

LOWCOUNTRY WORKFORCE INVESTMENT AREA

Request for Proposal Solicitation Guidelines and Application Forms

ISSUANCE DATE: January 24, 2007

REQUEST FOR PROPOSAL #: LWIA 01-2007

TOPIC: Workforce Development

REQUEST: (1) Complete On-Site Evaluation, report on recommendations, and provide staff training as recommended for improvement at the six Lowcountry One-Stops; and/or
(2) Update and complete the Lowcountry Memorandums of Understanding and Resource Sharing Agreements as they pertain to each Lowcountry One-Stop.

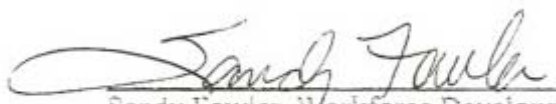
SUBMITTAL DEADLINE: February 15, 2007 at 12:00 noon EST

The Lowcountry Workforce Investment Board (LWIB) invites you to submit a proposal(s) in accordance with the requirements of this solicitation. The contract that may result from this solicitation is federally funded; thus, some uncertainty exists with respect to the level of funds that may be made available by the federal government.

This solicitation does not commit the LWIA to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to procure or contract for the articles of goods or services. The LWIA reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP); to negotiate with all qualified applicants, or to cancel in part or in whole this request if it is in the best interest of the Workforce Investment Act Program to do so.



Melissa Azallion, Chair
Lowcountry Workforce Investment Board



Sandy Fowler, Workforce Development Director
Lowcountry Workforce Investment Area

**Lowcountry Council of Governments
Lowcountry Workforce Investment Board
634 Campground Road, Post Office Box 98
Yemassee, South Carolina 29945-0098
Phone: 843-726-5536 Fax: 843-726-5165 TTY Relay Service: dial 711**

SOLICITATION SYNOPSIS

SOLICITATION NUMBER	LWIA 01-2007
PROGRAM TITLE	LOWCOUNTRY WORKFORCE DEVELOPMENT PROGRAM
SCOPE OF WORK: PART A	<ul style="list-style-type: none"> • TO CONDUCT ON-SITE EVALUATIONS OF THE SIX (6) LOWCOUNTRY WIA ONE-STOP CENTERS • TO DELIVER A REPORT BY APRIL 30, 2007 ON EACH INDIVIDUAL CENTER TO INCLUDE, BUT NOT LIMITED TO, <u>SPECIFIC</u> SUGGESTIONS ON <ul style="list-style-type: none"> ○ Technology, Staffing, Staff training, Physical layout, Equipment, Signage, Customer flow, Process • TO DELIVER THE STAFF TRAINING RECOMMENDED IN THE REPORT
SCOPE OF WORK: PART B	<ul style="list-style-type: none"> • TO UPDATE THE EXISTING LOWCOUNTRY WORKFORCE INVESTMENT BOARD'S MEMORANDUMS OF UNDERSTANDING AND OBTAIN ALL APPROPRIATE SIGNATURES • TO UPDATE THE EXISTING LOWCOUNTRY WORKFORCE INVESTMENT BOARD'S RESOURCE SHARING AGREEMENTS AND OBTAIN ALL APPROPRIATE SIGNATURES
ELIGIBILITY	ANY GOVERNMENTAL, EDUCATIONAL, COMMUNITY-BASED, NON-PROFIT OR PRIVATE FOR PROFIT ORGANIZATION THAT HAS THE CAPACITY TO CARRY OUT THE PROPOSED PROJECT MAY APPLY. NOTHING HEREIN IS INTENDED TO LIMIT COMPETITION. INSTEAD, THE CONTENTS OF THE RFP ARE FOR THE PURPOSE OF MEETING THE NEEDS OF THE LOWCOUNTRY WORKFORCE INVESTMENT BOARD USING A SYSTEM OF FAIR, IMPARTIAL AND FREE COMPETITION AMONG ALL APPLICANTS.
FUNDING	<p>AN APPROXIMATE TOTAL OF \$18,500 IS AVAILABLE. APPLICANTS MAY BID ON ANY SINGLE SCOPE OF WORK, A OR B OR APPLICANTS MAY BID ON BOTH SCOPES OF WORK A AND B.</p> <ul style="list-style-type: none"> • Purpose A: Evaluation of One-Stops approximately \$11,000 • Purpose B: Update MOUs & Resource Sharing Agreements approximately \$7,500 <p>AWARD AMOUNTS WILL DEPEND UPON THE SCOPE OF THE FUNDED PROJECT(s). THE LOWCOUNTRY WORKFORCE INVESTMENT BOARD WOULD PREFER TO HAVE PROJECTS COMPLETED IN THE SHORTEST TIMEFRAME POSSIBLE AND WOULD PREFER A SINGLE GRANT COVERING BOTH SCOPE OF WORK A AND B.</p>
DUE DATE and TIME	THURSDAY, FEBRUARY 15, 2007, 12:00 NOON (EST)

