

Request for Proposals

Workforce Innovation and Opportunity Act (WIOA)
One-Stop Operator
Adult, Dislocated Worker and Youth Programs

Release Date: February 24, 2023

Due Date: April 6, 2023

Contract Period: July 1, 2023, through June 30, 2025

Funded by:

The Workforce Innovation and Opportunity Act (WIOA) through the State of Indiana

Issued by:

Southwest Indiana Workforce Board Inc. for Region 11

Serving Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick
Counties

\

Table of Contents

Request for Proposal	Pages 3-4
Section I	
Background	Pages 4-5
Purpose of Request Proposal	Pages 5-6
Hours of Operation	Page 6
Section II	
Instructions	Page 6
Requirements	Page 7
Index of Instructions	Pages 7-8
Programmatic Information	Pages 8-11
Contract Award Process	Pages 12-13
Selection & Evaluation of Criteria	Pages 13-14
Appeal Process	Page 15
Regulatory Guidance	Pages 15-16
Assurances and Certification	Pages 16-17
Sample Report	Page 18
Budget	Attachments

TO: Prospective Bidder

FROM: Southwest Indiana Workforce Board for Region 11

SUBJECT: Request for Proposal (RFP) for Program Years 2023 and 2024

Workforce Innovation and Opportunity Act (WIOA):
One-Stop Operator
Adult, Dislocated Worker and Youth Programs

DATE: February 24, 2023

Request for Proposal

Southwest Indiana Workforce Board, Inc. (BOARD) for Region 11 is requesting proposals to serve as the One-Stop Operator and to provide employment and training services for Adults, Dislocated Workers and Youth activities under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The award will be made for a two-year contract beginning July 1, 2023, and ending June 30, 2025, with an option at the Board's discretion to extend an additional year to end June 30, 2026.

The Board strongly encourages bidders to create innovative programs specifically designed to meet the current and emerging workforce demands of the region's businesses.

Due Date

Proposals are due no later than 4:00PM Central Time on April 6, 2023. Bidders should submit an electronic copy of the proposal to linda.jones@swinworkforce.org or provide a copy of the proposal to the address below:

Linda Jones
Southwest Indiana Workforce Board, Inc.
4600 Washington Avenue, Suite 113
Evansville, IN 47714

Confirmation an electronic proposal has been received will be provided.

Proposals received after the specified due date and time will not be accepted.

The following chart is presented to advise all prospective One Stop Operators and WIOA (Adult, Dislocated Worker and Youth Program) bidders of the timelines for the bid, review, and selection processes.

Timeline for Request for Proposals (RFP)

Issue Request for Proposal	February 24, 2023	
Bidders Conference*	March 3, 2023	10:00am Central Time
Proposal Due Date	April 6, 2023	4:00pm Central Time
Proposals Opened	April 10, 2023	8:00am Central Time
Bidder Presentation	April 21, 2023	9:00am Central Time
Planned Decision Date of Contract Award	April 28, 2023	8:30am Central Time
Planned Contract Start Date	July 1, 2023	8:00am Central Time

*Bidders Conference is to be virtual

Lobbying is strictly prohibited. No bidder (including Board Members, employees, or other agents) shall contact the Board members or staff after the release of the RFP to secure favorable treatment about the awarding of a contract. Should such contact occur, the Board reserves the right to reject the offending bidder.

The Board reserves the right to reject all bids. Receipt of a bid does not constitute a binding contract.

Section I

Background

Southwest Indiana Workforce Board, Inc. hereinafter “the Board”, is a volunteer body certified by the Governor of Indiana in accordance with WIOA. The WDB (Workforce Development Board) serves as the Administrative Entity for the WIOA funds received from the Governor of the State of Indiana and the U.S. Department of Labor for Region 11. The functional responsibility of the Staff to the Board is to provide policy guidance and exercise oversight with respect to Workforce Development activities. Grant funds for this RFP are allocated under WIOA and distributed to the Board from the State of Indiana (Department of Workforce Development) by formula allocation. Contractor responsibilities are subject to change pursuant to direction from the Governor, the Governor’s Workforce Cabinet and Indiana Department of Workforce Development (DWD) or other oversight agencies.

The Board is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, and educational agencies. Representatives of the private sector constitute a majority of the Board membership. Board meetings are open to the public and all are welcome to attend.

On behalf of the Board, issuance of the Request for Proposal is coordinated by Sara Worstell, Executive Director.

The Board anticipates awarding one or more WIOA Adult and Dislocated Worker, One-Stop Operator, and/or Youth contract/s.

