

**Golden Crescent
Workforce Development Board
d.b.a.**



REQUEST FOR PROPOSALS

for

**Online Accredited High School Diploma/
GED Program**

Issue Date: October 3, 2016

Response Deadline: October 14, 2016

Questions and Answer Deadline: Friday, October 7, 2016

Initial Contract: October 1, 2016 - September 30, 2017

**Note: Historically Underutilized Businesses to be awarded 5 bonus points.
HUB Certificate must be attached as part of the Bid submission.**

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PART 1

INTRODUCTION

The Golden Crescent Workforce Development GCWDB (GCWDB), dba Workforce Solutions Golden Crescent (WSGC), in compliance with Texas laws SB 642 and HB 1863, is the local policy-making body for the seven county Golden Crescent Workforce Development Area (GCWDA). The GCWDB is responsible for strategic and operational planning, oversight, and evaluation of the local workforce system. The Golden Crescent Workforce Development Area consists of Calhoun, Dewitt, Goliad, Gonzales, Jackson, Lavaca and Victoria counties.

Fifty-One percent of the GCWDB is made up of private sector representatives with the remaining members representing community based organizations, organized labor, vocational rehabilitation, public assistance, economic development, and educational agencies, and other stakeholders. The GCWDB is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501(c)3. GCWDB serves as the designated grant recipient and administrative entity for workforce development program funds allocated to the Golden Crescent workforce development region including Workforce Investment Act (WIA), Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF/Choices), Non-Custodial Parent (NCP) Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Employment and Business Services (ES/BS), Rapid Response, Trade Act Services (TAA), Child Care Services and other grants administered by the GCWDB.

PURPOSE

GCWDB is seeking proposals from qualified organizations, with demonstrated successful performance, to provide an online comprehensive career/college preparation program that can lead to either an accredited high school diploma or GED for the area's workforce development program customers served by Workforce Solutions Golden Crescent. The purpose of this solicitation is to enable GCWDB to evaluate and select an entity capable of performing these services and to enter into negotiation for a contract at a fair and reasonable price.

STATEMENT OF WORK - GENERAL

Proposals should describe how the provider's program is sufficient to accomplish the following:

- Demonstrated successful performance that the program can lead to either an accredited high school diploma or GED.
- Development of individual curriculum and graduation plans for students who are "at risk" and/or with barriers such as basic literacy skills deficiency; homeless, runaway or foster child; pregnant or a parent; an offender.
- Assistance to low-income students lacking access to a computer and/or the Internet.
- Extended schedule of availability (outside of normal business hours) to personalized academic coaching, technical assistance and tutoring.
- A budget including all costs necessary to complete the contract performance requirements, accompanied by a budget narrative that includes information to support the proposed costs. All costs must be necessary, reasonable and allowable under applicable federal, state and local laws and regulations.
- Accreditation

INSTRUCTIONS

In addition to the information required in the section above (Statement of Work – General), each proposal must contain:

- A budget including all costs necessary to complete the contract performance requirements, accompanied by a budget narrative that includes information to support the proposed costs. All costs must be necessary, reasonable and allowable under applicable federal, state and local laws and regulations.
- The completed attached Proposer Information form.
- The attached Proposer Assurances form, including the signature of an authorized representative of the organization.
- A copy of a Historically Underutilized Business (HUB) Certification, if applicable.

SUBMISSION OF INFORMATION

The requested information must be submitted by email, mail, fax or hand delivery no later than **Friday, October 14, 2016 at 5:00 p.m.** to:

Jose Troncoso
Golden Crescent Workforce Development Board
P.O. Box 1936 (120 South Main, Ste. #501)
Victoria, Texas 77902
jose troncoso@gcworkforce.org
(361) 573-0225 fax

GCWDB reserves the right to approve or reject any or all responses resulting from this solicitation, and waive minor irregularities. GCWDB will not be obligated to pay any costs incurred in the preparation of such response. GCWDB will only utilize organizations that have met all requirements and provided all requested information and certifications.

GCWDB reserves the right to request additional and/or clarifying information.

EVALUATION

GCWDB staff will evaluate and score proposer responses and recommend award of a contract to the proposer considered most likely to fulfill the specifications of this solicitation. The proposals will be evaluated based on the questions on the attached Proposal Evaluation form.