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SOUTH CAROLINA WORKFORCE DEVELOPMENT PROGRAM
SOLICITATION NUMBER: LWIA-01-2007

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SOLICITATION INFORMATION

Eligible Applicants

Any governmental, educational, community-based, nonprofit or private for profit organization that has the capacity to carry out the proposed project(s) may apply. Nothing herein is intended to limit competition. Instead, the contents of the RFP are for the purpose of meeting the needs of the Lowcountry Workforce Investment Area using a system of fair, impartial and free competition among all Applicants.

Estimated Available Funds and Number of Awards

Approximately \$18,500 is currently allocated for these initiatives. The amount of each award will be based on the scope of the project(s) proposed. Scope of Work Part A – One Stop Evaluation approximately \$11,000; Scope of Work Part B – Update MOUs and Resource Sharing Agreements approximately \$7,500. Applications may be made for project durations of up to six (6) months with options to renew. Applications may be made for any single Scope of Work, A or B; OR A and B.

Use of Funds

Funds may be used for all project-related expenses including, but not limited to, personnel, consultants, data collection, implementation, office supplies, travel, report preparation, and meeting expenses. Indirect costs may be requested and will be negotiated on a case-by-case basis.

Grant Funding Period

The first budget period will begin on March 1, 2007 and will end on June 30, 2007. If an award is made for more than June 30, 2007, subsequent funding periods will terminate on the last day of the month for which funding is requested and approved, up to June 30, 2009. Although awards may be made for more than June 30, 2007, continued funding will depend on satisfactory performance of the work proposed and funded.

Request for Electronic Copy of this Document

As a courtesy, this entire document is available by email. Written requests must be received by this office before February 13, 2007, must contain “LWIA 01-2007 Copy” in the email subject line, fax coversheet, or on the outside of envelope and must be addressed to:

Shelly Campbell, WIA Contracts Administrator
Post Office Box 98
Yemassee, SC 29945
843-726-5165 – fax
scampbell@lowcountrycog.org

Authorized Activities. Applicants receiving funds must use the award to:

Scope of Work Part A:

TO EVALUATE AND REPORT ON THE SIX (6) LOWCOUNTRY WIA ONE-STOP CENTERS

- Site visits: at least 2 full days at each location, one (1) day should be on a “high traffic” day and one on a “low traffic” day. Each One-Stop Center manager will be contacted in advance and they will suggest which week day is usually their busiest day and their slowest day.
- Each site will be evaluated individually and the system as a whole will also be examined.
- At a minimum, at each site the available software, hardware, space layout, services offered, signage, hours, usage of different software packages, usage of other available services will be evaluated, customer flow, and process.
- At a minimum, at each site customers using the center will be interviewed to determine: what they liked, what IS NOT there that they need, what they didn’t like.
- At a minimum, at each site staff housed at the center will be interviewed (ESC & WIA) for their suggestions and wish list.
- At a minimum, at each site partners will be interviewed this can be done via personal visit, phone or email for their suggestions and wish list with the express purpose of finding out what it will take to increase their participation and usage (why they’re not using it, why they’re not sending staff, etc.).
- Final Report is due on or before April 30, 2007.
- To deliver the training to staff based on the recommendations in the report.

Deliverables must include a report on each Center listing findings and SPECIFIC suggestions on: software purchases (program name and manufacturer, who’s using it, what it does, why the Lowcountry needs it, where it can be purchased, estimated cost), additional staff, staff training needed, rearrangement of physical layout, suggestions to improve customer flow, suggestions to improve process, additional equipment, signage, etc.

