

**Request for Proposals
to Provide Workforce Investment Act
Adult, Dislocated Worker and Youth
Services
for the Central Indiana Region 5
Workforce Board, Inc.
RFP-SP-005**

Release RFP

Friday, May 8, 2009

Bidder's Conference

Friday, May 15, 2009

4:00 PM EST

Bidder Questions Deadline

Friday, May 22, 2009

4:00 PM EST

Proposal Submission Deadline

Friday, May 29, 2009

4:00 PM EST

Proposer Interviews

Friday, June 12, 2009

Selection of Provider

Monday, June 15, 009

Contract Effective Date

July 1, 2009

**Central Indiana Region 5 Workforce Board
C/O Douglas Jones
3815 River Crossing Parkway, Suite 300
Post Office Box 40977
Indianapolis, IN 46240-0977
Tel. (317) 208-2476**

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Part I - Introduction and General Information

The Central Indiana Region 5 Workforce Board, Inc. (RWB) is a registered 501(c)(3) not-for-profit corporation which has oversight of employment and training programs in the following eight counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, and Shelby counties. The RWB provides employment and training programs in the Economic Growth Region 5 (Region 5) using a variety of state and federal grant resources, including those available through the Workforce Investment Act (WIA), and several other grants.

The RWB is governed by a 14 member volunteer board that will initiate program directives and provide oversight and guidance on program operations. The Regional Operator (RO) serves as the administrative arm of the RWB. Crowe Horwath, LLC serves as Fiscal Agent with full time staff and records located in Indianapolis and South Bend, Indiana. The Service Provider(s) (SP) shall serve as the provider of Adult, Dislocated Worker and Youth services.

The RWB is requesting proposals to secure Service Providers for the Economic Growth Region 5. The successful bidder will enter into negotiations for a two year contract with an optional one year extension at the discretion of the RWB.

The RWB is soliciting bids for entities to provide Adult, Dislocated Worker and Youth services for Region 5, which consists of two full-service WorkOne Centers located in Anderson and Shelbyville and five WorkOne Express sites in Fishers, Franklin, Greenfield, Lebanon, and Mooresville.

The Central Indiana Region 5 Workforce Board (RWB) for Region 5 is publishing this Request for Proposal (RFP) to seek responses for Service Provider(s) in Economic Growth Region 5 under the Integrated Services Model described in DWD Policy 2007-20, and the approved Region 5 Integration Plan. The selected respondent from among the proposals for funding will be a contractor for the Region 5 RWB.

- Indiana has been divided into eleven Regional Workforce Service areas. Each area has a RWB that will be responsible for the delivery of workforce services in that geographic region.
- The State Fiscal Agent, Crowe Horwath, LLC, provides comprehensive financial management, accounting, reporting and sub-recipient monitoring services for the Central Indiana Region 5 Workforce Board.
- The Regional Operator provides support services for the RWB and provides operational oversight and management for the WorkOne offices in the region.
- Additional details on this structure are contained in Indiana's Strategic Two-Year Plan for the Workforce Investment Act and Wagner-Peyser Act. This document can be found at http://www.in.gov/dwd/files/stateplan_120805.pdf.

Funding

The funding for these services will primarily come from Federal Workforce Investment Act, Title I funds awarded to the Region. Attachment A shows Program Year 2008 WIA funding levels for the current eleven regions of Indiana (\$3,769,866 allocated to Region 5). While funding can fluctuate, Attachment A provides a reasonable guideline for expected funding levels.

Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

Disclosure

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the RWB are subject to public release upon request, except those items specifically exempt from disclosure after the selection of the winning bidder. All such proprietary or confidential material should be so marked.

Subcontracts

Bidders may subcontract for all or part of the services to be provided by the Service Provider, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the RWB.

Administrative Offices

The successful bidder will be required to maintain administrative offices within the Region.

