

REQUEST FOR QUALIFICATIONS

Workforce Development Services

For The Chenango-Delaware-Otsego Workforce Region

Issued on April 13, 2009 by:

The CDO Workforce Investment Board

**12 Dietz Street
Oneonta, New York 13820**

**Submission Deadline:
May 15, 2009 (4:00 PM)**

Any proposal received after this time will not be accepted

REQUEST FOR QUALIFICATIONS

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A. Purpose of the Request for Qualifications

The purpose of this Request for Qualifications (RFQ) is to create a list of highly qualified organizations and individuals that can assist the CDO Workforce Investment Board with an array of needed workforce development services. Contracts will be developed with all organizations selected through this RFQ process. Placement on the list established as the result of this RFQ does not guarantee that a successful bidder will be selected to perform any work associated with local projects.

Description of the CDO Workforce Investment Board

The Workforce Investment Act (WIA) of 1998 requires States to designate local district workforce boards to plan and administer workforce development programs for their local areas. These local boards are a composition of private, non-profit, and governmental sectors of each local community. The CDO Workforce Investment Board has a vision of a highly skilled workforce prepared by a system that readily connects employers and job seekers and assists business in economic growth. The CDO Workforce Investment Board oversees the implementation of local workforce initiatives and administers programs which have businesses and job seekers as primary customers.

B. Program Description/ Eligibility Requirements

The Workforce Investment Act (WIA), signed into law on August 7, 1998 and fully implemented on July 1, 2000, is a comprehensive reform impacting many of the nation's federally funded workforce development and training programs. The intent of the WIA is to eliminate fragmentation among the numerous training, education and employment programs.

Local Workforce Areas are given flexibility to develop service delivery systems that address local workforce needs. The CDO Workforce Investment Board has a number of funding resources which include direct WIA funds, other State WIA and TANF funding, and Federal funding for a variety of local workforce development activities.

Eligible applicants under this RFQ are consulting firms, for profit organizations, not-for profit organizations, and educational organizations with experience in delivering the specified component services. Organizations should only apply for providing services that they are capable of delivering. Because of the array of services being asked for, it is doubtful that an agency can deliver on more than a few service components.

I. Description of Services Sought

The CDO Workforce Investment Board seeks qualified services providers for the following service components to be provided to WIA-eligible disadvantaged, out-of-school youth between the ages of 16 and 21:

- Comprehensive Guidance & Counseling;
- Testing of Adult Basic Education, Basic Skills Upgrade, and GED Preparation/Testing;
- Supportive Services;
- Leadership Development; and
- Adult Mentoring.

Details of service need are attached for each identified component. (Attachment 5)

II. Process for Application Submission and Approval

Questions Concerning this RFQ

Submit typed questions via electronic mail to apbenken@cdoworkforce.org or by fax to (607) 432-4171 or by mail to the address provided in Section III, C. No telephone inquiries will be accepted. Questions regarding the RFQ will be accepted until 4:00 PM on May 4, 2009.

Application Due Date

Applications must be received no later than 4:00 PM on May 15, 2009. Any applications or unsolicited amendments to applications received after the due date and time will not be considered. No “faxed” or “e-mailed” documents will be accepted. Applicants assume all responsibility for proposal submission and adherence to deadlines. The Board takes no responsibility for any third party error in the delivery of proposals (e.g. U.S. Post Office, Federal Express, UPS, courier, etc.). A postmark will not be accepted if the proposal does not arrive by the deadline.

The CDO Workforce Board reserves the right to: accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources;

and/or to cancel in part or in its entirety this RFQ if found not to be in the best interest of the WIB.

Funding for any project is dependent upon availability of WIA funds. This RFQ does not commit the WIB to award a contract, to pay costs incurred for the preparation of proposals, or pay for any legal liability in refusing to award a contract, and/or to procure or contract for services. Funding sources shall be Workforce Investment Act funds appropriated to the CDO Workforce Investment Board.

Application Submittal Instructions and Format

1. Mail or hand deliver to:

Audrey Benkenstein, Program Services Manager
CDO Workforce Investment Board
12 Dietz Street, Oneonta, NY 13820
2. One (1) original and five (5) copies must be received by the established due date and time.
3. Application narratives must not exceed 10 pages (12 point font). Supporting documents are not included in this limit. All pages must be numbered.
4. Each application must be transmitted in a sealed package with the title of the RFQ- CDO Workforce Investment Board Comprehensive Services RFQ. The Package should also indicate the service component being applied for.