AWARD OF CONTRACT

Any award will be contingent upon the availability of funds to GCWDB from TWC and its funding agencies. Proposers will have the right to file a complaint/appeal using the appropriate GCWDB policies. Proposers whose submissions are rejected or who believe their rights were not adhered to in the selection process may protest by directing inquiries to:

Henry Guajardo,
Executive Director
Golden Crescent Workforce Development Board
P.O. Box 1936
Victoria, Texas 77901

Protests must be made in writing within seven (7) calendar days of notification of award, giving the basis for the protest and specifying all pertinent information. No relief will be awarded appellants for not filing within the time frame specified above. Hearings will be conducted in accordance with existing GCWDB procurement procedures.

FUNDING

All awards are contingent upon the availability and receipt of funds by the GCWDB expressly designated for the activities requested herein from the Texas Workforce Commission (TWC) and other grantor agencies.

GRIEVANCES AND APPEALS

Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten calendar days of notification of final action. Appeals shall be in writing addressed to the GCWDB Executive Director and shall indicate the action appealed, the violation which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing GCWDB complaint procedures.

No protest shall be accepted by the State until all administrative remedies at the local level have been exhausted. Copies of the appeal process will be made available to the protester upon request.

CONFLICT OF INTEREST

The GCWDB considers conflict of interest a serious issue. Proposers may not hire GCWDB members, management or support staff involved in the evaluation and/or selection process under this Proposal in order to provide services under this Proposal for at least one year from the issuance of this RFP.

Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee, or agent of the GCWDB for the purpose of or having the effect of influencing favorable disposition toward their own Proposal or any other Proposal submitted hereunder.

Proposers shall not engage in any activity which will restrict or eliminate competition. Violation of any of these provisions may cause a Proposer's response to be rejected.

DISCLAIMERS

A response to this Request for Proposals (RFP) does not commit the GCWDB to purchase any agreement, contract, or pay costs incurred in the preparation of such response, nor any cost incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the GCWDB.

The GCWDB reserves the right to accept or reject any or all Proposals received, to cancel this RFP in part or in its entirety, or to reissue this RFP at its discretion. The GCWDB reserves the right to withdraw, or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not received from TWC or the Federal Government.

Unless the Proposer specifies otherwise in its Proposal, the GCWDB may award the contract for any items/services or group of items/services in the RFP and increase or decrease the quantity from what is listed in the RFP. The GCWDB also reserves the right to request additional information and/or negotiate the terms of the Proposal submitted by the Proposer. This may include a personal interview of all finalist proposers. Points will be reevaluated for the section of the Scoring Sheet that is appropriate to include the evaluation of this interview.

The GCWDB reserves the right to hold and accept any Proposal for a period of thirty (30) days after the response deadline.

The GCWDB reserves the right to negotiate the terms of any and all agreements with Proposers selected and such agreements negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of GCWDB at any time during the contract period.

The GCWDB reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary. The GCWDB will provide notifications of such changes to all Proposers recorded in the official record as having received or requested an RFP.

The GCWDB reserves the right to contact any individual, agencies, or employers listed in a Proposal, to contact others who may have experience and/or knowledge of the Proposer's relevant performance and/or qualifications, and to request additional information from any and all Proposers.

Misrepresentation in a Proposal of a Proposer's ability to perform may result in cancellation of any award.

The contents of a successful Proposal may become a contractual obligation, if selected for award of contract. Failure of the Proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to a successful Proposer as a basis for release of proposed services at stated price/cost. Any damages accruing to the GCWDB as a result of the Proposer's failure to contract may be recovered from the Proposer.

A contract with the selected provider(s) may be withheld at the GCWDB's sole discretion if issues of contract or compliance, or questioned costs exist until such issues are satisfactorily resolved. Award of a contract may be withdrawn by GCWDB if resolution is not satisfactory to GCWDB.

Solicitation and selection of Proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of services. Proposers are responsible for familiarizing themselves with these laws and regulations.

Proposers not selected for award or contract may receive a debriefing to determine the reasons for non-selection if the debriefing is requested in writing to the contact person for this procurement, and the request is made within 30 days of the date award notification letter is postmarked.

PART II

THE PROPOSAL FORMAT

Instructions

Provide the GCWDB with one (1) original, signed in [blue ink](#), and three (3) copies of your proposal response.

All proposal responses must be in a format similar to this RFP and typed in a font style and size that is easily read. Proposal responses should all contain a header or footer with the name of the organization submitting the response and page numbers. Page numbers should be consecutive from beginning to end, including attachments. Proposals are not to be paginated by sections. Please do not bind proposals. One staple or binder clip in the top left corner will be sufficient.

