



REQUEST FOR PROPOSAL

Workforce Innovation and Opportunity Act

**One-Stop Operator for the
North Central Workforce Development Region**

**Release Date:
October 13, 2017**

**Due Date:
November 13, 2017 at 5:00 PM**

**SkillSource is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.**

TABLE OF CONTENTS

SECTION	PAGE
Section I: Purpose	2
Section II: Background	2
Section III: Operator Roles and Responsibilities	4
Section IV: Submission Information and Requirements	4
Section V: Proposal Content	6
Section VI: Evaluation and Selection	8
Section VII: Provisions and Disclaimers	9
Attachments:	10
Attachment A: Proposal Cover Sheet	10
Attachment B-1: Budget Detail & Justification	11
Attachment B-2: Annual FTE & Cost by Responsibility	12
Attachment C: Assurances and Certifications	13-17

SECTION I: PURPOSE

OVERVIEW

SkillSource, fiscal agent for the North Central WDA, requests proposals to select an entity to operate two Centers within the North Central Region's workforce system:

WorkSource Central Basin
309 E 5th Ave
Moses Lake, WA 98837

and

WorkSource Okanogan
126 S Main St
Omak, WA 98841

The North Central Region encompasses Chelan, Douglas, Grant, Adams and Okanogan counties.

ELIGIBLE RESPONDENTS

Entities that are eligible to submit a response to this request for proposal include:

- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (Please note that elementary and other secondary schools are not eligible to become the one-stop operator);
- Community-based organization, non-profit entities, or workforce intermediaries;
- Private for-profit entity, including individuals (sole proprietors);
- Government agency or governmental units such as local or county governments, school districts, or state agencies;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations, or Native Hawaiian organizations; or
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization.

ESTIMATED AMOUNT

The sub-grant will not exceed \$40,000. As a result of a successful procurement, the selected entity will enter into a legal agreement for one year, with the option to be renewed for an additional three years, one year at a time. Renewal is at the discretion of SkillSource and is contingent upon availability of funding, performance, and other factors determined by SkillSource.

SECTION II: BACKGROUND

WORKFORCE INNOVATION AND OPPORTUNITY ACT (The Act)

This RFP was developed based upon the Workforce Innovation and Opportunity Act of 2014 and applicable federal regulations. WIOA is designed to improve and streamline access to

federally funded employment, education, training, literacy, and vocational rehabilitation programs throughout the United States.

The Act has the following key principles:

- Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the economic prosperity of workers and employers.
- Provide workforce development activities that increase employment, retention, earnings of participants, and increase post-secondary credential attainment which results in:
 - Improvement of workforce quality,
 - Reduction welfare dependency,
 - Increase economic self-sufficiency,
 - Meet the skills requirement of employers, and
 - Enhance productivity and competitiveness of the nation.

SkillSource

SkillSource is a 501 (c)(3) non-profit agency governed by the North Central Workforce Development Board (Local Board) that administers and provides state and federally funded workforce development services. As the local fiscal agent, SkillSource has been approved to deliver federal WIOA Title I Youth, Adult and Dislocated Worker services in Grant, Adams, Chelan and Douglas Counties. It contracts with the State Employment Security Agency to deliver services in Okanogan County. The Local Board has authorized SkillSource to facilitate the solicitation of the One-Stop Operator.

VISION

Adopted in 2017, the North Central will be a thriving and prosperous area with strong, community partnerships preparing residents for skilled jobs so that businesses has available the talent necessary to compete regionally and worldwide.

In order to move towards this vision, SkillSource also set the following goals:

- Champion the strong network of partners in the North Central Region that collaborate to provide holistic solutions to the community, businesses and individual customers.
- Actively engage businesses and sector partnerships to define and satisfy their workforce and training needs.
- Advance education and training opportunities that respond to business demands for skills and match the needs of diverse students and job seekers.

The MOU between the Local Board and One-Stop partners outlines each partner’s roles and responsibilities in the two centers and budgets contributions for infrastructure and other shared costs.