Proposal Format

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part IV of this Request for Proposal. All referenced attachments are included in this packet.

Authorized Board Contact

The authorized Board contact person for this procurement is:

Central Indiana Region 5 Workforce Board, Inc. Fiscal Agent
c/o Doug Jones
3815 River Crossing Parkway, Suite 300
Post Office Box 40977
Indianapolis, IN 46240-0977
djones@crowehorwath.com
Fax: (317) 706-2660

Part II - Procurement Timeline

RFP Release	Monday, May 11, 2009
Bidder's Conference	Friday, May 15, 2009 4:00 PM EST
Q&A Deadline	Friday, May 22, 2009 4:00 PM EST
Proposal Submission	Friday, May 29, 2009 4:00 PM EST
Bidder Interviews	Friday, June 12, 2009
Proposal Selection (Planned)	Monday, June 15, 2009
Contract Start (Planned)	July 1, 2009

All times shown are Eastern Standard Time (EST). The RWB reserves the right to adjust the schedule when it is in the best interest of the RWB or to extend any published deadline in this RFP upon notification to those who have requested an RFP.

1. Availability of RFP Packets

Request for Proposal packets will be available beginning on and after 9:00 AM EST Monday, May 11, 2009 at, 3815 River Crossing Parkway, Suite 300, Post Office Box 40977, Indianapolis, IN 46240-0977. Packets may be picked up in person or requested in writing to the above address. The RFP will also be available for download in PDF format from the Department of Workforce Development website at <http://www.in.gov/dwd/2329.htm>.

2. Bidder's Conference

Any entity wishing to make a proposal for Service Provider in Region 5 is invited to attend a Bidder's Conference. **The Bidder's Conference will be held for this request on Friday, May 15, 2009 at 4:00 PM EST** at the following location:

Crowe Horwath LLC, North Office
[3815 River Crossing Parkway, Suite 300](#)
 Indianapolis, Indiana 46240

4. Questions and Answers

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the Board will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposal. Therefore, the Board encourages bidders to contact the Board Contact by facsimile transmission, email, or regular mail during the **technical assistance period ending Friday, May 22, 2009 at 4:00 PM EST**, to request any additional clarification that may be needed to comply with these instructions. Prior to the Bidder's Conference, questions may be faxed or e-mailed regarding the RFP or proposal process to the Board's Contact. **Phone calls will not be accepted.**

The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the Board's website at <http://www.workonecentral.org>. Answers will be posted on an ongoing basis, within three (3) business days after receipt of the questions. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, being additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. All answers issued in response to the bidder questions become part of the

RFP and the RFP process. Should you encounter problems accessing the Board's website, contact the Authorized Board Contact immediately for assistance.

5. Submission Dates and Times

The closing date for receipt of proposals under this request is Friday, **May 29, 2009 4:00 PM EST**. Proposals must be received by the Board Contact address no later than 4:00 PM EST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.

Other than as specified above, all members of the Central Indiana Region 5 Workforce Board, Board staff, authorized representatives, or agents of the Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.

Potential Bidders are prohibited from making any contact related to this RFP with Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.

The Central Indiana Region 5 Workforce Board, Inc. (RWB) reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of RWB 5 official files without further obligation. RWB 5 will not pay for the development or preparation of proposals.

Part III - Eligibility and Contract Information

1. Eligible Applicants

Eligible applicants for the Service Provider(s) include:

- Private or public not-for-profit organizations, including faith-based or community-based organizations.
- Governmental organizations.
- Private or public for-profit organizations or entities.

The Service Provider **MAY NOT** serve as a Regional Operator, Fiscal Agent, or Regional Workforce Board member in any other region in the state during the term of their contract. This is in accordance with Technical Assistance Bullentin-2007-08 issued February 21, 2008.

2. Contract Information

Funding for all activities under this RFP will be provided by the appropriate program grant. The actual amount of contract award will be based on a negotiated cost proposal and available funds and will ensure optimum utilization of funding for services to rural areas.