The Board reserves the right to award contracts that best serve the needs of the customers in our workforce area and that achieve other strategic objectives for economic and workforce development in the region. The Board reserves the right to award either performance-based contracts or cost reimbursement contracts to any or all the winning bidders.

Contracts resulting from this RFP are anticipated to commence on July 1, 2023, and end June 30, 2025. The Board reserves the right to renegotiate the terms and conditions of a contract for bona fide reasons including, but not limited to, changes in funding levels, economic conditions or workforce characteristics and adjustment in program designs dictated by program evaluations and state and/or federal regulatory requirements. The Board at its discretion may extend the contract for an additional year.

Successful contractors must be willing to enter into contracts with the understanding that funding for contracts may be adjusted up or down based upon the final allocation and the Board's discretion. It is planned that approximately \$1,200,000.00 of WIOA funds will be available for July 1, 2023 – June 30, 2024.

NOTE: WDB provides IT hardware, and the provider is required to purchase the software license.

NOTE: The Staff to the WDB is responsible for planning and providing programmatic oversight for all Board acquired grants. The appointed Fiscal Agent will maintain and manage these funds and make these payments.

Purpose of Request for Proposal

This Request for Proposal (RFP) is to solicit competitive proposals for delivery of services under WIOA for One-Stop Operator, Adult and Dislocated Worker, and Youth activity programs in the nine-county Region 11 service area. Bidders may propose to deliver:

- One-Stop Operator services only,
- Adult and Dislocated Worker services only,
- Youth services only,
- Adult, Dislocated Worker, and Youth services jointly, or
- One-Stop Operator, Adult, Dislocated Worker, and Youth services jointly.

This RFP is to ensure the following:

- The needs of businesses and its employees in the Region 11 area align with the strategic direction of the workforce system, and

- WIOA Adults and Dislocated Workers are to provide the appropriate employment and training activities as described in the WIOA law and regulations to assist in meeting their employment goals and attaining self-sufficiency through the One-Stop delivery system, and
- A consortium of organizations responsible for implementing and maintaining a comprehensive and integrated workforce development system within a workforce area through collaborative activities and community partners, and
- Providing support to the Board, and
- Coordination of the needs of both customer groups (jobseeker and business) to ensure the economic wellbeing of the Region 11 area, and
- A human-centered approach to providing services, and
- Assistance for economically disadvantaged youth (ages 16-24) with barriers through education, training, and work experience to create lifelong learners who can obtain successful and satisfying careers, and
- Federal and state performance metrics are met.

Hours of Operation

Normal office hours for all WorkOne Express offices will be 8 a.m. – 4:30 p.m. Normal office hours for WorkOne offices will be 8:00 a.m. – 4:30 p.m. except comprehensive offices will not be open to customers on Wednesdays until 10:00 a.m. to allow time for staff training. Bidders should explain how all staff will receive training information provided in this training time.

State holidays will be observed.

Office locations will be determined in consultation with IDWD, local elected officials (LEOs), and the Board.

Section II – Proposal Format

A. Instructions: This section is to be completed by the lead applicant organization.

Proposals are due no later than 4:00PM Central Time on April 6, 2023. Bidders should submit an electronic copy of the proposal to linda.jones@swinworkforce.org or provide a copy of the proposal to the address below:

Linda Jones
Southwest Indiana Workforce Board, Inc.
4600 Washington Avenue, Suite 113
Evansville, IN 47714

Confirmation an electronic proposal has been received will be provided.
Proposals received after the specified due date and time will not be accepted.

B. Requirements:

Bidders are urged to submit their proposals before the last day. No deviation from announced deadlines, regardless of circumstances, is possible.

All proposals must be submitted as described in the Index of Instructions.

The information should be supplied in the order specified. Start a new page for each of the elements listed in the Index of Instructions. Bidders are required to use the attached forms.

All proposals must be complete with page numbers. Narrative sections must be double spaced on 8 ½ x 11-inch paper, using 12-point type or larger.

Bidders must supply all requested information and must not exceed page limitations. Failure to do so may disqualify your proposal from competition.

If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicate this on the cover sheet of the proposal.

C. Index of Instructions:

Proposal Cover Sheet – (1 page maximum) Include the name of your agency, contact person, title of project, area served, amount proposed, and author of proposal if other than permanent employee.

Table of Contents – Index proposal contents and number all pages consecutively (page 1 of 45, page 2 of 45, etc.).

Purpose - (1 page maximum) Summarize your proposal. Provide a brief overview of your project, and clearly identify the counties you are proposing to serve.

