

**THE MISSISSIPPI PARTNERSHIP  
WORKFORCE DEVELOPMENT AREA**

**Program Year 2024**

**Request for Proposals**

for

**Workforce Innovation and Opportunity Act (WIOA)  
Gateway Out-of-School Youth Program**

**Release Date:**

**March 19, 2024**

**Deadline for Submission:**

**April 16, 2024**

**4:00 p.m. CST**

*Late submissions will not be accepted.*

**Fiscal Agent:**

**Three Rivers Planning & Development District**

**75 South Main Street, P.O. Box 690**

**Pontotoc, MS 38863**

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- A Transmittal Document
- B Proposal Budget Synopsis Form
- C Budget Narrative Form & Instructions
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- E Non-Expendable Property Form
- F Minimum Threshold Certification

## SOLICITATION SCHEDULE

Action	Date	Time Line (days)
Release of RFP	3/19/2024	0
Offeror’s Conference	3/26/2024	7
Last day to Submit RFP Questions	4/2/2024	14
Proposals due at 4:00 p.m. CST	4/16/2024	28
Presentation of Proposals to Workforce Board (tentative date)	5/23/2024	65
Program Implementation	7/1/2024	104

## I. Introduction

### A. Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) {Public Law 113-128} passed in Congress and was signed into law on July 22, 2014 by President Barack Obama. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market; match employers with skilled workers needed to succeed in the global economy; and increase the employment, retention, earnings, and postsecondary credentials of participants and as a result increase participants self-sufficiency and meet the skill requirements of employers. For more information and a copy of the WIOA regulations you may go to <https://www.dol.gov/agencies/eta/wioa>. The funds available for services solicited by this RFP are appropriated under WIOA Title I.

### B. The Mississippi Partnership Workforce Development Area

The Mississippi Partnership Workforce Development Area (MPWDA) is one of four designated workforce development areas in the State of Mississippi. The Mississippi Partnership encompasses a 27-county area in the north/northeast region of the state. The MPWDA, through its fiscal and administrative agent Three Rivers Planning & Development District (TRPDD), is soliciting proposals through this Request for Proposals (RFP) for the provision of WIOA Gateway Out-of-School Youth programs to identify and fund organizations that have experience providing Career Development programs or similar programs for youth and young adults who are most in need and can benefit from Workforce Innovation and Opportunity Act (WIOA) services.

This solicitation is conducted pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act (WIOA) and the applicable regulations and policies of the Office of Grant Management (OGM) of the Mississippi Department of Employment Security (MDES).

### C. Purpose of Solicitation

This RFP is seeking proposals from organizations that demonstrate innovative approaches to providing services to WIOA-eligible Out-of-School Youth which includes career pathways, the Mississippi Partnership's target industries (advanced manufacturing, energy, healthcare, information technology, and logistics/warehousing), as well as postsecondary education and careers in partnership with training providers and employers that offer long-term self-sufficiency for youth through employment.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. Successful respondents will serve as sub-recipients of WIOA funds administered by the United States Department of Labor (DOL), the Mississippi Department of Employment Services (MDES) and The Mississippi Partnership.

D. Summary of Solicitation

<b>Target Population:</b>	Out-of-School Youth Ages 16-24		
<b>Geographic Area:</b>	Alcorn	Itawamba	Pontotoc
	Attala	Lafayette	Prentiss
	Benton	Lee	Tate
	Calhoun	Lowndes	Tippah
	Chickasaw	Marshall	Tishomingo
	Choctaw	Monroe	Union
	Clay	Montgomery	Webster
	DeSoto	Noxubee	Winston
	Grenada	Oktibbeha	Yalobusha
<b>Program Start Date:</b>	July 1, 2024		
<b>Initial Contract End Date:</b>	June 30, 2025		
<b>Type of Contract:</b>	Cost-Reimbursement Contract or Current Needs		
<b>Option to Extend:</b>	The Mississippi Partnership may extend the contract for an additional 2 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of The Mississippi Partnership.		
<b>PY 2024 anticipated # of Youth to be Served:</b>	300 Out-of-School Youth		
<b>PY 2024 anticipated funding available for Out-of-School Youth:</b>	\$1.5 Million		

E. Eligible Applicants

Eligible respondents may include the following that are in compliance with the Mississippi Ethics of Government requirements and meet the Minimum Threshold Requirements and Assurances (Attachment F):

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

The Mississippi Partnership encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women’s business enterprises whenever possible. The Mississippi Partnership is committed to Equal Opportunity in its contracting process.

Unless otherwise exempt, an entity must be registered in System for Award Management (SAM) before submitting its proposal and must provide a valid DUNS number in its proposals. Organizations that have not previously been awarded a WIOA contract but have managed other Federal, State, or local funds to deliver a similar program design are encouraged to apply.

## 1. Compliance with Mississippi Ethics in Government

In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the State Workforce Investment Board (SWIB) and Local Workforce Investment Board (LWIB), Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no WIB member shall have an interest in funds subject to WIB oversight. A prohibited interest includes but is not limited to 1) a WIB member whose business receives a contract or subcontract funding in whole or in part by WIOA, 2) a WIB member whose business offers training on the “eligible training provider’s list,” and 3) a WIB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WIB oversight. The prohibition lasts for one year after the interested WIB member’s terms ends. This prohibition does not extend to WIB members representing the public sector, such as community college and State agency representatives.

## 2. Minimum Threshold Requirements & Assurances

The proposing organization must meet all of the Minimum Threshold Requirements & Assurances described in the Minimum Threshold Form (Attachment F). Proposals failing to meet any Minimum Threshold Requirement & Assurances or failing to include the Minimum Threshold Certification Form, bearing the original signature of the proposing organization’s signatory official, and documentation of unresolved audit findings as described in section IV. of the Minimum Threshold Form will be rejected. PLEASE NOTE: Proposers must include as part of the proposal package the agency’s most recently completed audit. If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two months of the proposal submission date) financial statements and a business plan.