SECTION III: OPERATOR RESPONSIBILITIES

The One-Stop Operator is responsible for the following:

1. Perform an annual, in-depth, objective assessment of the service delivery and analysis of customer flow in each WorkSource center from a quality assurance perspective.
2. Evaluate the WorkSource centers to ensure partners remain in compliance with the Memorandum of Understanding (MOU) as well as the Local One-Stop Guidance (LOGs) and corresponding center procedures.
3. Establish a methodology for measuring and ensuring services, especially workshops, are of the highest quality and meet employee and employer demands.
4. Report highlights, assessment findings and recommendations.
5. Utilize feedback from business, job seekers, and staff to drive continuous improvement.
6. Provide recommendations for continuous improvement to maximize center efficiencies.
7. Ensure centers are compliant with Equal Employment Opportunity (EEO) including assuring EEO posters and processes are in place.
8. Participate in and report to SkillSource on operations, performance and improvement recommendations as necessary.
9. Visit each center, monthly or quarterly, to track progress on improvement activities. In consultation with SkillSource, cadence and quantity of center visits will be determined by essential improvements applicable in each center.
10. Report to what extent customers are provided meaningful information about the full array of partner programs and services. Evaluate to what extent customers become familiar with the range of workforce development services.

SkillSource must participate in the selection of key staff if the bidder proposes to hire key personnel after sub-grant approval.

All activities performed under the sub-grant resulting from this RFP will be delivered in accordance with the Act, applicable regulations, Uniform Guidance 2 CFR part 200 and 2 CFR part 2900, policies and procedures that have been enacted by the U.S. Department of Labor, the State of Washington, and SkillSource.

SECTION IV: SUBMISSION INFORMATION AND REQUIREMENTS

TIMELINE - All times noted in the timeline are Pacific Standard Time.

DATE	ACTIVITY AND TIME
October 13, 2017	Release of Request for Proposal (RFP)
October 20, 2017	Bidders Conference from 10:00 AM to 12:00 PM at 240 N. Mission,

	Wenatchee, WA (SkillSource Administrative Offices)
October 27, 2017	Last day to submit RFP questions by 5:00 PM
November 13, 2017	Proposals due to SkillSource by 5:00 PM
November 14-16, 2017	Evaluation of proposals
November 17, 2017	Recommendation(s) presented to Local WDB for selection
November 20, 2017	Provisional selection announcement
November 30, 2017	Deadline for appeal by 5:00PM
January 1, 2018	Sub-grant Commencement

COMMUNICATION

Beginning October 13, 2017 interested parties can download the Request for Proposals at www.skillsource.org. Bidders may submit questions in writing to Dave Petersen via e-mail at dave@skillsource.org or 240 N. Mission Street, Wenatchee, WA 98801 through 5:00PM on October 27, 2017. Questions will not be answered over the phone. Questions and answers will be posted online weekly at www.skillsource.org, or more frequently as needed. It is the bidders' responsibility to check the website frequently to stay connected and apprised throughout the process. Questions received after 5:00 PM on October 27, 2017 will not be answered.

CONTACT WITH BOARD MEMBERS OR STAFF

In order to avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all potential bidders to this RFP are prohibited from contacting LWDB members or SkillSource staff other than those identified in this RFP. **Violations may result in the rejection of the related proposal.**

BIDDERS CONFERENCE

A bidders' conference will be held to review detailed, non-competitive information on the RFP and submission process so that all interested parties will have the benefit of the same answer. SkillSource strongly encourages all interested parties to attend the bidders' conference. It will be held October 20, 2017 at SkillSource Administrative Offices, 240 N. Mission, Wenatchee.

Notes of the Bidders Conference will be posted online at www.skillsource.org Meeting location is accessible to persons with disabilities. Request for accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling 509-663-3091.

SUBMISSION

Completed proposals are due electronically to dave@skillsource.org by 5:00 PM on November 13, 2017 or mailed/delivered to address below. Proposals will not be opened or reviewed that are not received by November 13. If mailed, the postmark will not be accepted if the proposal does not arrive by the deadline.

Proposals may be mailed or delivered to:
SkillSource
240 N. Mission Street
Wenatchee, WA 98801

All proposals that are hand delivered will be date stamped.

APPEALS

Appeals can only be submitted if a party believes SkillSource did not follow the process outlined in the RFP. Appeals may not be submitted in contention with the score, outcome, or awards of the RFP. Any bidder who wishes to contest the process of the award of funding under this RFP, must write to SkillSource within seven (7) days of notice of funding award. SkillSource will issue a decision on appeals within 30 days of receipt.