Colleton One Stop Center
101 Mable T. Willis Blvd., P.O. Drawer 530
Walterboro, SC 29488
(843) 538-8980 phone 538-4129 fax

Hampton One Stop Center
12 Walnut Street, P. O. Box 368
Hampton, SC 29924
(803) 943-3291 phone 943-5997 fax

Beaufort One Stop Center
914 Boundary Street P.O. Box 1067
Beaufort, SC 29901
(843) 524-3351 phone 527-0904 fax

Jasper One Stop Center
7774 West Main Street, P. O. Box 1977
Ridgeland, SC 29936
(843) 726-3750 phone 726-5013 fax

Bluffton One Stop Center
9 Oak Forest Road – Suite 202
Bluffton, SC 29910
(843) 757-1624 phone 757-09621 fax

Hilton Head Island One Stop Center
160 Fairfield Square, Unit 2
Hilton Head Island, SC 29928
(843) 682-4599 phone 682-4659 fax

Scope of Work Part B:

TO UPDATE THE EXISTING LOWCOUNTRY WORKFORCE INVESTMENT BOARD'S MEMORANDUMS OF UNDERSTANDING (MOUs) AND RESOURCE SHARING AGREEMENTS FOR THE COLLETON, HAMPTON, JASPER, BEAUFORT AND BLUFFTON ONE-STOPS AND OBTAIN ALL APPROPRIATE AND REQUIRED SIGNATURES

- Contact every partner (signatory) to each MOU, either by phone or email and get updated information to complete the MOU.
- Obtain referral information from One Stop Managers and re-calculate Resource Sharing Agreement (RSA).
- Create new MOU and RSA documents.
- Obtain signatures as appropriate on all.
- Colleton, Hampton, and Jasper must be completed by June 30, 2007.
- Beaufort and Bluffton must be completed by September 30, 2007.

Review and Selection Process

Each proposal will be read by a panel of reviewers. Each reviewer will arrive at an independent score for the proposal. The scores will then be averaged to obtain a final score.

Applications will be ranked based on the final score that is assigned. Applications receiving the highest scores will be recommended for funding, after taking into consideration the Lowcountry's needs.

A minimum score of seventy (70) must be achieved in order to be considered for funding

The maximum score an application may receive is One Hundred (100). Notification of awards and denials will be mailed as soon as possible after the funding decisions have been reached.

The LWIB reserves the right to select applicant(s) it deems appropriate and is not bound to accept any proposal based on price alone. The Board reserves the right to reject any and all proposals if it is deemed to be in the best interest of the Lowcountry Workforce Investment Area.

Appeals Process

Application scores and funding decisions are final. However, an unfunded applicant may inquire as to whether or not the application process was followed. Applicants have ten (10) working days after receiving notification that a proposal was not funded to request a review and/or to ask for copies of the score sheets and comments.

A request for review must be addressed to Melissa Azallion, Chair, Lowcountry Workforce Investment Board, Lowcountry Council of Governments, Post Office Box 98, Yemassee, South Carolina 29945-0098 and must state the reasons for the request. The Director of Workforce Development will review the solicitation process and report on its adequacy and whether the process was followed. The Chair will notify the applicant in writing of the findings.

NOTE: The appeal process is established to provide recourse for applicants who think that their proposal did not receive proper consideration. Applicants entering an appeal should be prepared to document specific facts (e.g., conflict of interest, nepotism, etc.), which put the aggrieved applicant at a competitive disadvantage and/or document violation of specific sections(s) of the Act or Regulations. Applicants cannot appeal simply because they believe their program to be superior to one selected. The LWIB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

Reporting Requirements

General Information: Funded applicants will be required to report on progress to the program officer summarizing the work accomplished.

Funded applicants will be issued payments on a cost-reimbursement basis by submitting claims to the Lowcountry Workforce Investment Area, Post Office Box 98, Yemassee, SC 29945-0098.

Financial Reports: The grantee shall submit financial reports, preferably monthly but not less than quarterly. These reports should include all costs incurred under the grant up to and including the last day of the month of the reporting period. These reports shall include accruals for cost of goods and services received even if payment for them has not been made. The grantee will be reimbursed for costs incurred upon submission of the financial report and invoice requesting payment. Financial reports must be submitted to the LWIA by the twentieth (20th) day of each month following the report period. Grantees must file a final financial report no later than 45 days after the last day of each award period.

APPLICATION PREPARATION

Application Overview

Applications must include the following components, in order of assembly:

1. Application cover page (see page 13 of this solicitation)
2. Abstract
3. Project narrative
 - a. Description of the project proposed
 - b. Applicant's background
 - c. Expected outcome(s)/deliverables if the project is carried out
 - d. Schedule of activities or timeline
4. Budget narrative
5. Budget forms and assurances (see pages 13 through 25 of this solicitation)
6. Letters of reference or reference contact sheet

Format Instructions and Page Limitations

Proposals should be prepared using 12-point Times New Roman or Arial fonts. All margins should be set no less than .75 inch. Pages should be numbered sequentially at the top or bottom of the page. Proposals should be single-spaced, with space allowed between paragraphs.