## II. Gateway Out-of-School Youth Program

### A. Overview

The purpose of the WIOA Gateway OSY Program is to help eligible young adults develop career pathways; provide meaningful career exposure and work experience through internships, apprenticeships (including pre-apprenticeships), and job shadowing; learn about the Mississippi Partnership’s target industries (advanced manufacturing, energy, healthcare, information technology, and logistics/warehousing); provide linkages to postsecondary education and careers in partnership with training providers and employers that offer long-term self-sufficiency for youth through employment. The goal is for all young adults to: (1) continue in unsubsidized employment earning a self-sufficient wage, (2) enroll in post-secondary career training, or (3) enlist into the military after completing the WIOA Gateway OSY Program.

### B. WIOA Out-of-School Youth Eligibility

Under this procurement, participants served in the WIOA Gateway Out-of-School Youth Program must be residents of the Mississippi Partnership Workforce Development Area unless prior approval is received from the fiscal agent. Participants must also meet the eligibility guidelines stated below:

1. Not attending or enrolled in any school\*; and
2. Not less than 16 and not more than age 24; and
3. Is in one or more of the following categories:
  - a. A high school dropout;
  - b. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;
  - c. An individual who is subject to the juvenile or adult justice system;
  - d. A homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
  - e. Pregnant or parenting;
  - f. An individual with a disability;
  - g. A youth who has attained a secondary school diploma or its recognized equivalent who is low income and basic skills deficient or English language learner; or
  - h. Low Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

*\* For WIOA purposes individuals who are participating in YouthBuild, Job Corps, Adult Education/High School Equivalency class, or non-credit bearing post-secondary classes are considered to be out-of-school for eligibility purposes.*

For additional definitions/explanations associated with Out-of-School Youth Eligibility please refer to The Mississippi Partnership Youth Eligibility & Data Validation Policy.

### C. Program Design

Programs should be individualized to fit the needs of the participants, “meet the youth where they are,” and increase their future employability prospects. Programs should be designed to assist youth in overcoming a variety of employment barriers and developing a range of skills needed for the youth to be successful in the workforce. All youth programs are required to provide the following:

1. An objective assessment of each participant for the purpose of identifying appropriate services and career pathways. The objective assessment includes:
  - a. Basic skills level,
  - b. Occupational skills
  - c. Prior work experience,
  - d. Employability,
  - e. Interests and aptitudes (including interests and aptitudes for non-traditional jobs),
  - f. Supportive service needs, and
  - g. Developmental needs.

*Assessments prior to enrolling a youth in the program is a major key to a successful outcome.*

2. An individual service strategy (ISS) for each participant that shall identify:
  - a. Career Pathways that include education and employment goals (including, in appropriate circumstances, non-traditional employment);

- b. Appropriate achievement objectives; and
- c. Appropriate services for the participant, taking into account the assessment conducted.

*The individual service strategy for each youth must be updated monthly, at a minimum.*

- 3. Services that:
  - a. Lead to the attainment of a secondary school diploma or HSE, or a recognized post-secondary credential
  - b. Prepare youth for post-secondary educational opportunities;
  - c. Strong linkages between academic and occupational education;
  - d. Prepare youth for unsubsidized employment opportunities, in appropriate cases;
  - e. Effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional markets.

*These services are imperative for the youth's success after enrollment into the youth program and in attainment of federal, state, and, local performance measures.*

#### D. Required Program Elements

WIOA requires 14 program elements that must be available to eligible youth who are assessed as needing them. These program elements are designed to assist youth with improving educational achievement, preparing for and succeeding in employment, and supporting youth development. The MPWDA requires WIOA Gateway OSY Programs to offer two additional program elements: Access to ACT WorkKeys® testing and Essential Job Skills Training.

Proposers must directly provide program elements 3, 7, 9, 11, 13, 14, 15, and 16 listed below. However, all of the program elements must be accessible to participants (based on need). If a proposer is not directly providing all the program elements, it must demonstrate the ability to collaborate with other organizations to provide such services. Proposers may include letters of intent from community partner organizations, volunteers, or entities donating services for one of the program elements.

#### Federally Required Program Elements

1. **Tutoring**, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that leads to completion of the requirements for a high school diploma.
2. **Alternative secondary school offerings or dropout recovery services** that leads to the completion of a recognized High School Equivalency (HSE).
3. **Paid and unpaid work experiences\*** that are structured learning experience in a workplace and provide opportunities for career exploration and skill development. Paid and unpaid work experiences should have a component for academic and occupational education.
4. **Occupational skills training** which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations. Offerors must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges).
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation and occupational cluster;**

6. **Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social and civic behaviors. Activities may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role.
7. **Supportive services\*** that enable an individual to participate in WIOA activities. These services may include linkages to community services and/or assistance with transportation, childcare, meals, and appropriate work attire and work-related tools. Offerors will need to discuss in this section how they will work with participants to discuss these linkages. If participants have documentation that they are unable to obtain such services through other non-WIOA programs, the youth provider may provide the needed supportive services.
8. **Adult mentoring** may occur both during program participation and follow-up for a total duration of at least twelve months.
9. **Follow-up services\*** for at least twelve months after exiting the program to ensure the youth's success in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may include the following program elements: (1) supportive services, (2) adult mentoring, (3) financial literacy education, (4) labor market and employment information such as career awareness, career counseling, and career exploration, and (5) activities that help youth prepare for and transition to postsecondary education and training.
10. **Comprehensive guidance and counseling**, including drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs, as appropriate.
11. **Financial literacy education\*** that provides youth with the knowledge and skills they need to achieve long-term financial stability.
12. **Entrepreneurial skills training** that provides the basics of starting and operating a small business.
13. **Services that provide labor market and employment information about in-demand industry sectors or occupations available\***, such as career awareness, career counseling, and career exploration services.
14. **Activities that help youth prepare for and transition to postsecondary education and training.\***

Mississippi Partnership Required Additional Program Elements

15. **Access to ACT WorkKeys® testing and potential obtainment of Career Readiness Certificate (CRC)\***
16. **Essential Job Skills Training\*** to including topics such as: (1) Appearance/Dress, (2) Attendance and Punctuality, (3) Getting Along with Others & Teamwork, (4) Communication, (5) Attitude, (6) Problem Solving & Critical Thinking, (7) Financial Awareness, (8) Completing employment related documents such as I-9 and Tax Forms

*\* MPWDA requires WIOA Gateway OSY Programs to directly provide these program elements.*

E. Additional Requirements

Programs are strongly encouraged to partner and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of all youth.



