



**COUNTY OF SAN BERNARDINO
Workforce Investment Board
POLICY MANUAL**

No. 6 (R1)

ISSUE 1

PAGE 1

By

EFFECTIVE 1/30/12

SUBJECT

Accepting Unsolicited Proposals for WIA Training and Program Services Policy

APPROVED

Rod Hoover

POLICY STATEMENT:

Based on the availability of WIA program funds, the Workforce Development Department (WDD) on behalf of the San Bernardino County Local Workforce Investment Board may accept unsolicited proposals for WIA Adult, Dislocated Worker and Youth training services and/or programs which enhance the ability of county residents to achieve self-sufficiency; and move forward for consideration, those proposals which meet the following criteria:

Process:

CRITERIA: Unsolicited Proposals must meet ALL of the following criteria:

1. Meet and comply with the full intent of the WIA law; and
2. Provide only those services allowable under the Act to Adult, Dislocated Workers and Youth; and
3. Meet all the outcomes and performance requirements under the WIA law; and
4. Meet federal, state and local fiscal and administrative requirements;
5. Demonstrate a plan for sustainability in the absence of WIA funding, and
6. One or more of the following criteria:
 - a. Is responsive and relevant to the occupational needs of local business and industry, and contribute to the economic well-being of the community;
 - b. Develops private and public strategic partnerships to ensure the development of worker's skills in demand occupations based on industry needs;
 - c. Increases the integration of the business community, education, and Workforce Development resources, to meet the skills training needs of high growth industries;
 - d. Increases the opportunity for employers to use apprenticeship training, combined with on-the-job training and academics, to ensure an adequate supply of skilled workers;
 - e. Develops career paths enhancing the opportunities in high growth occupations;
 - f. Provides services to special "target" populations as described in WIA regulations;
 - g. Provides WIA services in county geographical areas that have been underserved or where a lack of adequate WIA services exists.

In addition, to be accepted for review, the unsolicited proposal must meet the relevant and/or appropriate of the following requirements:

1. Is an educational organization, a public agency, private non-profit agency or for profit organization or business, community based or faith-based organization; and
2. Have no outstanding Corrective Actions Tracking System items with WDD; and
3. Able to certify that the organization is not proposed for debarment, presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, Debarment and Suspension, and Implemented by 28 CFR, Part 67, for prospective participant in primary covered transactions; and
4. Maintain adequate files and records and meet County of San Bernardino statistical reporting requirements; and
5. Have the ability to track program participants for twelve months after exiting the program (for youth programs); and
6. Demonstrate the administrative and fiscal capability to provide and manage the proposed services identified in the unsolicited proposal; and
7. Demonstrate the ability to provide a cash match/in kind, or other funding to supplement the

- amount of WIA funds requested in the unsolicited proposal; and
8. Capable of achieving WIA performance outcomes for the Program Year in which the unsolicited proposal is to be implemented; and
 9. Demonstrate that the proposed funding from a contract resulting from the unsolicited proposal will not be over 75 percent of the organization's gross revenue; and
 10. Demonstrate the ability to cover insurance and workers compensation levels of \$1,000,000 for liability and \$250,000 for workers compensation.

All unsolicited proposals must contain, at a minimum, the following information:

1. Cover Letter

- Name, address and phone number of institution/organization/individual
- Title of proposal
- Proposed duration of program/service
- Amount requested
- Requested starting date
- Type of business
- Contact person and phone number

2. Introduction

- Background
- Purpose

3. Program Design

- Objectives
- Target Population and/or Area(s)
- Service Delivery method
- Program Time line
- Organization's experience/capabilities

4. Program Outcomes and Performance

- Entered Employment rate
- Retention rate at 9 months
- Employment Credential and Credential rate
- Earnings Increase after 6 months

5. Budget including required match

- Line item expenses
- Budget narrative

6. Signature Page

- Signatory authority
- Fiscal authority (if applicable)
- Participating partners (if applicable)

7. Mandatory Federal, State and Local Program Requirements

The following checklist will be completed and utilized to evaluate all unsolicited proposals received:

- Name _____
- Address _____
- Type of business _____
- Person submitting proposal _____
- Phone _____
- Email address _____
- Name of Program _____
- Objectives _____
- Length of program _____
- Total Class/Program hours _____
- Student classroom hours _____
- Total Students _____
- Cost per Student _____
- Total Cost per Program _____
- Requested Start Date _____
- Target Population _____
- Service Delivery Method _____
- Organization's experience/capabilities _____
- Comply with WIB Policy regarding criteria _____
- If not, list requirements not met: _____
- Job placement percentage _____
- Wage upon completion or wage increase _____
- Collaborations with Employers _____
- Provide explanation for future industry demand _____
- Is the proposal "Green" _____
- Does proposal fit WIA funding guidelines _____
- Does Proposal fit with industry employment sectors as identified by the WIB _____
- Is proposal cost effective _____