The abstract should not be greater than one page in length. The narrative should not exceed Ten (10) pages in length. The narrative includes the description of the project proposed, the applicant's background, the expected outcome(s)/deliverables if the project is carried out, and the schedule of activities or timeline.

Submission Information

Applications should be prepared and assembled according to the instructions given above. Applications will not be returned to the applicants.

An original and seven (7) copies of the application must be submitted. The original application must bear the signatures of the authorized representative and the program director in blue or blue-black ink. No stamped signatures, please.

Applications should not be bound. The original application may be clipped in the upper left-hand corner and each of the seven (7) copies may be stapled in the upper left-hand corner.

Applications must be received at the Lowcountry Council of Governments no later than Thursday, February 15, 2007 at 12:00 noon (EST). Postmarks have no bearing with respect to the deadline. Faxed or emailed applications will not be accepted.

Applications should be addressed as follows:

US MAIL:

Sandy Fowler, WIA Director
Lowcountry Council of Governments
Lowcountry Workforce Investment Area
RFP: LWIA 01-2007
Post Office Box 98
Yemassee, SC 29945

OVERNIGHT/HAND DELIVERY:

Sandy Fowler, WIA Director
Lowcountry Council of Governments
Lowcountry Workforce Investment Area
RFP: LWIA 01-2007
634 Campground Road
Point South, SC 29945

IT'S IMPORTANT TO NOTE THIS REQUIRED INFORMATION IS VITAL TO THE PROPER HANDLING OF THE PROPOSAL/OFFER, ESPECIALLY WHEN IT FIRST ENTERS THE DOOR; THEREFORE, FAILURE TO INCLUDE THESE REQUIRED MARKINGS MAY RESULT IN YOUR PROPOSAL NOT BEING ROUTED PROPERLY AND COULD RESULT IN YOUR PROPOSAL/OFFER BEING DEEMED NON-RESPONSIVE.

Questions

Questions about this RFP may be addressed to Shelly Campbell at scampbell@lowcountrycog.org. A link will be available on <http://www.lowcountryworkforce.org> to view the posted questions along with the responses.

The Lowcountry Workforce Development Program is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY relay service is available by dialing 711 for applicants with hearing impairments.

Content Instructions

Application cover page	<ul style="list-style-type: none"> • Must be signed by the person in the lead agency who is authorized to accept grant awards on behalf of the agency • Must be signed by the person who will act as project officer
Abstract	<ul style="list-style-type: none"> • Summarize the key elements of the proposal including the lead agency's credentials, goals and objectives of the project, essential activities and strategies, and projected outcomes • Should not exceed one single-spaced page
Project description	<ul style="list-style-type: none"> • Describe <u>what</u> will be done to address the project requirements • <u>How</u> will the proposed plan work
Applicant's background	<ul style="list-style-type: none"> • Give a brief description of <u>who</u> the applicant organization is • Include the organization's mission, significant achievements, and credibility as a provider of services
Expected outcomes (deliverables)	<ul style="list-style-type: none"> • Describe the expected outcomes, including delivery of reports, training, recommendations, etc. as a result of the project's implementation if the application is funded
Timeline	<ul style="list-style-type: none"> • Provide a schedule of planned activities in chart or outline format that will be implemented to meet the project's objectives • Include a list of the personnel who will be responsible for each activity
Budget forms	<ul style="list-style-type: none"> • Complete the budget forms • Complete Schedule A and the Sub-Tier Agreements budget page <i>if</i> you are a lead agency and funds are allocated to sub-tier agencies
Budget narrative	<ul style="list-style-type: none"> • Describe the items in the budget, and explain why the dollar amount requested is reasonable, allowable, and justifiable; DO NOT SIMPLY REITERATE THE BUDGET PAGE • Should not exceed one (1) single-spaced page
Assurances	<ul style="list-style-type: none"> • Complete all the required federal forms
Letters of Reference	<ul style="list-style-type: none"> • Include up to Five (5) letters of reference or a contact sheet with up to five (5) references from similar projects within the last 3 years