1. Information and Referrals-

Each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided:

- a. Information on the full array of applicable or appropriate services; and
- b. Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis;

2. Applicants not meeting enrollment requirements-

Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with

- 1. above to meet the basic skills and training needs of the applicant;

3. Involvement in design and implementation-

Parents, participants, and other members of the community with experience relating to programs for youth shall be involved in the design and implementation of WIOA youth programs.

F. Outreach and Communications

WIOA Gateway OSY Providers must work to inform the community of services, resources, and programs funded by the Mississippi Partnership Local Workforce Development Area. Activities should include:

- 1. Community Outreach: Providers shall establish and maintain key community relationships to ensure that businesses, youth, and the general public know about their workforce programs. This includes but is not limited to media outreach, informing local elected officials, contacting and answering questions from training providers, utilizing employer associations, and reaching out to community organizations.
- 2. Special Events: Providers shall utilize job fairs and special events to increase visibility, especially with regional employers. Special events may include but are not limited to graduation ceremonies for training participants, open houses, career panels, and job fairs.

G. Required Performance Measures

Programs must be designed to help all enrolled participants meet the long-term, mandatory WIOA/DOL performance accountability standards known as Common Measures. Subgrantees awarded through this RFP will be measured based on the PY 2024 Mississippi Partnership Youth Negotiated Performance levels; however, PY 2024 performance levels are not available at the time of this RFP. The PY 2023 Mississippi Partnership Youth Negotiated Performance levels are listed in the chart below.

The Mississippi Partnership PY 2023 Youth Negotiate Common Measures Performance Levels	
Employment/Education Rate 2 <sup>nd</sup> Quarter after Exit	81.0%
Employment Education Rate 4 <sup>th</sup> Quarter after Exit	81.0%
Median Earnings	\$3,112
Credential Attainment	71.2%
Measurable Skills Gains	60.5%
Effectiveness in Serving Employers	Baseline

In addition to the Common Measures listed above, subgrantees will be expected to meet quarterly fiscal and participant enrollment benchmarks which includes the following:

- Total number of youth served in comparison to contract goal of number of youth to be served
- Equitable distribution of Gateway Out-of-School Youth Program across subgrantee's service area
- Total number of internship worksites
- Total number of youth receiving a paid work experience/internship
- Work Experience expenditures
- Total number of youth receiving a credential other than an HSE while in the program (goal of 20% of youth served will receive such a credential by the end of the program)
- Youth who exit the WIOA OSY Program with employment will have a starting wage of \$10.00/hour

All required performance measures and/or rates are subject to change at any time. Additionally, the Mississippi Partnership may implement additional measures due to regulations or local need.

#### H. Responsibilities of the WIOA Gateway Out-of-School Youth Service Provider

Below is a summary of the responsibilities of a WIOA Gateway Out-of-School Service Provider:

1. Utilize The Mississippi Partnership's online portal for the Gateway Youth Program which may include:
  - a. Automating Participant Enrollment utilizing electronic signature capabilities
  - b. Online Essential Job Skills Modules
  - c. Professional Development Modules such as resume building, preparing for interviews, and job search strategies.
2. Locate and recruit WIOA eligible out-of-school youth ages 16-24.
3. Collect and document eligibility information from participants.
4. Register WIOA eligible participants in the state's MIS systems such as MS Works and WebXtender.
5. Complete an objective assessment of the individual's skills and needs .
6. Develop and maintain an Individual Service Strategy (ISS) for each participant enrolled using the template provided by TRPDD. (An ISS is the individual's plans and goals for education, career choice, career planning, etc.)
7. Refer applicants who are determined to be ineligible for the Gateway Out-of-School Youth Program to other entities or organizations for further assistance.
8. Recruit employers to serve as worksites and work with them to develop jobs for the participants.
9. Maintain contact with participants and employers to ensure the participant receives a valuable work experience.
10. Provide payroll services (either directly or by securing a vendor) including:
  - a. Maintaining payroll records and issue payroll checks to participants. This includes withholding of applicable federal and state taxes; withholding of Social Security and Medicare payments; and remitting employee withholdings to the proper governmental authorities as required by law.
  - b. Maintaining Worker's Compensation and liability insurance coverage for participants. The subawardee is responsible for any injuries to participants and any required federal reporting of participant injuries.
  - c. Preparing and mailing appropriate tax forms (W-2) to participants as required by the IRS.
11. Provide supportive services to eligible youth as needed.

12. Provide 12 months of follow-up services and report outcomes for participants after program completion.
13. Maintain at least monthly contacts with participants while in the program and through the end of the 12 months of follow-up services.
14. Provide access and linkages to public and private organizations to maximize the participants' access to the 14 federally required WIOA program elements and 2 locally required WIOA program elements. (See page 6-7 of this RFP for further information regarding the WIOA Program EI)
15. Inform the community of services, resources, and programs about your WIOA Gateway Out-of-School Program funded by the Mississippi Partnership Local Workforce Development Area.

I. Employer/Worksite/Occupation Prohibitions

1. Regulations regarding Child Labor Laws must be followed. You may research these online at: <https://www.youthrules.gov/>
2. Participants may not be employed on construction, operation, or maintenance of a facility that is used for religious instruction or worship.
3. Participant may not be placed in a WIOA work experience activity if the participant's immediate family directly supervises the participant.
4. Employers/Worksites utilized for the WIOA work experience component must be in compliance with the Mississippi Ethics of Government requirements as described on page 4 of this RFP.

J. Parameters of Work Experience Component

1. The Work Experience component will be a 160 hour paid internship.
2. Participants may be paid an hourly rate may not exceed the worksite's prevailing wage for similarly situated individuals in similar occupations by the same employer and who have similar training, experience, and skills.
3. Participants may be paid only for the time worked. No pay is allowed for holidays or other time when the participant is not actually working.