A. Projected RFQ Timetable

- RFQ Release Date – April 13, 2009
- Deadline Date for Questions – May 4, 2009
- Application Due Date – May 15, 2009
- Date of Notification of Acceptance/Rejection – June 12, 2009
- Contract Development – June 2009

III. Application Requirements, Format, and Content

All applications must contain the following components:

- A brief description of the applicant organization (1 page or less, will not count against the application narrative page limit)
- Narrative description of the applicant organization's relevant experience as detailed in the component service attachments (limit of 10 pages)
- Supporting documents and examples of prior work in the subject area as identified in section B below (no limit)
- Completed contractor cost information sheet (Attachment 2)

Narrative Description

In order to evaluate an applicant's ability to perform the services sought, applicant organizations must describe their experience in local or regional collaborative partnerships in the provision of the services being qualified in this document. Within this discussion:

1. Describe history of organization in providing requested service(s).
2. Identify program performance: numbers served, numbers completed compared to numbers contracted for.
3. Discuss positive outcomes for program participants.
4. Identifying funding sources for the program services provided by the applicant.

A. Supporting Documentation

The application must include relevant supporting documents including, but not limited to:

1. Samples of work products resulting from the above described service components.
2. Reference and contact information on the various partner organizations involved in the above described project(s). Contact information should include names, titles, organizational affiliation, addresses and telephone numbers for those individuals whom you worked with on the project(s) described in your application narrative;
3. Resumes or biographical sketches (describing the background and experience) of key staff in your organization who would perform the outreach, facilitation, and other services if your organization were awarded work by the Board.

The Board has established minimum criteria to assess the information provided to satisfy the requirements of sections A and B above. These criteria are further described in Selection Process and Criteria, section V of this RFQ.

B. Contractor Cost Information Sheet

The applicant must complete the attached Contractor Cost Information Sheet (Attachment 1). The applicant must provide its maximum per participant rate to provide all of the anticipated services as described in Section I of this RFQ. A successful applicant may not bid more than its maximum per participant rate on any projects to be funded during the subsequent mini-bid process.

C. Required Forms

1. RFQ Application Sheet
2. Organization Description, Narrative Description, and Supporting Documentation (Refer to Section III for required format)
3. Contractor Cost Information Sheet. (Attachment 1)
4. Vendor Responsibility Questionnaire. (Attachment 2)
5. Federal Certifications. (Attachment 3)

6. Application Checklist. (Attachment 4)

D. General Requirements

All applications and accompanying documentation will become the property of the CDO Workforce Investment Board and will not be returned. The content of each application will be held in strict confidence during the bid evaluation process, and no details of the application will be discussed outside of the evaluation process. A successful bidder's application and portions of this RFQ deemed applicable by the Board will be made part of any resulting contract. Therefore, an official authorized to commit the company to a contract must sign the application.

IV. Selection Process and Criteria

A. Evaluation of Applications

All applications received shall be subject to evaluation by a Committee comprised of three to five people appointed by the Executive Committee of the Chenango, Delaware, and Otsego Area Workforce Investment Board. The Review Committee will review and score proposals according to the criteria described within this section and assign points specified in this section.

Members of this committee will individually evaluate the applications using a point system against the established selection criteria. Proposals failing to meet minimum requirements shall be deemed non-responsive and be rejected. The Evaluation Committee or the Workforce Investment Board may request additional information from any bidder.

Applications will be scored on technical merit (up to a maximum of 80 points) and cost (up to a maximum of 20 points). The technical merit review will evaluate applications and supporting documentation with respect to the criteria identified in Section V, C. Reviewers will evaluate the responses on a weak, moderate or strong scale. Individual evaluation scores from reviewers will be averaged to provide a final overall technical evaluation score.

Final scores will be determined by combining the technical and cost scores for each application. Final scores must meet or exceed the minimum score (70 points) for the applicant organization to be considered qualified and included on the Board's list of consulting organizations eligible to compete for future Workforce Development projects. The Board will develop contracts with bidders achieving the minimum required score.

