns.

11. Audit Costs (Sub-total). List any audit and/or accounting fees that will be applicable to this project. Add additional lines if required, identifying name and costs. The Sub-Total line should be the sum of all items identified under the Project Total and Program columns.

12. Equipment Costs (Sub-Total). Office Equipment Purchase. Identify a detailed list of all office equipment to be purchased under this project. Identify any equipment maintenance costs applicable to this project. In appropriate line, identify any office equipment or project equipment to be leased and costs that are applicable to this project. Provide a detailed list of this equipment and purpose. Proposers will submit copies of lease agreements if contracts are awarded.

13. Indirect Costs (Sub-Total). The rate used to determine indirect cost. Support documentation of approved rate is required.

14. Profit (Sub-Total). Applies only to for-profit agencies. The rate of profit applicable to this project is 5% of total contract amount.

15. Total. Add all subtotal line items.

7. Qualifications and References

Name of the Contracting Agency
Address
Telephone Number, including Area Code
Email Address

Dates (Terms of Contract)

Type of Program

Contract Amount

Contact Person
Address (if different than Contracting Agency)
Telephone Number (if different than Contracting Agency)
Email Address (if different tan Contracting Agency)

Qualifications -- In two pages or less, summarize the relevant qualifications, including experience and expertise of the proposer's organization.

References – Include in the proposal at least 3 written references that are familiar with the performance of the bidder's previous services that are similar in nature to those being proposed.

PROVISIONS, ASSURANCES AND CERTIFICATIONS

Any entity receiving funds under the Workforce Innovation and Opportunity Act, Public Law 113-128 must adhere to the following provisions, assurances and certifications:

1) SEC. 501 of WIOA. Privacy. The privacy protections afforded parents and students under section 444 of the General Education Provisions Act (20 U.S.C. 1232g);

2) SEC. 502 of WIOA. Buy-American Requirement. Compliance with Buy American Act.—None of the funds made available under WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the ''Buy American Act'');

3) Recipients of WIOA funds must adhere to the provisions regarding (29 CFR Part 93), Certification Regarding Lobbying;

4) Recipients of WIOA funds must adhere to the provisions of the Drug-Free Workplace Requirements Certification (29 CFR Part 98);

5) Recipients of WIOA funds must adhere to the provisions Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 37); This assurance applies to the Grantee's operation of the WIOA Title IB financially assisted program or activity, and to all agreements the Grantee makes to carry out the WIOA Title IB financially assisted program or activity. The Grantee understands that the Grantor has the right to seek judicial enforcement of this assurance.

a. WIOA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 37 and sections of the Workforce Innovation and Opportunity Act 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 IB financially assisted program or activity;
b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

6) Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions (29 CFR Part 98);

7) As the duly authorized representative the Grantee certifies that this agency has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIOA programs;

8) As the duly authorized representative the Grantee certifies that this agency will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to WIOA programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;

9) As the duly authorized representative the Grantee certifies that this agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain;

10) As the duly authorized representative the Grantee certifies that this agency will initiate and complete work relating to financial and management information system reporting requirements within acceptable time frames;

11) The Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended;

12) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records;

13) Military Selective Service Act;

14) Nontraditional Employment for Women Act;

15) Department of Labor Federal Regulations at 29 CFR Parts 34 and1604;

16) Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records

17) Will comply as applicable, with the provisions of the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements;

18) Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds;

19) Will comply with the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations;

20) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIOA programs. Will comply with any other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Innovation and Opportunity Act, or subsequent Executive or Congressional mandates;

21) Will establish, in accordance with section 184 of the Workforce Innovation and Opportunity Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under sections 127 and132;

22) The contractor must adhere to the Priority of Services to Veterans and eligible spouses pursuant to (20 CFR Part 1010) the regulations of the Jobs for Veterans Act published at 73 Fed. Reg. On December 19, 2008. Veterans and eligible spouses will be provided priority in USDOL-funded workforce services in accordance with the Jobs for Veterans Act (P.L. 107-288), (38 USC 4215) and Jobs for Veterans Act Final Rule (20 CFR part 1010) published at 73 Fed. Reg. 78132 (December 19, 2008);