III. Overview of Solicitation

A. The solicitation schedule is:

Action	Date	Time Line (days)
Release of RFP	3/19/2024	0
Offeror's Conference	3/26/2024	7
Last day to Submit RFP Questions	4/2/2024	14
Proposals due at 4:00 p.m. CST	4/16/2024	28
Presentation of Proposals to Workforce Board (tentative date)	5/23/2024	65
Program Implementation	7/1/2024	104

B. Offerors' Conference

An offerors' conference will be held:

Date:	March 26, 2024
Time:	10:00 a.m. CST
Location:	Three Rivers PDD, 75 South Main Street, Pontotoc, MS 38863

While this meeting is not mandatory, any organization that is interested in submitting a proposal is encouraged to attend. TRPDD staff will review the RFP and respond to questions regarding its requirements. Questions asked at the Offerors' Conference along with responses will be posted to the Three Rivers Planning & Development District website (<http://trpdd.com/workforce/downloads/>).

C. RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP must be submitted via e-mail with the exception of the offeror's conference. Written questions may be submitted to [crackley@trpdd.com](mailto:crackley@trpdd.com) no later than April 2, 2024, at 4:30 CST. Questions that are received after the deadline will not be answered.

Questions and responses will be posted on the TRPDD website. **It is the respondent's responsibility to check the website on a regular basis for responses to the questions submitted.**

D. Addenda to this RFP

At the discretion of Three Rivers PDD, if it becomes necessary to revise any part of this RFP, an addendum will be posted on Three Rivers' website, <http://trpdd.com/workforce/downloads/>. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by Three Rivers PDD of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

E. Ex-Parte Communication

The Mississippi Partnership prohibits ex-parte communication or lobbying of any kind with any board member, Three Rivers PDD staff, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

F. Right to Cancel or Negotiate

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

This RFP does not commit The Mississippi Partnership to accept any proposal, nor is The Mississippi Partnership responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The Mississippi Partnership reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of The Mississippi Partnership. The Mississippi Partnership reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of The Mississippi Partnership.

G. Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by The Mississippi Partnership to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

IV. Conditions of Solicitation

The release of this RFP does not constitute an acceptance of any offer, nor does it in any way obligate the Mississippi Partnership to execute a contract with any offeror. The Mississippi Partnership reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute a contract with any offeror rests solely with the Mississippi Partnership Workforce Board and the Chief Elected Official for the Mississippi Partnership Workforce Development Area.

A. Before preparing proposals, offerors should note that:

1. The Mississippi Partnership *will not be liable* for any costs associated with the preparation of proposals or negotiation of contracts, incurred by any offeror.
2. All proposals in their entirety will become the property of the Mississippi Partnership upon submission.
3. The award of a contract for any proposed service(s) is contingent upon:
  - a. Favorable evaluation of the proposal;
  - b. Approval of the proposal by the Workforce Board; and
  - c. Successful negotiation of any changes to the proposal required by the WDB or the Chief Elected Official.
4. Provision of services specified in this RFP requires substantive knowledge and understanding of:
  - a. The Workforce Innovation and Opportunity Act, and the implementing regulations;
  - b. State policies, procedures, and directives.

B. The WIOA Act, its implementing regulations, and other documents and information of interest may be found online at <https://www.dol.gov/agencies/eta/wioa>. Current Mississippi Partnership local policies and procedures for WIOA are available at <http://trpdd.com/workforce/downloads/>.

- C. Subgrantees will be required to assume full responsibility for all specified services and **may subcontract only with expressed prior written approval of the Mississippi Partnership Workforce Development Area.**
- D. In submitting a proposal, the offeror certifies its legally constituted organization, and that in connection with this proposal:
  - 1. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
  - 2. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and
  - 3. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- E. Person(s) signing the proposal certify that person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any action contrary to IV.D.1., 2., or 3. above.

V. Period of Performance and Subaward Instrument

A. Period of Performance

The Mississippi Partnership anticipates funding contracts for PY 2024 which begins on July 1, 2024, and ends June 30, 2025, with the possibility of the option to renew the contract for up to two (2) additional years pending annual performance, compliance review, and available funding.

If an entity receives funding for PY 2024 through this procurement and meets contract obligations satisfactorily, the Mississippi Partnership Local Workforce Development Board will have the option to extend the contract for an additional year without the entity having to procure for services in PY 2025. Additionally, if an entity receives an extended contract for PY 2025 the same stipulations will apply in making funding decisions for PY 2026. A contract awarded under this RFP may be renewed for no more than two years. If a contract is not renewed for the first year, the contract will not be considered for renewal during the second year.

Please note that this does not guarantee any entity a contract past PY 2024, but it allows the Board the option of extending contracts with entities that are performing well.

B. Subaward Instrument

The Mississippi Partnership Workforce Development Area anticipates the award of cost reimbursement or current needs subawards. Subawards will conform to the requirements of the Federal Acquisition Regulations and the 2 CFR 200 Uniform Guidance and have the following general characteristics:

- 1. The Mississippi Partnership Development Workforce Area will reimburse the contractor the lessor of:

- a. The actual cost of operating the approved program, in accordance with the contract statement of work and budget; or
- b. The obligated amount of the contract.
2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
3. Subaward funds must be segregated in a book of accounts and tracked by the cost category of program costs for WIOA contracts.
4. Subaward funds will be subject to detailed financial and compliance audits conducted by the MPWDA or its authorized representatives.
5. In general, funds and activities are subject to the restrictions contained in and referred to by the subaward boilerplate.
6. Subaward contracts will consist of the Signature Page, Subaward Boilerplate (Terms and Conditions), Statement of Work, Management Plan, Performance Matrix, and Budget/Budget Narrative.

VI. General Instructions for Proposal Submission

- A. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must be delivered on or before:**

Date:	April 16, 2024
Time:	4:00 p.m. CST
Location:	Three Rivers Planning & Development District Re: WIOA Gateway OSY Program Proposals 75 South Main Street Post Office Box 690 Pontotoc, Mississippi, 38863

B. Proposal Content:

- Transmittal Document *{Attachment A}*
- Table of Contents
- Demonstrated Experience and Ability
- Program Narrative
- Fiscal Narrative & Budget *{Include Attachments B, C, D, and E}*
- Minimum Threshold Certification & Assurances *{Attachment F}*

C. Proposal Format Requirements

Font	10-12 Point; Times New Roman or Arial or Calibri
Pages	Single-Sided
Margins	One (1) Inch - this applies to <b>ALL</b> margins
Spacing	Double-Spaced
Header	The name of the organization submitting the proposal and the page number on each page.