B. Evaluation Process

The evaluation process will be conducted as follows:

1. Incomplete applications will be disqualified.
2. All bidders that are determined not to be responsive or responsible will be disqualified.
3. Applications that fail to meet the requirements will be disqualified.

C. Technical Evaluation Criteria

A technical evaluation of applications based on the following criteria will be performed. The maximum number of points that may be awarded for each criterion is identified in parenthesis at the end of each section:

1. Application narrative clearly describes the organization's prior experience in providing the requested service component. (Up to 30 points)
2. Application narrative contains evidence of positive outcomes that can be attributed to the services provided by the applicant. Each component services attachment identifies specific service outcomes for applicants. (Up to 20 points)
3. Application contains supporting documentation which substantiates the efforts, work products and outcomes described in the application narrative. (Up to 20 points)
4. Resumes or biographical sketches of key staff reflect a high level of experience in this area. (Up to 10 points)

D. Cost Evaluation Criteria

Up to 20 points will be assigned to each application based upon a comparison of the maximum per participant rate included on their Contractor Cost Information Sheet (Attachment 1) and the following range for per participant rates:

Up to \$250 per participant	20 points
\$250 – \$500 per participant	16 points
\$501 - \$750 per participant	12 points
\$751 - \$1,000 per participant	8 points
\$1,001 - \$1,250 per participant	2 points
\$1,251 per participant or greater	0 points

a. Method of Selection

The method of selection will be based on a point system related to the review criteria described above. An organization's application must achieve a minimum qualifying score of 70 points in order for the organization to be eligible to be placed on the list of consultants.

E. General Information for Successful Bidders

a. Contracting Terms

If you are awarded a contract, you will be required to submit certain forms and comply with the following information.

1. Cost of Proposal Preparation

The Board will not be liable for any costs of work performed in the preparation and production of a proposal, or for any work performed prior to the formal execution of a contract. By submitting a proposal, the bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any

misinformation or lack of information. The proposals shall become the property of the CDO Workforce Board

2. Assurances:

The bidder warrants that it has carefully reviewed the needs of the Board as described in the RFQ, its attachments and other communications related to the RFQ and that it has familiarized itself with the specifications and requirements of the RFQ and warrants that it can provide such services as represented in bidder's proposal. The bidder agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, state, and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFQ and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

F. Electronic Files or Data:

If electronic files are to be exchanged as a part of this proposal or as a product of the contract, they must conform to agency policy and guidelines.

G. Conflict of Interest:

Bidders may be requested to provide evidence that the award of the contract from this RFQ will not result in a conflict of interest with regard either to other work performed by the contractor, or to potential conflict of interest among specific contractor staff or subcontractors.

H. Ownership of Materials:

All materials developed with funding provided by the CDO Workforce Board and all proposals, work plans and budget become the property of The CDO Workforce Board. All materials produced, either in whole or in part, through funding provided by The CDO Workforce Board shall belong exclusively to the Board. The Board may use any of the materials developed with project funds for any Board purpose.

I. Equal Employment Opportunity:

By submission of its bid, the successful bidder warrants that it is an Equal Opportunity Employer and that it does not discriminate in its employment and business practices on any of the bases provided in the CDO Workforce Board Human Rights law or any applicable federal laws. In addition, the successful bidder agrees to the assurances contained in the attached Federal Certifications (Attachment 4).

J. Contract Award:

Upon receipt of necessary approvals an award letter will be issued by the Board to the successful bidder advising them of a contract award. The successful bidders will be advised by the Board through a letter of award. A contract defining all deliverables and the responsibilities of the contractor and the Board will then be developed for signature by both parties and for approval and processing. The contracts will incorporate the conditions of this RFQ and the successful bidders' proposals among their provisions. Each successful bidder will be required to sign an Agreement before payment can commence. This process will be initiated by a Letter of Intent to Contract.

K. Publicity:

Publicity includes, but is not limited to, news conferences, news releases, advertising, brochures, reports, discussions and/or presentations at conferences or meetings. The inclusion of our materials, our agency name, or other such reference to The CDO Workforce in any document or forum is considered publicity. Publicity, news releases or any other public announcements regarding this project will carry the CDO Workforce logo and may not be released without prior approval from the Board.

L. Freedom of Information Law and Bidder's Proposals:

Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State or for the proposals submitted to the State in response to Requests for Proposals. After formal contract approval by the CDO Workforce Board Comptroller's Office, the proposal of the successful bidder and the proposals of non-successful bidders are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful bidder's contract which "are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL.