SCORECARD
LOWCOUNTRY WORKFORCE INVESTMENT AREA
SOLICITATION NUMBER: LWIA 01-2007

PROPOSAL ELEMENT	SCORING CRITERIA	MAXIMUM POINTS
Project description	<ol style="list-style-type: none"> 1. Extent to which proposed project answers the stated need. 2. Extent to which the proposed project's goals are realistic. 3. Extent to which activities relate to the project's goals. 4. Extent to which proposed activities are of sufficient intensity. 	25
Applicant's background	<ol style="list-style-type: none"> 1. Past effectiveness of applicant on similar projects. 2. Familiarity with the Lowcountry Workforce Investment Area. 3. Experience working with One-Stops and WIA. 4. Qualifications of key personnel named on the proposed project. 	30
Timeline	<ol style="list-style-type: none"> 1. Does the timeline meet the requirements of the proposal? 2. Is the timeline complete? 3. Does the timeline agree with staffing and budget requests? 4. Is it likely the project can be completed as planned? 	20
Budget	<ol style="list-style-type: none"> 1. Does the budget support the timeline and planned activities? 2. Are the expenses for the project reasonable, allowable, and justifiable? 3. Does the budget contain only essential requests? 	15
Workforce Priorities	<ol style="list-style-type: none"> 1. A maximum of 5 points will be awarded to applicants who propose to complete the project(s) on or before June 30, 2007. 2. A maximum of 5 points will be awarded to applicants who propose both projects (A & B) 	5 5

APPLICATION FORMS

APPLICATION COVER PAGE
LOWCOUNTRY WORKFORCE INVESTMENT AREA
SOLICITATION NUMBER: LWIA 01-2007

TYPE OF ORGANIZATION () Governmental Unit () Private Non-profit
 () Private-for-profit () Public Agency

Applicant Information

Organization	
Unit or Division	
Street address	
City, State, Zip Code	
Program contact	
Title	
Telephone	
Fax	
Email address	
Fiscal contact	
Telephone	
Fax	

Funding Information

		Total Budget Request	
	\$	___ / ___ - ___ / ___	\$

Certification

I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant will comply with all required provisions if a grant is awarded.

 Project Official (print)

 Signature of Project Official Date

 Official Authorized to Sign for Award (print)

 Signature of Authorized Official Date

**WORKFORCE DEVELOPMENT GRANT PROGRAM
SCHEDULE A
(Consolidated Assignment Schedule)**

This schedule is to be completed if the applicant agency administers a grant project using funds assigned to more than one agency.

Name of agency operating and administering the project:		
Title of project:		
Name of Participating Agency	Amount of Assigned Funds*	Signature of Authorized Representative
TOTAL of Assigned Funds		
* The amounts in this column must agree with the sum of the corresponding subtotals listed in the Sub-Tier categories on the Budget Summary page.		

ASSURANCES

As the duly authorized representative of (agency) _____, I certify that we

- A. Have the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the Lowcountry Workforce Investment Area (LWIA) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

- C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the LWIA for costs related to this grant.
- D. Will initiate and complete work within the applicable time frame after receipt of approval by the LWIA.
- E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2004)).
- G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2004)) if the amount of this award is \$50,000 or more.

Signature of project official: _____ Date: _____

Signature of authorized financial official: _____ Date: _____

Terms and Conditions

(A through Z)

- A. **Assurances of Compliance.** It is the responsibility of the grant recipient to have, or to have access to, copies of the Workforce Investment Act of 1998, the applicable Federal Regulations and other pertinent documents referenced in this agreement and with which compliance is required. WIA is currently awaiting congressional reauthorization. Grant recipients comply with the Act, the Rules, State and Local Instructions, agency policies and other federal, state and local laws and regulations and any changes resulting from WIA reauthorization. All applicants are responsible for understanding conditions relating to the scope and restrictions of work to be done as a result of this request. The failure of applicants to acquaint themselves with the law, instructions, conditions, and information relative to the RFP and its scope of work does not relieve them of any obligation with respect to this request or to the contract.
- B. **Time of Performance.** The activities specified in the grant application and funded by the award are to be completed in accordance with the work schedule agreed to at the time of funding except as specifically determined by the LWIA in a Modification Agreement.
- C. **Termination.** The LWIA reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After a grant has been awarded, the LWIA may terminate the grant by giving the grantee written notice of termination. In the event of a termination after award, the LWIA will reimburse the grantee for expenses incurred up to the notification of termination. A grant may be terminated by the LWIA if the grantee fails to perform as promised in its proposal.
- D. **Participant Information.** Grantees who request funding for participant activities must adhere to the rules and regulations specified under the South Carolina Terms and Conditions of the Workforce Investment Act, section 3.6 and 3.7.
- E. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date of the award unless pre-award costs are requested in writing and approved by the program officer. Grant funds may not be obligated under any circumstances after the program period has ended. The final request for payment must be submitted no later than forty-five (45) days after the end of the grant period.
- F. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget. The program officer must approve all requests for changes in project plan and scope of expenditures.
- G. **Program Income.** Income under any program administered by a public or private non-profit entity may be retained by such entity only if such income is used to carry out the program. Income shall include: receipts from goods or services (including conferences) provided as a result of activities funded under the grant award; funds provided to a service provider under this title that are in excess of the costs associated with the services provided; and interest income earned on funds received as part of this grant award.