D. Proposers should use the forms included in this RFP. If a proposer opts to create and complete forms using their own computer software, the resulting forms must be identical to those included in this RFP. RFP form files will be available for download on the TRPDD website ([www.trpdd.com/workforce/downloads](http://www.trpdd.com/workforce/downloads)) or may be e-mailed to proposers if requested.

E. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages \_\_\_\_, \_\_\_\_, \_\_\_\_, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the Mississippi Partnership has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

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

G. Timely receipt of proposals is the sole responsibility of the offeror. If a respondent sends their proposals via U.S. Postal Service, UPS, FedEx, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

H. **One (1) unbound proposal (it may be clipped together with a binder clip that is easily removable) and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at Three Rivers by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies by the deadline.**



## VII. Proposal Required Sections

### A. Demonstrated Experience and Ability – up to 25 points

For proposers who have not operated a WIOA youth or similar program during the past two years, the proposer will be rated on section B. Ability.

#### 1. Demonstrated Experience

Respondents should describe demonstrated experience and ability for the past two years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

- a. Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant employment and training needs.
- b. Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
- c. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one and no more than three references from previous work of a similar nature, and specify the following:
  - 1) Contracting agency
  - 2) Type(s) of program(s)
  - 3) Term of contract
  - 4) Dollar amount of contract
- d. If the proposer has provided WIOA youth programs in another workforce area, supply the following information.
  - 1) Name of the workforce area
  - 2) Contact person for the workforce area, including address and telephone number
  - 3) Counties served under that contract
  - 4) Type of program
  - 5) Dollar amount of contract
  - 6) Number of youth proposed to serve
  - 7) Actual number of youth served as of the date of this proposal submission
  - 8) Cost per participant
  - 9) A copy of the most recent monitoring report
  - 10) Correspondence related to corrective actions, if any
  - 11) Performance information

#### 2. Ability

If the proposer does not have demonstrated experience, please outline how your organization has the ability to be an effective and efficient provider of WIOA youth services.

### B. Program Narrative – up to 40 points

#### 1. Gateway Out-of-School Youth Program Services

Describe how your program will provide the following services. Also, provide assurance that the proposer understands that WIOA youth funds can only be used to serve WIOA eligible youth who have been certified into the program.

- a. Utilize The Mississippi Partnership's online portal for the Gateway Youth Program which may include:
    - 1) Automating Participant Enrollment utilizing electronic signature capabilities
    - 2) Online Essential Job Skills Modules
    - 3) Professional Development Modules such as resume building, preparing for interviews, and job search strategies.
  - b. Locate and recruit WIOA eligible out-of-school youth ages 16-24.
  - c. Collect and document eligibility information from participants.
  - d. Register WIOA eligible participants in the state's MIS systems such as MS Works and WebXtender.
  - e. Complete an objective assessment of the individual's skills and needs.
  - f. Develop and maintain an Individual Service Strategy (ISS) for each participant enrolled using the template provided by TRPDD. (An ISS is the individual's plans and goals for education, career choice, career planning, etc.)
  - g. Refer applicants who are determined to be ineligible for the Gateway Out-of-School Youth Program to other entities or organizations for further assistance.
  - h. Recruit employers to serve as worksites and work with them to develop jobs for the participants.
  - i. Maintain contact with participants and employers to ensure the participant receives a valuable work experience.
  - j. Provide payroll services (either directly or by securing a vendor) including:
    - 1) Maintaining payroll records and issue payroll checks to participants. This includes withholding of applicable federal and state taxes; withholding of Social Security and Medicare payments; and remitting employee withholdings to the proper governmental authorities as required by law.
    - 2) Maintaining Worker's Compensation and liability insurance coverage for participants. The subawardee is responsible for any injuries to participants and any required federal reporting of participant injuries.
    - 3) Preparing and mailing appropriate tax forms (W-2) to participants as required by the IRS.
  - k. Provide supportive services to eligible youth as needed.
  - l. Provide 12 months of follow-up services and report outcomes for participants after program completion.
  - m. Maintain at least monthly contacts with participants while in the program and through the end of the 12 months of follow-up services.
  - n. Inform the community of services, resources, and programs about your WIOA Gateway Out-of-School Program funded by the Mississippi Partnership Local Workforce Development Area.
2. WIOA Program Elements

Indicate that the proposer will assume ultimate responsibility for ensuring that all program elements are made available to youth assessed as needing them. Proposers must directly provide program elements 3, 7, 9, 11, 13, 14, 15, and 16 listed below. If a proposer is not directly providing all the program elements, it must demonstrate the ability to collaborate with other organizations to provide such services. Proposers may include letters of intent from community partner organizations, volunteers, or

entities donating services for one of the program elements. Describe, in detail, how you plan to provide each required program elements.

#### Federally Required Program Elements

1. **Tutoring**, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that leads to completion of the requirements for a high school diploma.
2. **Alternative secondary school offerings or dropout recovery services** that leads to the completion of a recognized High School Equivalency (HSE).
3. **Paid and unpaid work experiences** that are structured learning experience in a workplace and provide opportunities for career exploration and skill development. Paid and unpaid work experiences should have a component for academic and occupational education.
4. **Occupational skills training** which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations. Offerors must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges).
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation and occupational cluster;**
6. **Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social and civic behaviors. Activities may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role.
7. **Supportive services** that enable an individual to participate in WIOA activities. These services may include linkages to community services and/or assistance with transportation, childcare, meals, and appropriate work attire and work-related tools. Offerors will need to discuss in this section how they will work with participants to discuss these linkages. If participants have documentation that they are unable to obtain such services through other non-WIOA programs, the youth provider may provide the needed supportive services.
8. **Adult mentoring** may occur both during program participation and follow-up for a total duration of at least twelve months.
9. **Follow-up services** for at least twelve months after exiting the program to ensure the youth's success in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may include the following program elements: (1) supportive services, (2) adult mentoring, (3) financial literacy education, (4) labor market and employment information such as career awareness, career counseling, and career exploration, and (5) activities that help youth prepare for and transition to postsecondary education and training.
10. **Comprehensive guidance and counseling**, including drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs, as appropriate.
11. **Financial literacy education** that provides youth with the knowledge and skills they need to achieve long-term financial stability.