23) Assures that it will comply with the confidentiality requirements for Federal contracts;

24) Assures that no funds received under the Workforce Innovation and Opportunity Act will be used to assist, promote or deter union organizing;

25) Assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act;

26) Advance Federal Agency Approval of Cost: It is agreed that it shall be the responsibility of the contractor to request in writing, from the WIOA Administrative Entity, approval of expenditures which require advance federal agency or their designee's approval in advance or incurrence of special or unusual costs. It shall be the responsibility of the WIOA Administrative Entity to acquire written approve from the federal agency or their designee's approval of these requests for advance approval received from the contractor and to notify the contractor in writing of the approval. Expenditures requiring advance federal agency or their designee's approval may not be made by the contractor prior to receipt of the WIOA Administrative Entity's written notification that federal agency or their designee's approval has been granted. The WIOA Administrative Entity's contract budget approval does not constitute previous federal agency/designee's and/or WIOA Administrative Entity approval of costs requiring advance federal agency/ designee approval.

27) Comply with the federal cost principles for determining allowable costs for this contract are OMB Circular A-122 for contracts with nonprofit organizations; A-87 for contracts with State or Local governments; and A-21 for contracts with educational institutions. Allowable costs for commercial organizations and those non-profits listed in Attachment C to OMB Circular A-122 must be determined under the provisions of the Federal Acquisition Regulation at 48 CFR part 31;

28) OMB Circulars A-133, Audits of States, Local Governments, and Non-Profit Organizations. Commercial organizations expending more than $750,000 in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program-specific financial and compliance audit;

29) The Federal Acquisition Regulation at 48 CFR Part 31 for commercial organizations and non-profit organizations listed in Attachment C of OMB CircularA-122;

30) Fair Labor Standards Act of 1935, as amended;

31) 29 CFR Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, codified from OMB CircularA-102;

32) 29 CFR Part 95, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations under the Jurisdiction of Foreign Governments, and International Organizations, codified from OMB CircularA-110;

33) The Copeland "Anti-Kickback" Act (18 USC Sec. 874 and 40 USC Sec. 276c), as supplemented by DOL in 29 CFR Part 3, regarding all contracts and subcontracts in excess of $2000 for construction or repair;

34) The Davis-Bacon Act (40 USC Sec. 276a to Sec. 276a-7), as supplemented by DOL in 29 CFR Part 5, concerning wages to laborers and mechanics in construction contracts and subcontracts in excess of $2,000 when required by Federal legislation;

35) Clean Air Act (42 USC Sec. 7401 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds $100,000;

36) Federal Water Pollution Control Act (33 USC Sec. 1251 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds$100,000;

37) The Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), as referenced at 29 CFR 97.36(i)(13), regarding mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan;

38) The Resource Conservation and Recovery Act (Pub. L. 94-580 codified at 42 USC Sec. 6962), as referenced at 29 CFR 95.16, regarding giving preference in procurement programs funded with federal funds to the purchase of recycled products pursuant to EPA guidelines;

39) The conflict of interest and code of conduct requirements governing Workforce Innovation and Opportunity Act transactions set forth at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, and at 20 CFR 667.200(a)(4);

40) The requirements related to nepotism found at 20 CFR Section 633.320;

41) The Federal Social Security Act, 42 USC Sec. 303 and 503, requiring states to disclose UI information to designated public officials for programs such as food stamps and child support recovery;

42) The Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended September 7, 2007, and the Jobs for Veteran's Act enacted in 2002;

43) The Georgia Security and Immigration Compliance Act of 2006 (SB 529) and the Georgia Illegal Immigration Reform and Enforcement Act of 2011. (OCGA13-10-91(b)(3);

44) (WIOA Training Programs) The contractor will ensure that worksites adhere to applicable federal/state wage, labor and worker's compensation laws. Wages shall be paid at rates not less than those prevailing on projects of a similar nature in the locality as determined by the Secretary of Labor in accordance with subchapter IV of Chapter 31 of the Title 40, United States Code and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App.) And Section 3145 of Title 40, United Stated Code (Recovery Act Sec. 1606);