3. Period of Performance

The period of the contract will be effective no later than July 1, 2009 through June 30, 2010. Two additional one year extension may be granted by the Regional Workforce Board for a total of three years.

Part IV - Proposal and Submission Information

1. Proposal Submission Information

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 11 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.)

Starting after the cover page and the table of contents, number each page at the bottom center using the format "page x of x". The completed attachments B, C, and D and Budget Estimate Worksheet from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- Proposal Cover Page (Attachment B)
- Table of Contents
- Organizational Section
 - a. Organization name
 - b. Organization address
 - c. Organization telephone number(s)
 - d. Contact person
 - e. Length of time in business
 - f. Chief Executive Officer
 - g. A Statement of intent of the organization to provide services described in this RFP
 - h. Legal status of the Bidding Entity
 - i. Mission or purpose of the Organization
 - j. Organization's website address
- Bidders Background & Experience
- Understanding & Approach
- Staffing, Capacity and Willingness to Partner and Adjust
- Budget/Cost

- Non-Collusion Affidavit (Attachment C)
- Assurances and Certifications (Attachment D)
- Required Insurances/Bonding: General Liability, Workers Compensation, Employee Fidelity Bonding
- Exhibits
 1. Budget Narrative and Budget Estimate Worksheet
 2. Bidder's Annual Report/Financial Statement
 3. Resumes of the Key Staff to be involved
 4. Recent Audits and Monitoring Reports from Similar Initiatives

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, five (5) copies, and one (1) electronic version (either PDF or Microsoft Word format). The electronic version may be provided on a CD or e-mailed directly to the Board's Contact. The original must clearly be marked "**ORIGINAL**" on the cover sheet and contain original signatures, where applicable. No faxed or e-mail copies will be accepted. The original must have original signatures in (blue ink).

All responses become the property of the Board.

2. Other Submission Requirements

Withdrawal of Proposals. Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the Board Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

Changes, Amendments, and/or Re-Issuance of this Proposal. Unless specifically requested by the Board, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the Board reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

Assurances and Certifications. The individual having Contract Signature Authority must sign the Assurances and Certification Document. (**Attachment D**)

3. Inquiry/Protest Procedures

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the Board's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked. If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the Board, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed to the Board Contact. The appeal must indicate the specific grounds and 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. Hearings shall be conducted in accordance with Board procedures.

Part V - Scope of Services

The Service Provider is responsible for performing tasks for the delivery of Client Services under an integrated client services system in accordance with federal and state legislation and regulations, state policy, and the Indiana Strategic State Plan. Programs include, but are not limited to the following:

- Workforce Investment Act Title I Adult,
 - Dislocated Worker,
 - Youth,
 - Wagner-Peyser Act,
 - Veterans employment and training programs,
 - Trade Adjustment Assistance.
 - Other programs as required by the RWB
- Ensure adherence of the system to state policies. Policies of the Indiana Department of Workforce Development may be found at <http://www.in.gov/dwd/2544.htm>.
 - Participate in and comply with the Regional Integration Policy as outlined in DWD Policy 2007-20, http://www.in.gov/dwd/files/2007_20.pdf,
 - Participate in, comply with, and agree to performance measures and outcomes related to the approved Region 5 Regional Integration Plan.

Service Provider Proposal Options

Prospective service providers may propose to serve the region as a whole or a specific area of the region:

- Boone
- Hamilton
- Hancock
- Hendricks
- Johnson
- Madison
- Morgan
- Shelby

Part VI. Selection Process

Procurement will be conducted in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the scope of services listed in this RFP.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only *responsive* proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
 - 1) Failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s) (price will be considered and discussed with bidders in this or the previous step);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the Board;
- h. Discussion and appropriate action by the Board in selecting proposed contractor(s) for contract negotiations.
- i. Successful bidders may be subject to an on site visit to evaluate administrative and financial management systems. Additionally, they may be required to attend a contractor training session to ensure they are cognizant of Service Provider responsibilities, reporting requirements, payment methods and performance measures to ensure successful contract performance.