Business / Organization Description and System Experience- (2 pages maximum) Include the following elements:

- Provide information about your business/organization including organization goals, vision, mission, current customer base, staffing and service expertise.
- Explain your organization's administration and contract management background.
- Detail your organization's stability for the last two years at a minimum.
- Detail the sources and usage of other funding your agency accesses.

- Include a list of board members, if applicable, and describe their participation and length of service.
- Describe key staff members' length of service, education, and relevant work experience. Describe staff qualifications to deliver your proposed design.
- Describe your business/organization's experience in working as a partner within a system (does not necessarily mean WorkOne, but rather any system).
- Indicate how your prior or current record of performance relates to performance within your current design.

Program Information Summary – (20 pages maximum) As outlined below in C.

Budget – Complete a detailed budget using the Excel document provided. The budget must include a summary, staffing costs, budget details, and other resources. Prior to any award, the Board may schedule an onsite fiscal review.

Disclosures and Assurances - Attach the following disclosures and assurances: Lobbying, Drug Free Workplace, Conflict of Interest, Debarment and Suspension, and Certification of Bidder.

Attach or include one (1) copy each of the **current financial statement** and the last two years' fiscal year-end **Audit and Management Letters** received before proposal deadlines.

Attach or include one (1) copy of the last two years' **performance reports and monitoring reports** from your primary and most relevant funding sources for work performed in the previous year. Also include performance reports and monitoring reports for the last two years of Education and Training funding.

Enclose company's:

- **Accounting Procedures and Cash Management Procedures**
- **Procurement Policy**
- **Cost Allocation Plan**
- **Employee Handbook**
- **Organizational chart and Memorandum of Understandings, as applicable**
- **Optional exhibits**

C. Programmatic Information

One-Stop Operator (OSO)

Proposals for OSO contract should describe the following:

- How the OSO will support the mission and vision of the Board.
- Organization's knowledge of OSO roles and responsibilities as per WIOA
- Organization's understanding of the State's staff integration initiative.
- Education of all WorkOne services at intake

- Integration of case management at intake
- Coordination with Service Provider to ensure appropriate staffing levels
- Coordination with Service Provider for virtual service delivery
- Collaborate with WDB to coordinate internal and external events and communications throughout the region.
- How the OSO will strengthen regional relationships with community partners
- Coordination and implementation of digital technology to increase communication (e.g., website, Google calendar, and room scheduling) among internal partners within local offices as requested by WDB.
- Human-centered approach to customer experience that includes a pathway from UI, self-service customers, ICC registrants, WorkOne fair attendees to case management, employment specialists, and individualized services.
- Communication with WDB Operations Manager for needed strategic or operational changes and participation on the Continuous Improvement Team.
- Provision as a point of contact for WorkKey results, office signage, and operational coverage.
- How the OSO will assist in preparation and implementation of One-Stop Certification.
- If applicable, describe strategies your organization intends to provide to ensure firewalls between OSO and Service Provider roles and responsibilities are apparent and maintained? Please see SOP 22-06 Multiple Roles in Local Workforce Areas.
- Evaluation of office hours for maximum service delivery
- How the OSO will create a “recruiter” type focus among case managers to ensure job placement.

WIOA Adult and Dislocated Worker:

Proposals for WIOA Adult and Dislocated Worker contract should describe the following:

- Knowledge of WIOA Adult and Dislocated Worker requirements
- Understanding of the State’s staff integration initiative.
- How your organization implements and tracks WIOA Adult Priority of Service.
- Service Delivery:
 - The organization’s strategies for diversity, equity, and inclusion (DEI) and how this will be implemented into service delivery
 - Integration of case management at intake
 - How virtual services will be integrated into service delivery.
 - Participation in community events
 - Coordination with OSO to ensure appropriate staffing levels
 - Successful handoff of participants from intake to case management.
 - Strategies for co-enrollment to leverage funding including private funding
 - Support for service delivery pivot of Neighborhood Navigators while maintaining case manager availability in the office(s)
 - Strategies that evidence a human-centered approach

- Strategy for RESEA (ReEmployment Services & Eligibility Assessment) customers to be connected to case managers.
- Integration with Rapid Response services and transition Rapid Response customers to appropriate workforce services.
- How the organization will maintain a list of job-ready candidates
- Staffing:
 - Include titles of proposed staff
 - Staffing levels at each office
 - How each service staff will contribute to the attainment of performance metrics
 - Case Manager onboarding and education of public workforce system
 - Goals for job placement based on the regional negotiated performance and local labor market information
 - How training will be conducted for comprehensive and affiliate office staff
 - Performance evaluations
- How the service provider plans to support the Board’s outreach strategy by providing customer success stories.
- Should costs be determined not WIOA allowable, explain how those costs will be paid.
- Participation in monitoring when requested.
- How proposed staff will be integrated into the region’s Business Services Team.
- How job seekers will be connected to employers by utilizing WDB Business Services team.