Address written complaints to:
SkillSource
240 N. Mission Street
Wenatchee, WA 98801

SECTION V: PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to carry out Operator responsibilities. A responsive proposal is one that complies with the format and content of the RFP and receives at least 65 out of 100 points. A proposal that receives less than 65 points will be considered inadequate and will not be considered for award. All proposals must be in the specified format. Proposals will be judged for their content, merit, and clarity of language. Proposals that fail to include all items will be considered incomplete and will not be reviewed. Proposals must be submitted electronically as follows:

- One-Stop Operator Proposal Cover Sheet Pass/Fail
- Proposal Narrative
 - Executive Summary (no more than 1 page) Pass/Fail
 - Administration 20 Points
 - Experience 30 Points
 - Approach 30 Points
- One-Stop Operator Budget Forms 20 Points
- Administrative Requirements Pass/Fail
 - Organizational Chart: Provide an organization chart not to exceed 2 pages.
 - Copy of documentation proving legal entity (i.e. articles of incorporation, 501(c)(3) letter, Unified Business Identifier).
 - Copy of last year's audited financial statements and/or monitoring reports. Or, if your organization is new and has not had an audit or a financial statement performed, submit a statement from an independent CPA the system is sufficient to meet federal and state requirements.
 - Proof of current insurance coverage for general liability with a limit no less than \$1,000,000

If emailed, the documents listed above must be submitted as a single PDF file. Be sure there are no passwords protecting the file.

PROPOSAL FORMATTING

The all parts of the Proposal Narrative must follow the formatting in the table below:

Font	12 point, Times New Roman
Margins	One (1) inch for all margins
Spacing	Single Spaced

All pages of the Proposal Narrative must contain a footer that includes the page number and organization name.

PROPOSAL NARRATIVE

Executive Summary

Provide a summary not to exceed one (1) page that must include an organizational overview and how its work relates to workforce development.

The proposal must address all questions listed under **Administration, Experience and Approach** in 12 pages or less. Pages in excess of 12 pages will be discarded and not included in the proposal evaluation and scoring. Number and address each question in consecutive order

Administration (Total Points Available: 20 Points)

Proposal must describe organizational capacity for administration and management of funds in the following areas:

1. Briefly describe your organization’s mission, history, organizational structure and connection to workforce development. Describe how this proposal relates to your organization’s goals.
2. Summarize your prior experience and processes that in place for managing federal and/or other governmental funding.
3. Describe your organization experience with federal financial management standards. Discuss how the organization ensures compliance with those standards.
4. Explain how your organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
5. If known, identify key personnel who will perform Operator responsibilities together with their qualifications. If unknown, describe your staff selection process.

Experience (Total Points Available: 30 Points)

1. Describe your organization’s experience and approach undertaking an objective assessment of a complex human-centered system.
2. Summarize your experience with developing recommendations for system changes to improve operations and performance.
3. Describe your organization’s experience evaluating service effectiveness.
4. Describe your experience interpreting and applying regulations and policies.

5. Describe your experience with identifying best practices from across the state and nation.
6. Describe your experience and strategies for building and maintaining partnerships. Include an example of how you have fostered a partnership.

Approach (Total Points Available 30 pts)

1. Describe your approach to performing each of the 10 One-Stop Operator Responsibilities listed in RFP Section III: Operator Responsibilities.

One-Stop Operator Budget Forms (Total Points Available: 20 points)

Please complete the One-Stop Operator Budget Forms B-1 & B-2. The successful bidder may be required to submit a more detailed budget prior to the execution of the contract. Be aware that the proposed budget will not necessarily be the amount funded.

SECTION VI: EVALUATION AND SELECTION

Proposals will be reviewed for compliance with the specifications of this RFP through the following three-phase process:

Phase I: Each proposal will undergo a technical review to ensure it is complete. The following minimum criteria will be used to determine which proposals will continue to Phase II:

- The proposer has met specified deadlines
- The proposal meets formatting requirements
- The proposal includes all requested information and documentation in the RFP

Phase II: Proposals that have met the minimum criteria, as stated above, will then undergo an evaluation of the narrative responses using a scoring rubric. The evaluation will be performed by a committee comprised of individuals who have no fiduciary interest in bidding for funding under this RFP. Committee members will review and score proposals according to the criteria and assigned points specified in this RFP. SkillSource retains the right to request additional information or request oral presentations from bidders. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.