45) The contractor must adhere to the prohibition of WIOA funds to be used for; religious or political activities including religious worship or instruction, gambling establishment, aquarium, zoo, golf course, or swimming pools;

46) The contractor must adhere to the Whistleblower Protection (Recovery Act Sec. 1553);

47) Local areas will comply with the security and privacy standards of Public Law 104-191 - the Health Insurance Portability and Accountability Act of 1996;

48) Paperwork Reduction Act of 1995 (44 U.S.C.3507(d));

49) Migrant and seasonal farmworkers will be provided the same range and quality of services as non-migrants, and equity of service will be afforded to migrant and seasonal farmworkers in all labor exchange services provided in the area. [20 C.F.R., Part 653]; and

50) Contractors will comply with section 101 of Public Law 109-149 which limits the salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration and provided to recipients and sub-recipients.

51) Americans with Disability Act Compliance – Contractor agrees to make reasonable efforts to comply with the Americans with Disability Act.

52) HIPAA Business Associate Agreement – Defines the rights and responsibilities of a contractor in reference to the Health Insurance Portability and Accountability Act, which pertains to the security and privacy of patient health information.

53) Federal Funding Accountability & Transparency Act (FFATA) – Contractor agrees to comply with FFATA that outlines the conditions for reporting for federal grants $25,000 or greater.

I have read and understand the above provisions, assurances and certifications. The agency/organization further understands it must adhere to all of the above provisions, assurances and certifications as applicable.

_____	_____
Authorizing Signature	*Date*

Certification Regarding
Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.10. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

In keeping with this directive, the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Form must be signed and returned with this Proposal. Should your proposal be selected for funding, this form will be required to be updated and made a part of your contract.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

The prospective primary recipient of Federal Assistance funds certifies to the best of its knowledge and belief, that is and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
(b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (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;
(c) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If you cannot sign this certification, please attach a detailed explanation to your proposal when it is submitted.

_____
Name and Title of Authorized Representative

_____ _____
Signature Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. 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 the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).

6. The prospective primary participant agrees by submitting this proposal 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 entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. 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 ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

9. 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.

10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, 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 an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a member of Congress in connection with the awarding of any Federal grant, 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, an officer or employee of Congress, or an employee of employee of a Member of Congress in connection with this Federal Grant or Cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure form to Report Lobbying Activities, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, loans, and subcontracts) and that all subrecipients 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 organization that 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.

_____

Typed Legal Name of Organization

_____

Typed Name of Authorized Representative

_____ _____

Signature of Authorized Representative Date

Certification Regarding Drug-Free Workplace Requirements

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
b. Establishing an on-going drug-free awareness program to inform employees about:
    (1) The dangers of drug abuse in the workplace;
    (2) The grantee's policy of maintaining a drug-free workplace;
    (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required in paragraph (a);
d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    (1) Abide by the terms of the statement; and,
    (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation;
e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below, or include as a separate attachment, a listing of the site(s) for the performance of work done in connection with the specific grant:

_____
Place of Performance (Street address, city, county, State, zip code)

_____
Name of Organization

_____
Name and Title of Authorized Representative

_____
Signature Date

Confidentiality Agreement

Agency Name:_____ , understands that our work for the Lower Chattahoochee Workforce Development Area 14 will involve handling sensitive personal information about Workforce Innovation and Opportunity Act ("WIOA") customers, including but not limited to customers' Social Security numbers. As part of our work, we will enter and retrieve personal information about customers using the Georgia Work Ready electronic database system.

We understand that the Lower Chattahoochee Workforce Development Area 14, as a condition of providing WIOA services, has agreed to terms and conditions designed to safeguard the information obtained from WIOA customers and to maintain confidentiality as required by law. I understand that various federal and state laws prohibit the unauthorized use or disclosure of personal information obtained from WIOA customers.

I agree to follow and be bound by those terms and conditions regarding the confidentiality of personal information. I understand that I may be subject to civil and criminal liability under state and/or federal law if I violate those terms and conditions.

_____ _____

Authorized Agency Signature Date