The GCWDB will not return proposal responses or exhibits to proposers.

Proposals should be submitted in the following order with each section clearly marked:

1. Cover Sheet*
2. Proposal Narrative Response
3. Budget
4. Attachments
 - A. Certifications Regarding Debarment, Lobbying, Drug-Free Workplace,
 - B. Texas Corporate Franchise Tax
 - C. Certification Regarding Conflict of Interest
 - D. Assurances and Certifications
 - E. Certification of Non-Discrimination and Equal Opportunity
 - F. HUB Certificate (If Applicable)

***An officer, director, or official who is authorized must sign the proposal coversheet and attachments requiring signatures.**

PROPOSER COVER SHEET

PY16-RFP- 0001 for Online Accredited High School Diploma/GED Program

Date and Time Submitted: _____ (obtain receipt from the Workforce Board Procurement Section if response is hand delivered; if response is mailed, use certified mail – return receipt requested).

Submitted by:

Legal Name of Proposer Agency: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____ Title: _____ Telephone #: _____

Fax #: _____ E-mail address: _____

Signature and Title of Individual having Contract Signature Authority:

Signature of Authorized Representative: _____ Date: _____

Name & Title of Authorized Representative: _____

Tax/ Legal Status:

_____ State Government Agency _____ Local Government _____ Union

_____ College / University _____ Local School District _____ Non-Profit

Private for-Profit _____ Other _____

Federal Employer Identification Number: _____

Texas Comptroller ID Number: _____

Historically Underutilized Business (HUB):

HUB Certification Number: _____

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PROPOSAL NARRATIVE

Provide a complete explanation of your online product and support. Please limit proposal, including attachments, to 25 pages. Include the technical data that demonstrates that the proposer's capabilities will meet the RFP requirements. The proposal narrative must fully address each of the items required. All proposals will be reviewed for completeness and clarity of the responses.

- **COMPLETENESS OF DESIGN AND DEMONSTRATED PERFORMANCE:** Specify services proposed, theory, format, and method of delivery and outcomes. Research and preparatory activity should be detailed. Follow-up activity, assessment and quality control should be included. Each submission should carefully address the specifics requested in the RFP. Address all services to be provided. Explain Design your set of objectives and a specific, detailed plan to meet objectives. Describe how your organization will assist in ensuring appropriate functions, processes and support are in place to ensure student success. What reporting methods, self-assessment and technical assistance activities are proposed? Describe demonstrated successful performance that the program can lead to either an accredited high school diploma or GED
- **CURRICULUM:** Development of individual curriculum and graduation plans for students who are “at risk” and/or with barriers such as basic literacy skills deficiency; homeless, runaway or foster child; pregnant or a parent; an offender.
- **ON-LINE SERVICES AND STUDENT SUPPORT:** Describe student accessibility and assistance to low-income students lacking access to a computer and/or the Internet. Describe student support to extended schedule of availability (outside of normal business hours) to personalized academic coaching, technical assistance and tutoring.
- **REASONABLENESS OF COST.** Total cost of services proposed should be specified. All fees, rates, expenses, and other requirements associated with providing services to Board shall be stated including any in-kind contributions. A budget including all costs necessary to complete the contract performance requirements, accompanied by a budget narrative that includes information to support the proposed costs. All costs must be necessary, reasonable and allowable under applicable federal, state and local laws and regulations.
- **ACCREDITATION:** Texas Education Agency Accreditation is required and must be submitted with proposal

Budget Sheet

A budget including all costs necessary to complete the contract performance requirements, accompanied by a budget narrative that includes information to support the proposed costs. All costs must be necessary, reasonable and allowable under applicable federal, state and local laws and regulations.

Proposed costs including budget details on how the cost was determined. The following are sample budget categories, but costs are not limited to these:

	Tuition/Fees	\$
	Books	\$
	Equipment	\$
	Supplies	\$
	Tools	\$
	Other	\$
OPTIONAL FEES:		
Item	Cost	Item
	\$	Cost
	\$	\$
Total Cost Per Participant		\$

PART III

ATTACHMENT A:

CERTIFICATES REGARDING LOBBYING, DEBARMENT, SUSPENSION, OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKSPACE REQUIREMENTS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

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

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it or its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency
2. Have not within a three-year period preceding this proposal been convicted 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;
3. 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 2 of this certification; and

4. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

1. Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
2. Providing each employee with a copy of the Contractor's policy statement.
3. Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.
4. Notifying the grantor agency, Golden Crescent Workforce Development Board in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.
5. Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this proposal was made. Submission of this certification is a prerequisite for entering into a contract.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT B:
CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this contract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the contract for the proposing entity.