If there is information in your proposal which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your proposal.

M. Americans with Disabilities Act (ADA):

The successful bidder shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder shall comply with all

applicable requirements of Board Human Rights Law, codified in the Executive Law sections 290 - 301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to the Board that the successful bidder is in compliance with both the ADA and its regulations and the Human Rights Law and its regulations.

Any products developed as a result of this RFQ must be in a format that can be converted for use by individuals with disabilities to meet the reasonable accommodation standards established by the Americans with Disabilities Act.

N. Responsibility Determination

All competitive bids must be awarded to responsive and responsible bidders. In order to fulfill this requirement, you must complete the "Vendor Responsibility Questionnaire" (Attachment 2). By signing the bid proposal, you hereby authorize the Board to review any records in its possession concerning your organization including, but not limited to, wage records, unemployment insurance records, public works records, labor standards and safety and health records. Based on the responses you provide, the Board will determine whether your organization is a responsible bidder. If you are disqualified based on a determination of non-responsibility, you will be notified in writing and may appeal the determination in writing within 10 days to the Executive Director of the CDO Workforce Investment Board. If you fail to identify a violation and the Board discovers the failure to disclose such violation, your contract may be terminated immediately upon written notice.

O. Contract Modification

The contract and budget can be modified, upon mutual agreement of the parties, during any term by written amendment.

P. Contract Cancellation

The Board reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the Board, the contractor fails to perform the work in accordance with the contract, the Board may terminate the contract immediately by written notice for cause. The Board may elect to suspend contract performance or provide a cure period prior to termination.

Q. **Reservation Clauses**

CDO Workforce Investment Board, reserves the right to:

1. Postpone or cancel this RFQ upon notification to all bidders.
2. Amend the specifications after their release with appropriate notice to all bidders.
3. Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation.

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4. Waive or modify minor irregularities in proposals received after prior notification to the bidder.
5. To correct any arithmetic errors in any proposal.
6. Reject any and all proposals received in response to this RFQ.
7. Contact bidders' references as a check on qualifications.
8. Award contracts to other than the lowest bidder.
9. Award contracts to more than one bidder.
10. Negotiate with selected bidder prior to contract award.
11. Negotiate with the next highest rated bidder if negotiating a contract with the selected bidder(s) cannot be accomplished within an acceptable time frame (no bidder will have any rights against the Board arising from such negotiations).
12. Make any payment contingent upon the submission of specific deliverables.
13. Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

R. Buy American Requirements

Bidders should be aware of the requirements of WIA, Section 505 which provides that WIA funds may not be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. 10a et seq.). It is the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with WIA funds should be American made. See WIA, Section 505 – Buy American Requirements.

V. RFQ Attachments and Required Forms

The table below identifies each attachment to this RFQ and indicates documents which need to be submitted with the application.

Attachment Number	Document Title	Original Signature Required	Required Submission with Application
1	Contractor Cost Information Sheet		X
2	Vendor Responsibility Questionnaire (Completed and Signed)	X	X
3	Federal Certifications	X	X
4	Application Package Checklist		X
5	Service Components Descriptions		
Refer to Section III	Organization Description, Narrative Description, and Supporting Documentation		X

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Contractor Cost Information Sheet

Please identify the service component that is being applied for and provide the appropriate cost information: a maximum daily rate based on an eight-hour day, a maximum hourly rate, or a maximum project rate that encompasses all of the anticipated services as described in Section II of this RFQ.

Workforce Service Component _____

Please specify the appropriate cost structure:

- Up to \$250 per participant
- \$250 – \$500 per participant
- \$501 - \$750 per participant
- \$751 - \$1,000 per participant
- \$1,001 - \$1,250 per participant
- \$1,251 per participant or greater

Please enter cost amount:

\$ _____ *

*- Attach service cost schedule for all service topics (i.e.-work-readiness training modules, etc.)

RESPONSIBILITY QUESTIONNAIRE

Instructions

Please complete this form answering every question. A “Yes” answer to any question requires a written explanation attached to the questionnaire and submitted on company letterhead signed by an officer of the company.