- H. **Procurement.** Each grantee shall establish and implement procurement standards to ensure fiscal accountability and prevent waste, fraud, and abuse in programs. Grantees should consult section 3.9 of the South Carolina Terms and Conditions of the Workforce Investment Act if they are unclear on the federal guidelines governing procurement.
- I. **Sub-Tier Agreements.** A grantee is required to monitor sub-tier collaborators and contractors in order to ensure that performance conforms to the project's scope of work and budget. All monitoring must be documented by written reports.
- J. **Indirect Costs.** All offerors who include indirect costs, as part of their proposed budget must have a Cognizant Agency approved indirect cost plan and rate included with their proposal. The amount of allowable costs from this plan will be subject to negotiation after the contract is awarded. Indirect costs are presumed to be solely administrative costs. Indirect costs should be limited to a 10% maximum at this time.
- K. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the LWIA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- L. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- M. **Reports.** The grantee shall submit a final financial report within forty-five (45) days of the final disbursement. This report should be a final accounting of the grant.
- N. **Audit.** At any time during normal business hours and as often as the LWIA deems necessary, the grantee will make available for examination all of its records with respect to the project funded under the grant award. Records include, but are not limited to, invoices, payroll documents, purchase orders, travel reports, and program records.
- O. **Assurances.** The South Carolina Terms and Conditions of the Workforce Investment Act, Sections 3.14 and 3.15, specifies all of the areas for which compliance is required. Grantees should consult these sections if they do not have experience with federal funding to ensure that they are in compliance.
- P. **Records.** The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.
- Q. **Reduction in Budgets and Negotiations.** The LWIA reserves the right to negotiate budgets with potential grantees. The LWIA may, in its sole discretion, determine that a proposed budget is inappropriate and may negotiate an amended budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the LWIA may desire to fund a project but not at the level proposed. In that case the LWIA shall notify the potential grantee of the amount that can be funded, and the grantee and the LWIA will negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the LWIA.

- R. **Contract Award.** Contracts shall be awarded to responsive applicants whose proposals are determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. The LWIB, reserves the right to reject any and all proposals received. In all cases the LWIB will be the sole judge as to whether an offeror's proposal has satisfactorily met the requirements of this RFP. The LWIB may require Applicants selected by the Board to participate in cost negotiations, technical revisions or other revisions to their proposals prior to contract finalization. Terms and conditions referenced in this RFP will be a part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) LWIB policy or (3) administrative procedure. Successful applicants must be able to obtain and submit, prior to finalizing the contract, insurance coverage, including liability insurance and bonding. This solicitation does not commit the LWIA to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to procure or contract for the articles of goods or services. The LWIA reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP); to negotiate with all qualified applicants, or to cancel in part or in whole this request if it is in the best interest of the Workforce Investment Act Program to do so. Neither the Lowcountry Workforce Investment Board (LWIB), Lowcountry Council of Governments (LCOG), or any agent thereof, on behalf of the LWIB or LCOG, will be obligated in any way, by any applicant's response to this RFP.
- S. **Rights and remedies** The rights and remedies granted to a disappointed applicant are to the exclusion of all other rights and remedies of such disappointed applicant against the LWIB, the State of South Carolina at common law or otherwise for the loss or potential loss of award of a contract under this solicitation.
- T. **Funding** No guarantee for availability of these funds is made at this time. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation guidelines governing distribution within the awarding agency's total jurisdiction. The Awarding Agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.
- U. **Price Not Determinative** The LWIB reserves the right to select offeror(s) it deems appropriate and is not bound to accept any proposal based on price alone. The Board reserves the right to reject any and all proposals if it is deemed to be in the best interest of the Lowcountry Workforce Investment Area.
- V. **Confidential Information** No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after award. Commercial or financial information obtained in response to this Request for Proposal, which is privileged and confidential and is clearly marked as such will not be disclosed at any time. Such privileged and confidential information includes information that, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All applicants therefore must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information. Applicants can not mark their entire proposal as "confidential".
- W. **South Carolina Law Clause** Upon award of a contract under provisions of this RFP, the person or entity to whom the award is made, must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in the State. Notwithstanding

the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in the State; by submission of its signed application, the offeror agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under any contract and the performance thereof, including any questions as to the liability of taxes, license or fees levied by the State.