WIOA Youth:

Proposal for WIOA Youth contract should describe the following:

- Integration of case management at intake.
- Understanding of the State’s staff integration initiative.
- Coordination with OSO to ensure appropriate staff levels.
- Staffing:
 - Include titles of proposed staff
 - Staffing levels at each office
 - How each service staff will contribute to the attainment of performance metrics
 - Case Manager onboarding and education of public workforce system
 - Goals for job placement based on the regional negotiated performance.
 - How training will be conducted for comprehensive and affiliate office staff
 - Performance evaluations
 - How will staff support the different needs of WIOA Youth customers versus needs of Adult and Dislocated Workers
- Service Delivery:

- Strategies for innovation of service delivery to in-school, including Jobs for America's Graduates, and out-of-school youth
- Strategies for co-enrollment to leverage funding including private funding.
- If Youth will be served by Adult and Dislocated Worker staff; if so, what priority will be given to youth eligibility criteria?
- Strategies to accomplish outreach and services to youth in the rural areas of the Region
 - Include leveraged services provided by partners.
- Strategies for provision of WIOA Youth services, including the basic service requirements, 14 Youth Elements, supportive services, and follow-up services?
- How out-of-school youth will be engaged
- Strategies that evidence a human-centered approach.
- Collaboration with WIOA Adult service provider to provide transition services to youth (ages 18 to 24 years).
- The source/usage of non-WIOA leveraged funding in your proposal
- Support for service delivery pivot of Neighborhood Navigators while maintaining case manager availability in the office(s)
- How the service provider plans to support the Board's outreach strategy by providing customer success stories.
- How the 20% Work Experience (WEX) requirement will be tracked and maintained
- Should costs be determined not WIOA allowable, explain how those costs will be paid.
- How the five percent (5%) over income youth exception will be tracked

Reporting and Monitoring

Describe how you will provide the following reports/information:

- Job placement numbers
- Training participant information reports; see Attachment A sample
- Credential participant information reports; see Attachment A sample
- Client testimonials/success stories and frequency
- Client of the Year nominations (minimum of one per office)
- Business of the Year nominations
- Work Experience (WEX)
- Non-WIOA post-secondary
- Five percent youth over income exception
- Foot traffic numbers in office and Neighborhood Navigator sites
- OJTs
- New enrollments
- Active participants in grants, WIOA and non-WIOA
- Any other reports requested by the WDB

Selected bidder(s) can expect the Board staff to provide the following reports:

- Exits
- Follow-up
- Partner referral reports
- System closures
- Equity reports
- Measurable Skills Gains
- Performance Metrics
- Credentials
- Other reports as requested by the WDB

Describe how you will:

- Communicate equal opportunity and nondiscrimination to staff, participants, and the public
- Conduct affirmative action outreach to target groups
- Meet physical and programmatic accessibility for individuals with disabilities

Describe what auxiliary aids and services are available in alternate formats to ensure communication with disabilities or limited English proficient individuals.

Selected bidder(s) can expect the Board staff to conduct annual regional monitoring that will include:

- Entrance interview
- Report on at least 10 percent of each case manager's case load
- Responses of service provider
- On-site office visits
- Exit interview

Selected bidder(s) can be expected to participate in any DWD or DOL monitoring as required.

Contract Award Process

The Committees of the Board will review proposals for responsiveness to the RFP and will analyze proposed costs. Proposals that meet the administrative selection criteria will then be evaluated according to the proposal evaluation criteria.

The Workforce Board will have final approval of the management staff.

Selected Bidders will be required to attend an interview, participate in negotiations, and/or to modify their statements of work as agreed upon during the negotiations.

The Committees will recommend contract awards to the Board. The decision of the Board shall be final.

The contract award will not be final until the Board and the bidder have executed a mutually satisfactory contractual agreement.

Selection and Evaluation Criteria

I. Administrative Selection Criteria

The Staff to the WDB will pre-review each proposal received within the closing date and time. Proposals that do not meet the closing date and time requirements will be returned unopened to the bidder.

II. Proposal Evaluation Criteria

Each proposal received will be objectively evaluated and scored by the Committees of the Board based on, but not limited to, the following weighted criteria:

Format and Completeness: The bidder must comply completely with proposal instructions, including but not limited to page restrictions, required information, and formatting instructions.