12. **Entrepreneurial skills training** that provides the basics of starting and operating a small business.
13. **Services that provide labor market and employment information about in-demand industry sectors or occupations available**, such as career awareness, career counseling, and career exploration services.
14. **Activities that help youth prepare for and transition to postsecondary education and training.**

Mississippi Partnership Required Additional Program Elements

15. **Access to ACT WorkKeys® testing and potential obtainment of Career Readiness Certificate (CRC)**
16. **Essential Job Skills Training** to including topics such as: (1) Appearance/Dress, (2) Attendance and Punctuality, (3) Getting Along with Others & Teamwork, (4) Communication, (5) Attitude, (6) Problem Solving & Critical Thinking, (7) Financial Awareness, (8) Completing employment related documents such as I-9 and Tax Forms

3. **Recognized Credentials and Certifications**

Describe how your program will make available opportunities for the participant to receive necessary recognized credentials/certifications, including but not limited to HSE and ACT Career Readiness Certificate (CRC). Indicate your understanding that The Mississippi Partnership Workforce Development Area has a goal that 20% of the youth served in the WIOA Gateway Out-of-School Youth Program will receive a credential other than a High School Diploma/High School Equivalency while in the program.

4. **Performance Management**

- a. Describe how your program will coordinate with Three Rivers to report new enrollments and follow-up/tracking of participants through entering data into the State's tracking systems, including Mississippi Works and WebXtender (also known as Imaging). Once a participant is enrolled and/or has a status change you must update the State's tracking systems within 5 business days.
- b. Describe what methods the project will employ to manage performance as a participant progress through the program from enrollment, employment placement and retention.
- c. Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, and required performance goals.
- d. Describe how you will identify, develop and maintain relationships with training providers and employers and other partners, which will result in positive outcomes for employment and retention.
- e. Describe how your program will ensure the WIOA/DOL performance accountability standards known as primary indicators of performance and the local performance standards detailed in Section II. G. on pages 8 and 9 are met.

C. **Fiscal Narrative and Budget – 35 points**

The proposer must include a proposal budget and budget narrative according to the required format. Proposer should include Attachments B (Budget Synopsis), C (Budget Narrative Form), D (Salary Budget Narrative Form), and E (Non-Expendable Property Form) in this section of their proposal.

1. Narrative

- a. Describe the organization's experience with managing Federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- b. Describe the organization's familiarity with Federal financial management standards. Discuss how the organization ensures compliance with those standards.
- c. Describe any leveraged community and partner resources.
- d. State that all costs included are reasonable, allowable, necessary, and allocable among the cost categories using cost principles from OMB 2 CFR Part 200 and FAR 31.2, as appropriate.

2. Budget

Each proposer is required to submit a detailed budget. **A minimum of 25% of the total proposed budget must be for paid work experience/internships.** A complete set of budget narrative sheets must be submitted with the original proposal for a proposal to be reviewed and rated and considered by the Workforce Board for funding.

**NOTE:** Each proposal must include detailed budget narrative sheets providing the basis for valuation of each line item.

This budget narrative should be completed on the forms included in this RFP package and must offer sufficient detail to allow an assessment of cost reasonableness. Proposers should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program.

Proposal budgets should follow these approved cost categories and allowable line items:

- **Participant Costs:**
  - Work Experience – Include items such as the youth's salary, employer FICA match, payroll processing costs (contractual costs), and liability insurance/workers' comp cost for youth if not included in contractual costs. **This line item must be a minimum of 25% of the total proposed budget.**
  - Supportive Services - Include work-related items, educational related items, childcare, travel, & other allowable supportive services.
  - Participant Consumable Costs – Include Materials/Supplies/Tests directly related to participants.
  - Miscellaneous Participant Costs – Provide specific details of all miscellaneous charges.
- **Staffing Costs**
  - Staff Salaries - At a minimum, the names of staff, job title of each position, total salary for each position, and percentage to be charged to the WIOA activity should be listed.
  - Fringe benefits - Include contributions for Social Security, employee insurance (life, health, unemployment, worker's compensation, etc.) and pension plans.
- **Infrastructure Costs**
  - Facility Rental/Cost-Sharing Agreement - Include information regarding the cost per square foot per month. Also include total square feet available, cost per square foot, and documentation

showing that cost per square foot is consistent with average costs for similar space elsewhere in the area.

- **Remaining Overhead Costs**

- Advertising/Outreach - Include outreach and dissemination of information to specific target populations.
- Audit
- Copying/Printing - Do not include costs directly related to participants.
- Dues/Memberships - Provide details regarding organizations and associations.
- Equipment (lease/purchase/maintenance) - Include a description of the type of equipment that is to be purchased or leased, and the estimated cost associated with each item. Justify method of valuation (i.e., lease, purchase, depreciation, usage allowance)
- Insurance - State the type of insurance (e.g., general liability). Do not include health or disability insurance for staff in this line item.
- Postage
- Publications/Subscriptions - List specific publications.
- Staff Travel - Indicate which staff member(s) is expected to travel and for what purpose, as well as how that purpose is directly related to the program.
- Office Supplies – Include office supplies for staff. Do not include supplies, tests, or other materials which are directly related to participants.
- Telephone/Communication - Include phone and internet costs.
- Utilities - Include gas, water, electricity, and garbage, as appropriate.
- Indirect Costs - Include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost plan and include a copy of the approved indirect cost plan must be included in the proposal.
- Contractual/Third-Party Agreements
- Other Allowable Costs - Provide specific details of other costs needed for your program.

#### D. Minimum Threshold Certification & Assurances

Fully complete the Minimum Threshold Certification & Assurances (Attachment F). This must be submitted in order for a proposal to be considered for funding. This document must bear the original signature of the proposing entity's signatory official. **PLEASE NOTE:** Proposers must include as part of the proposal package the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two months of the proposal submission date) financial statements and a business plan.