- X. **Disallowed costs** shall be reimbursed by the contractor to the LWIA from non-WIA sources.
- Y. **Amendments to Grants.** Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.
- Z. **Subcontracts.** Grantees must obtain the prior written approval of the LWIA to obtain the services of a third party to perform activities that are central to the purpose of the award. Grantees who have submitted Schedule A as part of their original application may contract with those third parties without additional approval.

Name of Agency: _____

Signature of project official: _____ Date: _____

Signature of authorized financial official: _____ Date: _____

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion -- Lower Tier Covered Transactions**

This certification is required by the Department of Commerce regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, 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 or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PRINTED NAME OF AGENCY	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

WORKFORCE INVESTMENT ACT
PART II - GRANT BUDGET
BUDGET SUMMARY – ____/____/____ to ____/____/____

GRANTEE:

GRANT #:

Project Title:

Mod #:

I. ADMINISTRATION:

1. Salaries, Fringe Benefits and Indirect Cost		
2. Operating Expenses		
3. Sub-Tier Administration		
4. Other (Specify)		
5. Sub-Total		

II. PROGRAM:

1. Salaries, Fringe Benefits and Indirect Cost		
2. Operating Expenses		
3. Participant Activities Cost		
4. Participant Services		
5. Sub-Tier Program		
6. Other (Specify)		
7. Sub-Total		

III. TOTAL GRANT COST (I + II)		
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WORKFORCE INVESTMENT ACT

PART II - BUDGET DETAIL: STAFF SALARIES, FRINGE BENEFITS, AND INDIRECT COSTS 1/1/2007 to ___/___/2007

GRANT # _____

AGENCY NAME _____

MOD # _____

SALARIES, FRINGE BENEFITS, & INDIRECT COST					ADMINISTRATION		PROGRAM	
Staff Salaries: Position Title	Salary Per Week	% of Time	No. of Weeks	TOTAL AMOUNT	%	Amount	%	Amount
TOTAL SALARIES								
FRINGE BENEFITS:								
FICA		X						
Workmens Comp.		X						
Health & Wealth (Pos. Level)		X						
Ret. / Pension		X						
Unemployment Insurance		X						
Other (Specify)		X						
TOTAL FRINGE BENEFITS								
INDIRECT COST:								
RATE ___ X <input type="text"/> =								
Indirect cost must be based on a rate approved by an appropriate federal agency. A copy of the approved indirect rate must be submitted prior to reimbursement.								
TOTAL COST								

WORKFORCE INVESTMENT ACT
PART II - GRANT BUDGET
BUDGET DETAIL ___/___/___ to ___/___/___
OPERATING EXPENSES

GRANT # _____
 MOD # _____

AGENCY
 NAME

OPERATING EXPENSES				ADMINISTRATION		PROGRAM	
OBJECT NAME:	COST PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT	%	AMOUNT	%	AMOUNT
1. Consumable Supplies							
2. Communications							
3. Postage							
4. Staff Travel							
- Local Area (miles) ()							
- Outside Area (trips) ()							
5. Equipment Rental							
6. Equipment Expense / Repair (Specify)							
7. Premises Rent							
8. Heat, Light, Water, and Janitorial							
9. Services / Miscellaneous							
10. Non-Expendable Equipment							
TOTAL OPERATING EXPENSES							

WORKFORCE INVESTMENT ACT

PART II - GRANT BUDGET

BUDGET DETAIL

PARTICIPANT ACTIVITIES COST ___/___/___ to ___/___/___

Agency _____

Grant # _____

Mod. # _____

	Cost per participant	Number of Participants	TOTAL PROGRAM COST
I. ASSESSMENT (Specify)			
1.			
2.			
3.			
SUBTOTAL I:			
II. INSTRUCTIONAL TRAINING			
1. Tuition			
2. Books			
3. Supplies/Materials			
4. Expendable Tools/Equipment (ATTACH LISTING OF ITEMS)			
5. Non-Expendable Equipment (ATTACH LISTING OF ITEMS)			
6. Training Space: _____ sq. ft. X \$ _____ per sq. ft.			
7. Other Training Expenses (SPECIFY)			

SUBTOTAL II:			
III. Employer's On-the-Job Training Reimbursement			
(_____ Participants X _____ Average Wage X			
_____ Average Hours X _____ %)			

SUBTOTAL III:			
IV. TOTAL ACTIVITIES COST (I + II + III)			