5 points

Quality of approach to providing services and meeting or exceeding the Board's Performance Measures for WIOA:

- A bidder must demonstrate an understanding of the kinds of services offered to the individuals who will benefit from those services, and eligibility requirements for each level of service.
- The proposal must demonstrate an understanding of the Board's Performance Metrics for WIOA by projecting the number of WIOA customers that will be served along with a projected performance level for each of the metrics.
- Proposal should demonstrate the bidder's understanding of the State's staff integration initiative.
- Proposal should demonstrate an innovative approach to service delivery.
- Proposal must demonstrate that the design of the project offered is complete and adequate to deliver services effectively as planned and meet the current and emerging workforce needs of the region's businesses.
- The proposal describes a human-centered approach to service delivery.

30 points

Demonstrated experience in providing services:

- The bidder must show, in the proposal, that it has prior experience in delivering workforce or related services to the individuals to be served in the region. This includes demonstrating delivery in other projects or contracts.
- The proposal must demonstrate that the organization has, or can effectively recruit, enough staff members with the required skills and experience.

- The bidder should demonstrate an understanding and describe its philosophy regarding the User Experience of the customer.
- The proposal must also show that the organization itself has a satisfactory record of fiscal accountability and management capacity as well as the necessary accounting systems, operational controls and financial resources. The audits and financial statements submitted will be a part of this review.

25 points

Community Presence, Relationships and Collaboration:

The Board recognizes that relationships with others in the community are particularly important to achieving the collaboration necessary for both delivery of high quality WIOA services and achieving the broader strategic objectives of the Board.

- The bidder must describe its presence in all Region 11 communities within the region, including but not limited to:
 - The bidder’s relationships with providers of services to those individuals or businesses who are the primary customers of the WorkOne system; and
 - The bidder’s involvement in community and civic affairs.
- The bidder should describe its current or planned involvement in the strategic initiatives of the Board.

10 points

Cost:

- The bidder must show that its cost for providing proposed services is necessary, reasonable, and allowable, including details of indirect costs.
- Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices.
- Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs.
- In addition to cost, bidders must have proven financial stability and structure to be given consideration.

30 points

III. Notification, presentations, and Protest Process

All bidders will be notified in writing of (1) the date, place, and time of the Board meetings and; (2) the outcome of the proposal review process.

G. Appeal Process

I. Bidders who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. The bidders whose proposals are rejected will receive a letter of notification. Letters of inquiry must be submitted and arrive within fifteen (15) calendar days of the date of the notice of rejection. Letters must be specific as to the inquiry. Inquiries not submitted in writing, or not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows:

Linda Jones
Southwest Indiana Workforce Board, Inc.
4600 Washington Avenue, Suite 113
Evansville, IN 47714

II. Upon receipt of letter, WDB Executive Director will contact the bidder to arrange for an appeals conference.

The Executive Committee of the Board will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is enough reason to have the Board reconsider the decision in question.

Regulatory Guidance

All activity will be in accordance with all applicable current or future federal, state and local laws, rules and regulations and shall be conducted in accordance with the existing WIOA, the U.S. Department of Labor's regulations relating to WIOA, and the State of Indiana WIOA Policies, Southwest Indiana Workforce Development Board Policies and Procedures, Contract Provisions, Americans with Disabilities Act, as well as a Department of Labor Assurance Statement.

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

WIOA 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 financially assisted program or activity;

Assurances and Certifications

Debarment, Suspension and Other Responsibility Matters: The undersigned certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department, agency or State of Indiana.

Conflict of Interest: The undersigned certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board, or an employee of the Board;
- (3) No member of the Board, or an employee of the Board owns or has control in the Proposer's organization;
- (4) No spouse of a member of the Board, or employee of the Board received 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 forgoing affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Lobbying: The undersigned certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or behalf of the undersigned, to any person influencing or attempting to influence or any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee or 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 instruction.
- (3) 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 contract under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: 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 Proposer'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 Proposer's policy statement;
- (4) Notifying the employees in the Proposer'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 Proposer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace and;
- (5) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or rehabilitation program.

These certifications are material representations of fact 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 this transaction.

The undersigned Authorized Representative of the Proposer herein certifies that the statements above pertaining to Debarment, Suspension, Conflict of Interest, Lobbying and Drug Free Workplace are true and correct as of the date of submission.

Certified by:

Signature of Authorized Official/Date

Typed/Printed Name of Signatory

Signatory's Official Title

Company Name

Sample Report*

Training							
Participant	County of Residence	County of Service	Field of Study	Funding Source	Degree	Other	Month Started

*Information needed may vary

Budget – see provided Excel document