#### VIII. Proposal Rating

The maximum total score for a proposal is 100 points. A minimum total score of 70 must be received in order to be considered for funding through this RFP. Maximum allowable points by Proposal Section are:

- Demonstrated Experience/Ability – 25 points
- Program Narrative – 40 points
- Fiscal Narrative and Budget – 35 points

**The Mississippi Partnership  
WIOA Gateway Out-of-School Youth Proposals  
Transmittal Document**

PROPOSING ORGANIZATION	CONTACT PERSON																											
Name: _____	Name: _____																											
Address: _____	Address: _____																											
City, State, Zip: _____	City, State Zip: _____																											
Signatory Official: _____	Phone: _____																											
Federal Identification #: _____	Email: _____																											
DUNS #: _____																												
SAM Unique Entity ID: _____																												
<b>Total Out-of-School WIOA Funds Requested</b>	<b>Total Number of Out-of-School Youth Proposed to Serve</b>																											
\$																												
County(ies) to be Served	Type of Agency																											
<table style="width: 100%; border: none;"> <tr> <td>Alcorn _____</td> <td>Itawamba _____</td> <td>Pontotoc _____</td> </tr> <tr> <td>Attala _____</td> <td>Lafayette _____</td> <td>Prentiss _____</td> </tr> <tr> <td>Benton _____</td> <td>Lee _____</td> <td>Tate _____</td> </tr> <tr> <td>Calhoun _____</td> <td>Lowndes _____</td> <td>Tippah _____</td> </tr> <tr> <td>Chickasaw _____</td> <td>Marshall _____</td> <td>Tishomingo _____</td> </tr> <tr> <td>Choctaw _____</td> <td>Monroe _____</td> <td>Union _____</td> </tr> <tr> <td>Clay _____</td> <td>Montgomery _____</td> <td>Webster _____</td> </tr> <tr> <td>DeSoto _____</td> <td>Noxubee _____</td> <td>Winston _____</td> </tr> <tr> <td>Grenada _____</td> <td>Oktibbeha _____</td> <td>Yalobusha _____</td> </tr> </table>	Alcorn _____	Itawamba _____	Pontotoc _____	Attala _____	Lafayette _____	Prentiss _____	Benton _____	Lee _____	Tate _____	Calhoun _____	Lowndes _____	Tippah _____	Chickasaw _____	Marshall _____	Tishomingo _____	Choctaw _____	Monroe _____	Union _____	Clay _____	Montgomery _____	Webster _____	DeSoto _____	Noxubee _____	Winston _____	Grenada _____	Oktibbeha _____	Yalobusha _____	<p style="text-align: center;">**Check One**</p> <p>_____ Private For Profit</p> <p>_____ Private Non-Profit</p> <p>_____ Faith Based Organization</p> <p>_____ Community Based Organization</p> <p>_____ State/Local Government Agency</p> <p>_____ Public Agency (including Educational Entities)</p> <p>_____ Other (Specify):</p>
Alcorn _____	Itawamba _____	Pontotoc _____																										
Attala _____	Lafayette _____	Prentiss _____																										
Benton _____	Lee _____	Tate _____																										
Calhoun _____	Lowndes _____	Tippah _____																										
Chickasaw _____	Marshall _____	Tishomingo _____																										
Choctaw _____	Monroe _____	Union _____																										
Clay _____	Montgomery _____	Webster _____																										
DeSoto _____	Noxubee _____	Winston _____																										
Grenada _____	Oktibbeha _____	Yalobusha _____																										
<b>CERTIFICATION</b>																												
<p>This proposal constitutes a bonafide offer to provide the services as outlined and in accordance with the proposed project budget, subject to the award and negotiation of a subgrant. The proposer is legally authorized to submit this proposal and to provide the services should an award be made. The proposer has submitted this proposal in accordance with the requirements of The Mississippi Partnership Workforce Development Area, as outlined in the solicitation. The proposer understands that The Mississippi Partnership Workforce Development Area assumes no responsibility for the costs of preparing this proposal or negotiating a subaward if one is awarded.</p>																												
_____	_____																											
Signature of Authorized Official	Date																											

**THE MISSISSIPPI PARTNERSHIP  
Proposal Budget Synopsis Form**

<b>PARTICIPANT COST</b>	
Work Experience - Wages/Fringe	_____
Work Experience - Contractual Expenses	_____
Work Experience - Insurance/Workers' Comp Costs	_____
Total Work Experience Costs*	\$0
Supportive Services Costs	_____
Participant Consumable Cost	_____
Participant Miscellaneous Cost	_____
Total Participant Costs	\$0
<b>STAFFING COSTS</b>	
Staff Salaries (No. of Positions ____)	_____
Fringe Benefits	_____
Total Staffing Costs	\$0
<b>INFRASTRUCTURE COSTS</b>	
Facility Rent/Cost-Sharing Cost	_____
<b>REMAINING OVERHEAD COSTS</b>	
Staff Travel Costs	_____
Equipment Costs	_____
Consumable Costs	_____
Indirect Costs	_____
Utilities/Communication Costs	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Total Remaining Overhead Costs	\$0
<b>TOTAL BUDGET</b>	<b>\$0</b>



**THE MISSISSIPPI PARTNERSHIP  
WIOA YOUTH PROGRAMS BUDGET NARRATIVE SHEET  
PY 2024 PROCUREMENT**

<b>Proposer:</b>		
<b>1. Line Item:</b>	<b>Amount:</b>	
a. Description of Item / Basis of Valuation:		
b. Justification / Documentation of Need:		
<b>2. Line Item:</b>	<b>Amount:</b>	
a. Description of Item / Basis of Valuation:		
b. Justification / Documentation of Need:		
<b>3. Line Item:</b>	<b>Amount:</b>	
a. Description of Item / Basis of Valuation:		
b. Justification / Documentation of Need:		



**THE MISSISSIPPI PARTNERSHIP  
Salary Budget Narrative Form  
PY 2024 Procurement**

<b>Proposer:</b>	
<b>Cost Category:</b> Out-of-School Youth	<b>Amount: \$</b>

NAME AND LOCATION	POSITION TITLE	TIME ON PROJECT (MONTHS)	% TIME CHARGED TO PROGRAM	BASE SALARY	TOTAL WIOA PORTION OF SALARY
<b>TOTALS</b>					

**Justification/Documentation of Need:**

## THE MISSISSIPPI PARTNERSHIP Instructions for Salary Budget Narrative Form

When completing the salary budget narrative, include all calculations, and be thorough in presenting justification/documentation of need. Every proposal will be subject to an extremely detailed cost/price analysis to determine whether each line item is **necessary, allowable, and reasonable**.