**WORKFORCE INVESTMENT ACT
PART II - GRANT BUDGET
BUDGET DETAIL
PARTICIPANT SERVICES / / to / /**

GRANT# _____
MOD# _____

AGENCY

			TOTAL COST
I. NEEDS-RELATED PAYMENTS			
II. SUPPORTIVE SERVICES			
A. TRANSPORTATION			
1. FUEL	_____		
2. MAINTENANCE	_____		
3. TRANSPORTATION ALLOWANCE	_____		
4. OTHER (SPECIFY AND ATTACH ITEMIZATION)	_____		
TOTAL TRANSPORTATION			
B. CHILD CARE			
	X COST PER WK\$	X NO. OF WKS	
	_____	_____	
C. OTHER (SPECIFY)			
III. TOTAL PARTICIPANT SERVICES COST (I + II)			

WORKFORCE INVESTMENT ACT

PART II - GRANT BUDGET

BUDGET DETAIL

SUB-TIER AGREEMENTS / / to / /

GRANT # _____

MOD# _____

AGENCY:

(List all costs in any sub-agreements written under this agreement.)

SUB-GRANTEE	SERVICES PROVIDED	PROGRAM	ADMINISTRATION	TOTAL
TOTAL:				

Forms Instructions

For all forms, the solicitation number is LWIA 01-2007. “Grant #” and “Mod #” should be left blank. The name of the applicant agency must appear on each form.

All applicable budget forms must state the project start and end dates and contain the total projected costs for the duration of the proposed project.

1. **Cover page** - Indicate by check mark the type of organization that is supporting the application. “Unit or Division” will apply mainly to large organizations where project responsibilities are assigned to a specific department; this field may be left blank for small or mid-size applicant organizations. Make sure you indicate the year in which the project will end. Signatures must be written in blue or blue-black ink.
2. **Schedule A** - *Complete this form only if the applicant agency is assigning some of the grant funds to one or more sub-tier agencies.* An authorized representative from each sub-tier agency must sign the Schedule. If it is not possible to circulate a single form among the sub-grantees, copies may be made and sent to the sub-tier agencies individually. The purpose of the form is to assure the Lowcountry Workforce Investment Area that participating agencies are aware of the monetary commitment that will be made to support the work they have agreed to do.
3. **Assurances** - This is a federally-mandated form that covers financial management requirements, disclosure of lobbying activities, and drug-free workplace compliance. Fund disbursement cannot take place unless this form is signed and on file with LWIA.
4. **Terms and Conditions** - This is a form that explains the parameters governing the grant award. Fund disbursement cannot take place unless this form is signed and on file with LWIA.
5. **Debarment & Suspension** - This is a federal form. Grant applicants must attest to the fact that they are neither in default of any federal loans (including student loans) nor the subject of any disqualifications regarding submitting applications for federal grants or contracts (i.e., prohibition of funding due to fraud in a research program). Award recipients must make sure that all agents listed on Schedule A are also in compliance.
6. **Budget Summary** – For each application, all projected costs for which reimbursement is sought should appear in summary by category on this form. “Grant #” and “Mod #” should be left blank, but please fill in the agency name. If indirect costs are requested, they should be listed for administrative and program costs, respectively, under “I. Administration, 1. Salaries” and “II. Program, 1. Salaries”.
7. **Salary Detail** – This form will contain the salary and fringe benefit details that are summarized in “I. Administration, 1. Salaries” and “II. Program, 1. Salaries” of the Budget Summary. Administrative and program staff costs must be listed separately. Indirect costs (IDC) may be claimed only if allowed under the Terms and Conditions of this solicitation. The method of calculating IDC should be explained in the budget narrative.
8. **Operating Expenses** – This budget page should list all programmatic and administrative costs except for participant-related training and assessment expenses. Local travel is defined as up to 50 miles of the project site. Outside-area travel is travel greater than 50 miles from the project site. Equipment will be

funded only in rare cases. The values for administrative and program costs, respectively, will appear on the Budget Summary page under “I. Administration, 2. Operating Expenses” and “II. Program, 2. Operating Expenses.”

9. **Participant Costs** – Two budget pages are used for projects devoted to workforce education and training. The first is for assessment expenses, training costs, and student tuition and supplies. The second is for support services and needs-related payments. The values from these budget pages will appear on the Budget Summary page under “II. Program, 3. Participant Activities Cost” and II. Program, 4. Participant Services,” respectively.
10. **Sub-tier Agreements** – Applicants that collaborate with other agencies must disclose the services provided, and the dollar amounts that will be assigned to administration and direct services for each sub-grantee. The collaborating agencies and the assigned funds totals must agree with those listed on Schedule A. The sub-tier values for administrative and program costs, respectively, will appear under on the Budget Summary under “I. Administration, 3. Sub-Tier Administration” and “II. Program, 5. Sub-tier Program.”