QUESTIONS:

Within the past five years, has your firm, any affiliate, any owner or officer or major stockholder (5% or more shares) or any person involved in the bidding or contracting process been the subject of any of the following:

- a. A judgment or conviction for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion?
 Yes No
- b. A criminal investigation or indictment for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion?
 Yes No
- c. An unsatisfied judgment, injunction or lien obtained by a government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any government agency?
 Yes No
- d. An investigation for a civil violation by any local, state, or federal agency?
 Yes No
- e. A grant of immunity for any business-related conduct constituting a crime under local, state or federal law including, but not limited to fraud, extortion, bribery, racketeering, price-fixing, or bid collusion?
 Yes No
- f. A local, state or federal suspension, debarment or termination from the contract process?
 Yes No
- g. A local, state or federal contract suspension or termination for cause prior to the completion of the term of a contract?
 Yes No
- h. A local, state or federal denial of award for non-responsibility?
 Yes No
- i. An agreement to voluntary exclusion from bidding/contracting?

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Yes No

j. An administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal contract?

Yes No

k. A State Labor Law violation deemed willful?

Yes No

l. A firm-related bankruptcy proceeding?

Yes No

m. A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?

Yes No

n. A denial, desertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status?

Yes No

o. A rejection of a low bid on a local, state or federal contract for failure to meet statutory affirmative action or MWBE requirements on a previously held contract?

Yes No

p. A federal, state or local government enforcement determination involving a violation of federal, state or local government laws?

Yes No

q. An occupational Safety and Health Act citation and Notification of Penalty containing a violation classified as serious or willful?

Yes No

r. A rejection of a bid on a New York contract for failure to comply with the MacBride Fair Employment Principles?

Yes No

s. A citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of?

- Federal, state or local health laws, rules or regulations
- Unemployment insurance or workers' compensation coverage or claim requirements
- ERISA (Employee Requirement Income Security Act)
- Federal, state or local human rights laws
- Federal or state security laws
- Federal INS and Alienage laws
- Sherman Act or other federal anti-trust laws.

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Yes No

NOTES:

Information on the following additional topics should be submitted with this questionnaire. Check “none” if topic does not apply.

1. agency complaints or reports of contract deviation received within the past two years for contract performance issues arising out of a contract with any federal, state or local agency?

None

2. Employee Identification No., Social Security No., Name, DBA, trade name or abbreviation previously or currently used by your business which is different from that listed on your mailing list application form?

None

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the CDO Workforce Investment Board or its agencies or political subdivisions to make a determination regarding the award of a contract or approval of a subcontract; acknowledges that the County or its agencies and political subdivisions may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 USC Section 1001; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

Name of Business	Signature of Officer
Address	Typed Copy of Signature
City, State, Zip	Title

Principal place of business if different from address listed above (including complete address):

FEDERAL CERTIFICATIONS

The funding for the awards granted under this RFQ is provided by the United States Department of Labor which requires the following certifications:

A) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction.

- a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department agency.
- b) Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this contract.

B) Certification Regarding Lobbying – Certification for Contracts, Grants, Loans, and Cooperative Agreements

- a) 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 an employee of a Member of Congress in connection with awarding of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- b) 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, or an officer or employee of Congress, or an employee 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.
- c) The signer shall require that the language of this certification be included in the award documents 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 disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.**

C) Drug Free Workplace – By signing this application, the grantee certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with the specific grant will take place must be maintained at your office and available for federal inspection.

D) Non-Discrimination & Equal Opportunity Assurance:

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

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- a) Section 188 of the Workforce Investment Act of 1998 (WIA) 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 WIA Title I program or activity.
- b) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color and national origin.
- c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- d) The age discrimination Act of 1975, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of WIA Title I programs or activities, and to all agreements the grant applicant makes to carry out the Title I program or activities. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the following statements are true and accurate.

Signature of Authorized Representative _____

Title _____ Date _____

Application Package Checklist

Application Component	Page Number (please complete)
Organization Description, Narrative Description, and Supporting Documentation	
Contractor Cost Information Sheet	
Vendor Responsibility Questionnaire (Completed and Signed)	
Federal Certifications (Completed and Signed)	
Application Package Checklist	

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**12 Dietz Street
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**Submission Deadline:
May 15, 2009 (4:00 PM)**

- Narrative Description:** **Out-of-School Youth Comprehensive Guidance and Counseling Services**
- Areas of Need:** Comprehensive Guidance and Counseling services for WIA-eligible, enrolled, out-of-school youth ages 16 – 21 for CDO Workforce Youth Services Program delivered primarily in the counties of Chenango, Delaware and Otsego.
- Services to be provided:** Provide comprehensive guidance and counseling to youth enrolled in the CDO Workforce Youth who have been determined to be in need or have themselves identified the need for such services. These services will go beyond case management and will address more serious issues and barriers to employment including drug and/or alcohol abuse, mental health conditions, and/or domestic violence.