Part VII - Evaluation Process and Rating Criteria

The Board may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonable obscure the meaning of the content. Further, the Board reserves the right to request clarifications from bidder of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIA Services.

Rating Criteria

There are 100 points available under this RFP. The applicants’ bids will be evaluated on 4 criteria each carrying a unique weighting:

	Possible points
• Background & Experience	30
• Understanding & Approach	30
• Staffing, Capacity, Willingness to Partner and adjust	30
• Budget	10

Background & Experience

1. Describe the purpose of the Organization
2. Describe the management and structure of the Organization
3. Describe relevant experience in operating workforce or similar programs or projects. Provide two references in relation to these.
4. Describe your organizations experience with the proposed eligibility, assessments, case management, counseling or other services to be provided.
5. Describe your organizations experience with the core, intensive, training, and follow up services to be provided to the proposed populations. Include a description of the process for an individual to move through each of these tiers of service. Describe how it will be decided which individuals receive intensive and training services and which receive only core.
6. Describe past success in developing effective working relationships with partner organizations.
7. Describe past experience with service integration, functional supervision, information sharing, joint case management of mutual clients, cross training of staff, rapid response activities, services to TAA clients, or other activities conducted in close coordination with local DWD staff.

Understanding & Approach

1. Detail the plan for providing services. Demonstrate your knowledge in providing WIA services. Describe your organization’s ability to meet the need of the population you are proposing to serve. Describe your organizations ability to manage to ensure that targeted levels of service are met.
2. Describe how your organization envisions its role and relationship with the Regional Operator.

3. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on RWB & RO committees throughout the region.
4. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system.
5. Describe how the availability of services will be marketed in all communities within the Region. Describe how recruitment of these populations will be conducted.
6. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation.
7. Demonstrate knowledge of performance requirements for the programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the RWB and RO. Describe all services that will be provided in accordance with the ten Program Elements required by WIA.
8. Describe efforts that will be made to work cooperatively with the current Service Provider and the Regional Operator to ensure a smooth transition on July 1, 2009.
9. Describe you plan for ensuring that services to clients will continue with little or no interruption during the transition.
10. Provide an assurance that your organization will perform the duties necessary to transition participant reporting to the state required case management and participant tracking system.
11. Services provided not specifically required in the RFP.

Staffing, Capacity and Willingness to Partner and Adjust

1. Staffing of the WIA programs is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIA programs in Region 5. Identify the qualifications of the staff that will be involved in delivering services in this region.
2. Describe the respondent's capacity to take on additional duties or locations. Provide details on how additional cost would be determined and nature of the negotiation process required by the respondent.
3. If the respondent has a formula, procedure, or rule of thumb for determining service cost please explain.
4. Identify key management staff by name with a summary of their credentials and brief resume of qualifications
5. Indicate plans for how coordination will occur with service integration, functional supervision, information sharing, joint case management of mutual clients, cross training of staff, rapid response activities, services to TAA clients, or other activities within Region 5.
6. Partnerships and coordination of service with other organizations are one of the keys to success in the delivery of WIA services. Include Subcontractors you plan to collaborate with, and their level of involvement.
7. Provide an assurance on your organizations willingness to work with other partners.
8. Provide an assurance that your organization has the willingness and ability to take on less or more responsibility or duties than proposed.

Budget

Complete the attached Budget Estimate Worksheets in Attachment E. WIA funding allocations for Adult, Dislocated Worker and Youth programs for PY'08 are provided on Attachment A. The figures for PY'09 have not been determined.

1. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. If applicable, provide a copy of your most recent audit report. Also attach any monitoring reports for the past two years along with resolution letters.
2. A one-page budget narrative should be attached that describes the allocation of funds amongst programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

Part VIII - Award Administrative Information

1. Administrative Program Requirements

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Investment Boards - 20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).
- b) Non-Profit Organizations - Office of Management and Budget (OMB Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c) Educational Institutions - OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d) State and Local Governments - OMB circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).
- e) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- f) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- g) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- h) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- i) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- j) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- k) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- l) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- n) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- o) Regional Integration Policy, DWD Policy 2007-20
- p) Indiana Code IC **22-4.5-7**, Regional Workforce System

In addition, an individual having Contract Signature Authority must sign the Assurance and Certification Document (Attachment D). **Note:** Do not re-type this document; use the copy provided in the RFP.

ATTACHMENTS

Attachment A

Workforce Investment Act Program Year 2008 Allocations

Total	Adult	Youth	DW	TOTAL
State Allotments	\$18,165,758	\$20,463,638	\$23,517,230	\$62,146,626
>Administration	\$908,287	\$1,023,181	\$1,175,860	\$3,107,328
>Governor's Discretionary	\$1,816,576	\$2,046,364	\$2,351,723	\$6,214,663
>Rapid Response			\$5,879,307	\$5,879,307
>Amount to be allocated to the workforce investment boards	\$15,440,895	\$17,394,093	\$14,110,340	\$46,945,328
Workforce Investment Boards				
Marion County	\$2,872,213	\$3,083,012	\$2,038,254	\$7,993,479
Balance of State	\$12,568,682	\$14,311,081	\$12,072,086	\$38,951,849
Total	\$15,440,895	\$17,394,093	\$14,110,340	\$46,945,328
Balance of State				
Region 1	\$2,468,945	\$2,584,083	\$1,651,711	\$6,704,739
Region 2	\$1,338,346	\$1,571,635	\$1,351,142	\$4,261,123
Region 3	\$2,134,813	\$2,420,776	\$2,213,085	\$6,768,674
Region 4	\$1,050,255	\$1,436,297	\$1,195,442	\$3,681,994
Region 5	\$993,651	\$992,274	\$1,783,941	\$3,769,866
Region 6	\$1,194,953	\$1,422,536	\$1,012,026	\$3,629,515
Region 7	\$743,034	\$841,873	\$417,315	\$2,002,222
Region 8	\$682,114	\$931,427	\$508,554	\$2,122,095
Region 9	\$503,386	\$486,088	\$772,037	\$1,761,511
Region 10	\$593,715	\$582,105	\$517,512	\$1,693,332
Region 11	\$865,470	\$1,041,987	\$649,321	\$2,556,778
Balance of State Total	\$12,568,682	\$14,311,081	\$12,072,086	\$38,951,849

Attachment B

APPLICATION COVER SHEET

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

Signature Date Authorized

Print Name: _____

Title: _____

Attachment C

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 5 workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print of Type Name

Subscribed and sworn to me this day ____ of _____

Notary Public

County of

Commission Expiration Date

Attachment D

ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Board, Regional Workforce Board, Regional Operator and any other applicable laws and regulations.

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

- 1. The proposing organization has not been debarred or suspected or otherwise excluded from or ineligible for participation in federal assistance programs.
- 2. The proposing organization possesses legal authority to offer the attached proposal.
- 3. 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.
- 4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Official

Typed/Printed Name of Signatory and Title

Proposer’s Name

Date

Attachment E
BUDGET ESTIMATE WORKSHEET

Line Items	Boone County	Hamilton County	Hancock County	Hendricks County	Johnson County	Madison County	Morgan County	Shelby County	*General Mgmt Cost	*Other Program Cost	Total
Salaries & Benefits											
Staff Training											
Staff Travel											
Overhead:											
Rent											
Utilities											
Maintenance											
Furniture & Equipment											
Information Technology											
Office Supplies											
Other Admin											
TOTAL											

* Cost not associated with a location