Phase III: The recommendations from the evaluation committee will be presented to the SkillSource Board of Directors for approval. All sub-awards will be considered provisional, pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

SECTION VII: PROVISIONS & DISCLAIMERS

- SkillSource reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit SkillSource to award a contract.
- SkillSource may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- SkillSource reserves the right to request additional data or oral discussion or documentation in support of written offers. No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the sub-contract shall belong exclusively to SkillSource and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of SkillSource are considered public records and subject to disclosure under the State of Washington's Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected bidders and SkillSource staff, and continued availability of funds.
- Proposals submitted for funding consideration must be consistent with – and if funded, operated according to – relevant federal legislation, all applicable federal regulations, State of Washington policies, and SkillSource policies and procedures.
- Additional funds received by SkillSource may be contracted by expanding existing programs. These decisions shall be at the discretion of SkillSource.
- SkillSource may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of SkillSource, the services proposed are not needed, or the costs are higher than SkillSource finds reasonable in relation to the overall funds available, or if past management concerns lead SkillSource to believe that the bidder has undertaken more services than it can successfully provide.
- SkillSource has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- SkillSource reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

**North Central One- Stop Operator
Budget Detail & Justification**

Instructions: Complete the budget summary for a 12 month period, allocated between Admin and Program.

	Expense Item	Admin	Program	Total
1	Salaries			
2	Benefits			
3	Travel			
4	Communications			
5	Facilities			
6	Office Supplies			
7	Indirect			
8	Equipment			
9	Other			
	TOTAL			

Budget Justification by Line Item

Instructions: Provide a narrative justification for each line item explaining how each cost is calculated.

Expense Item	Justification
Staff Salaries	
Staff Benefits	
Staff Travel	
Communications	
Facilities	
Office Supplies	
Equipment	
Indirect	
Other	

**North Central One- Stop Operator
Annual FTE & Cost by Responsibility**

Instructions: For each Operator Responsibility, list the annual fractional full time equivalent (FTE) projected to accomplish the work. In addition, list the total annual cost projected for each responsibility.

RESPONSIBILITY	ANNUAL FRACTIONAL FTE	COST
1. Perform an annual, in-depth, objective assessment of the service delivery and analysis of customer flow in each WorkSource center from a quality assurance perspective.		
2. Evaluate the WorkSource centers to ensure partners remain in compliance with the Memorandum of Understanding (MOU) as well as the Local One-Stop Guidance (LOGs) and corresponding center procedures.		
3. Establish a methodology for measuring and ensuring services, especially workshops, are of the highest quality and meet employee and employer demands.		
4. Report highlights, assessment findings and recommendations.		
5. Utilize feedback from business, job seekers, and staff to drive continuous improvement.		
6. Provide recommendations for continuous improvement to maximize center efficiencies.		
7. Ensure centers are compliant with Equal Employment Opportunity (EEO) including assuring EEO posters and processes are in place.		
8. Participate in and report to SkillSource on operations, performance and improvement recommendations as necessary.		
9. Visit each center, monthly or quarterly, to track progress on improvement activities. In consultation with SkillSource, cadence and quantity of center visits will be determined by essential improvements applicable in each center.		
10. Report to what extent customers are provided meaningful information about the full array of partner programs and services. Evaluate to what extent customers become familiar with the range of workforce development services.		
	(TOTAL ANNUAL FTE)	(TOTAL COST)

ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the 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; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or 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 bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.”

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

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), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it and/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 application been convicted of or had a civil

judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant 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 any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) 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.
- (3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Conflict of Interest: The undersigned applicant certifies that it shall comply with the conflict of provisions outlined in the WIOA of 2014, Section 107(h).

The undersigned applicant certifies that:

- (1) No project manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of SkillSource;
- (2) No project manager or paid consultant of the Proposer is married to a member of the Board of

Directors, or an employee of SkillSource;

- (3) No member of the Board of Directors, or an employee of SkillSource owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of SkillSource receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) 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 SkillSource and shall immediately refund SkillSource 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 SkillSource relating to that contract.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 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 Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Service Provider's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Service Provider's policy statement;
- (4) Notifying the employees in the Service Provider's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Service Provider in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying SkillSource within ten (10) days of Service Provider's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

WIOA Sec. 188 (a):

- (1) Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

WIOA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity.

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

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Lobbying; Conflict of Interest; Drug Free Workplace and Nondiscrimination are true and correct as of the date of submission. This does not preclude SkillSource from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to SkillSource by the applicant causes harm to a third party, the applicant will be held liable for SkillSource action resulting from reliance on that information.

The applicant must notify SkillSource in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Official	Title	Date
----------------------------------	-------	------

Typed/Printed Name of Signatory

Name of Organization