- |  |   |
|--|---|
| Proposer                               | Enter the name of the proposing agency.   |
| Cost Categories                        | Indicate if this Budget Narrative Page is for In-School Youth Costs or Out-of-School Youth Costs.   |
| Amount                                 | Enter the total amount of salaries (in whole dollars) needed for this project.  |
| 1. Name & Location                     | Enter the name and primary location of the WIOA youth funded staff person.  |
| 2. Position Title                      | Enter the Position Title for the staff.   |
| 3. Time on Project                     | Indicate the number of months during the contract period that the staff person will be assigned duties.   |
| 4. % Time Charged to Program           | Indicate the percentage of time that each staff person will devote entirely to WIOA.<br>Example 1: An instructor who works exclusively for a WIOA in-school program should charge 100% of his or her time to WIOA.<br>Example 2: A staff position that is half non-WIOA receptionist and half WIOA file clerk should charge 50% of his or her time to WIOA. |
| 5. Base Salary                         | Enter the base salary for the staff position, regardless of source of funding.  |
| 6. Total WIOA Portion of Salary        | Enter the dollar amount of the staff that will be paid by this WIOA project.  |
| 7. Normal Work Hours                   | Enter the normal work hours for the staff.  |
| 8. To Whom Responsible                 | Enter the name of the staff person's immediate supervisor.  |
| 9. Justification/Documentation of Need | Proposers should justify each staff position. For example, if the proposed budget includes two counselors and one aide, the proposer must justify the need for a staff of that size.  |



**THE MISSISSIPPI PARTNERSHIP  
Minimum Threshold Certification**

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

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

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

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

**MINIMUM THRESHOLD REQUIREMENTS**

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

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

I. To be eligible, the proposer must be qualified to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State. The Mississippi Partnership prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed. If not already registered, entities required to be registered with the Mississippi Secretary of State must do so within seven (7) business days of being offered an award.

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

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

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

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

III. To be eligible, the proposer must have an established financial management system in place to ensure effective control of and accountability for subgrant funds and other assets.

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

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

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

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

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

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

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

Currently Have	Will Establish	
		1. Regular audit of all accounts;
		2. Maintenance of separate accounting records for WIOA funds;
		3. Maintenance of a fidelity bond with coverage equal to or exceeding the highest amount of funds to be received during the subgrant period;
		4. Personnel policies;
		5. Grievance procedures for staff and participants;
		6. Payroll procedures and timesheets for staff and participants;
		7. Maintenance of a WIOA property inventory system; and
		8. Travel policies

VII. CERTIFICATION STATEMENT

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

\_\_\_\_\_  
 Name of Proposing Entity

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

\_\_\_\_\_  
 Signature of Certifying Official

\_\_\_\_\_  
 Date



## ASSURANCES

If the Mississippi Partnership enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity:

1. Has the legal authority to apply for Federal assistance, 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 the project described in this application.
2. 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.
3. Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
4. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR Part 900, subpart F).
5. Will comply, as stated in 29 CFR 37.20, with the nondiscrimination and equal opportunity provisions of the following laws: (a) Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; with all Federal statutes relating to nondiscrimination. (b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, 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, and which prohibits discrimination on the basis of sex in educational programs; and (f) 29 CFR Part 37 and all other regulations implementing the laws listed above.
6. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Will comply, if applicable, with flood insurance purchase requirements of section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (Pub. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (Pub. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (Pub. L. 93-205).

10. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*).
12. Will comply with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Will comply with the Laboratory Animal Welfare Act of 1966 (Pub. L. 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
14. Will comply with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
15. Will comply with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.
16. Will ensure that any service, product report or other information generated by a computer for a period of time that goes beyond December 31, 1999, provided by the subgrantee/contractor to the Government must be "year 2000 compliant." The definition of "year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, "year 2000 compliant" information technology when used in combination with other information technology shall accurately process date/time data if the other information technology properly exchanges date/time with it.
17. Will comply with Buy American Act (41 U.S.C. 10a *et seq.*) in the case of any equipment or product that may be authorized to be purchased with financial assistance provided with WIOA funds.
18. Will comply with other applicable State, local, and federal rules.

#### **PROVISIONS:**

If the Mississippi Partnership enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity has:

1. Compliance with Executive Order 11246 of September 24, 1965, entitles "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) (All construction contracts awarded in excess of \$10,000);
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts / subgrants for construction or repair.);
3. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2,000 awarded when required by Federal grant program legislation.);
4. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.) (Construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts involving the employment of mechanics or laborers.)
5. Compliance with the following to copyrights and rights in data:

- a. In accordance with Section 36(l)(8) of the OMB Circular, the Common Rule, SUBGRANTEE shall adhere to copyright, data, and patent rights requirements.
  - b. Pursuant to Common Rule, the SUBGRANTEE shall disclose to TPRDD any patent, copyright, invention, written product, or computer program developed or data assembled as a result of performance of work under this contract within sixty (60) days of invention, development, or assembly.
  - c. TRPDD, the State of Mississippi, and U.S. DOL shall have the right to patent any invention and copyright any written product or computer program developed by the SUBGRANTEE. Upon written request, the SUBGRANTEE shall transfer all pertinent information, specifications and right, title, and interest to the designated agency.
  - d. Where TRPDD, the State of Mississippi, and U.S. DOL decline to request the transfer of rights, the SUBGRANTEE shall retain the entire right, title, and interest throughout the world to each subject invention, document, program, or data. In such event, TPRDD, the State of Mississippi, and U.S. DOL shall have non-exclusive, non-transferable, irrevocable, paid up license to use subject invention, document, program, or data throughout the world.
6. Access by the Department of Labor, the Office of Grant Management, the MPWDA, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor / subgrantee which are directly pertinent to the specific contract / subgrant for the purpose of making audit, examination, excerpts, and transcriptions.
  7. Retention of all required records for three years after the MPWDA makes final payments and all other pending matters are closed.
  8. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). (Contracts, subcontracts, and subgrants of amounts exceeding \$100,000);
  9. Mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871.).

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Assurance, hereby attests that they are aware of these requirements for the Mississippi Partnership to enter into a contractual agreement with an agency.

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Name of Proposing Entity

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Name of Certifying Official

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Signature of Certifying Official

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Date