The undersigned authorized representative of the entity contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your proposing entity:

- The proposing entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.

- The proposing entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT C:
CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this proposal, Proposer covenants and affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board, or a manager of the Board;
- (2) No manager or paid consultant of the Proposer is a spouse to a member of the Board or a manager of the Board;
- (3) No member of the Board or an employee of the Board owns or controls more than ten percent (10%) in the Proposer;
- (4) No spouse of a member of the Board or employee of the Board is a manager or paid consultant of the Proposer;
- (5) No member of the Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- (7) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest. Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Disclosure of Potential Conflict of Interest:

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative _____
Date

**ATTACHMENT D:
ASSURANCES AND CERTIFICATIONS**

Proposer warrants and assures the information contained in this proposal is true and correct and the costs described accurately reflect the cost of providing services.

No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposal (RFP) has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Golden Crescent Workforce Development Board. or any employee of the Golden Crescent Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's proposal or any other proposal.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this RFP has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this RFP.

The organization or individual possesses the legal authority to offer this proposal.
If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this RFP because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the GCWDB may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the GCWDB prior to execution of a contract.

We understand and agree that the GCWDB has the right to reject any and all proposals and negotiate outside of the terms of this proposal and that GCWDB is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

Proposer will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the Golden Crescent Workforce Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge and agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT E:
CERTIFICATION OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

The Board is an equal opportunity employer and complies fully with the laws regarding nondiscrimination and equal opportunity. As a condition to the award of financial assistance from the Department of Labor under Title 1 of WIOA, as defined in § 37.4, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

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

Other Federal statutes relating to nondiscrimination must also be followed. These include, but are not limited to:

- The Drug Abuse Office and Treatment Act of 1972 (Public Law 92-255), as amended, relating to nondiscrimination on the basis of drug abuse
- The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Public Law 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- §§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
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing
- Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made
- The requirements of any other nondiscrimination statute(s) which may apply

Applicant's signature below indicates organization is agreeing to comply with these certifications

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

PART IV

PROPOSAL EVALUATION CRITERIA

Responsive proposals will be evaluated using the criteria below. Proposals will compete with and be ranked against other proposals.

1. **Completeness of Design/Demonstrated Performance (25 Points).** Proposer has clearly outlined services proposed, format, and method of delivery and outcomes. Proposer has clearly detailed research and preparatory activity, follow-up activity, assessment and quality control. Each submission should carefully address the specifics requested in the RFP including how proposer responds to the Board's goal of achieving High School Diploma or GED educational attainment for youth. Proposer's objectives and a specific detailed plan are presented to meet program requirements. Proposer presents acceptable reporting methods, self-assessment and technical assistance activities.
2. **On-line services and Student support (25 Points):** Describe student accessibility and assistance to low-income students lacking access to a computer and/or the Internet. Describe student support to extended schedule of availability (outside of normal business hours) to personalized academic coaching, technical assistance and tutoring.
3. **Curriculum (20 Points):** Proposer's program must include development of individual curriculum and graduation plans leading to a either an accredited high school diploma or GED. Program(s) must be able to cover the complete (ISY & OSY) WIOA target populations, including students who are "at risk" and/or with barriers such as basic literacy skills deficiency; homeless, runaway or foster child; pregnant or a parent; an offender.
4. **Reasonableness of Cost (35 Points).** Proposer has submitted a detailed proposal budget including (1) the efficient use of funds, (cost-effectiveness); (2) costs which meet standards as "reasonable, necessary, allowable and allocable"; and (3) competitiveness of costs with comparable proposals for similar services. Measurement standards for cost effectiveness and efficiency include historical cost data, cost comparisons between comparable proposals, market price of existing operations and network comparisons (neighboring or comparable labor market costs). The cost cited for the on-line services will be central to GCWDB's rating of the Reasonableness of Cost category. Costs must be reasonable for the length of time the service is provided, the type of service provided, and effectiveness. Proposer clearly accounts for profit, indirect and/or administrative costs in detail.

PROPOSAL REVIEW INSTRUMENT

CRITERIA	VALUE	POINTS
1. Completeness of Design and Demonstrated Performance	25	
2. Curriculum	20	
3. On-Line Services and Student Success	25	
4. Reasonableness of Costs	30	
HUB (Historically Underutilized Business)	5	
GRAND TOTAL (ALL CATEGORIES)	105	