Applicants should describe their history in providing these services to youth. Documentation should be provided that defines the number of participants served.

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**Submission Deadline:
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Narrative Description: **Testing of Adult Basic Education (TABE), Basic Skills Upgrade, and GED Preparation/Testing Services**

Areas of Need: Testing for Adult Basic Education, Basic skills upgrade, and GED preparation services for WIA-eligible, enrolled, out-of-school youth ages 16 – 21 for CDO Workforce Youth Services Program delivered primarily in the counties of Chenango, Delaware and Otsego.

Services to be provided: Administration, scoring, and recording of TABE levels, delivery of instructional, educational services that will ensure a youth program participants who are lacking basic skills in math and/or reading will attain mastery at an eighth grade level and GED preparation instruction and testing for those participants who are lacking a high school diploma or GED.

Applicants should describe their history of administering the TABE and of providing instructional, educational services to this specific population of youth. Applicants should also document the number of people for whom basic skills instruction and GED preparation has been provided, the number successfully completing instruction and, of those provided with GED preparation, the number who registered for and completed GED testing.

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Narrative Description: **Supportive Services**

Areas of Need: Supportive Services for WIA-eligible, enrolled, out-of-school youth ages 16 – 21 for CDO Workforce Youth Services Program delivered primarily in the counties of Chenango, Delaware and Otsego.

Services to be provided: Provide or arrange for the provision of supportive services to youth enrolled in the CDO Workforce Youth who have been determined to be in need or have themselves identified the need for such services. These services may include daycare assistance, clothing assistance, transportation assistance and/or housing assistance, up to a contractually determined amount.

Applicants should describe their history in providing or their ability to provide these services to youth. Documentation should be provided that defines the number of participants served and any positive outcomes achieved by the participants as a result of these or similar services.

REQUEST FOR QUALIFICATIONS

Workforce Development Services

For The Chenango, Delaware, Otsego County Workforce Region

Issued on April 13, 2009 by: The CDO Workforce Investment Board

**12 Dietz Street
Oneonta, New York 13820**

**Submission Deadline:
May 15, 2009 (4:00 PM)**

- Narrative Description:** **Out-of-School Youth Leadership Development Services**
- Areas of Need:** Leadership development opportunities for WIA-eligible, enrolled, out-of-school youth ages 16 – 21 for CDO Workforce Youth Services Program delivered primarily in the counties of Chenango, Delaware and Otsego.
- Services to be provided:** Provide or facilitate leadership development opportunities for youth determined eligible and enrolled in the CDO Workforce Youth Services Program. Services will include community service and/or peer-centered activities that encourage responsibility and other positive social behaviors.

Applicants should describe their history in providing these services to youth. Documentation should be provided that defines the number of participants served and any positive outcomes achieved by the participants as a result of these or similar services.

REQUEST FOR QUALIFICATIONS

Workforce Development Services

For The Chenango, Delaware, Otsego County Workforce Region

Issued on April 13, 2009 by: The CDO Workforce Investment Board

**12 Dietz Street
Oneonta, New York 13820**

**Submission Deadline:
May 15, 2009 (4:00 PM)**

Narrative Description: Out-of-School Youth Adult Mentoring Services

Areas of Need: Adult Mentoring services for WIA-eligible, enrolled, out-of-school youth ages 16 – 21 for CDO Workforce Youth Services Program delivered primarily in the counties of Chenango, Delaware and Otsego.

Services to be provided: Provide or facilitate adult mentoring opportunities for youth determined eligible and enrolled in the CDO Workforce Youth Services Program. Services will encourage youth to connect with resources for continued growth and success in terms of achieving established goals related to the Youth Services Program.

Applicants should describe their history in providing these services to youth. Documentation should be provided that defines the number of participants served and any positive outcomes achieved by the participants as a result of these or similar services.