

# WIOA Adult and Dislocated Worker Career Services Bidders' Conference

February 27, 2025



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# Housekeeping

- All attendees will be placed on mute.
- Close Captioning is available by using the close captioning option at the bottom of your screen
- Use the Q&A feature for questions – questions will be answered at the end of the conference.
- The PowerPoint presentation and all questions and answers will be available at [www.tularewib.org](http://www.tularewib.org).



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# Agenda

- ✓ **Request for Proposal Introduction**
- ✓ **Background Information**
- ✓ **Roles and Responsibilities**
- ✓ **Scope of Services**
- ✓ **Funding**
- ✓ **Proposal Guidelines & Submission**
- ✓ **Proposal Narrative and Supplemental Narrative**
- ✓ **Proposal Evaluation Process**
- ✓ **Question and Answer**



# Request for Proposal Introduction



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# 2025 Key RFP Changes

## Single Proposal & Budget

- All career services respondents must be willing to deliver services in comprehensive, affiliate, and rural communities
- All youth services respondents must be willing to deliver services in comprehensive centers, the balance of the county, and single site high schools.
- Submit a single proposal and budget for service delivery

## Demonstrated Experience

- Shift towards asking about demonstrated experience rather than potential service strategies

## Rural Service Delivery

- Consistent and coordinated access to comprehensive centers for training and specialized workforce services

## Award Contracts

- Proposal narrative and sample budget will be used to determine the combination of providers by geographic area



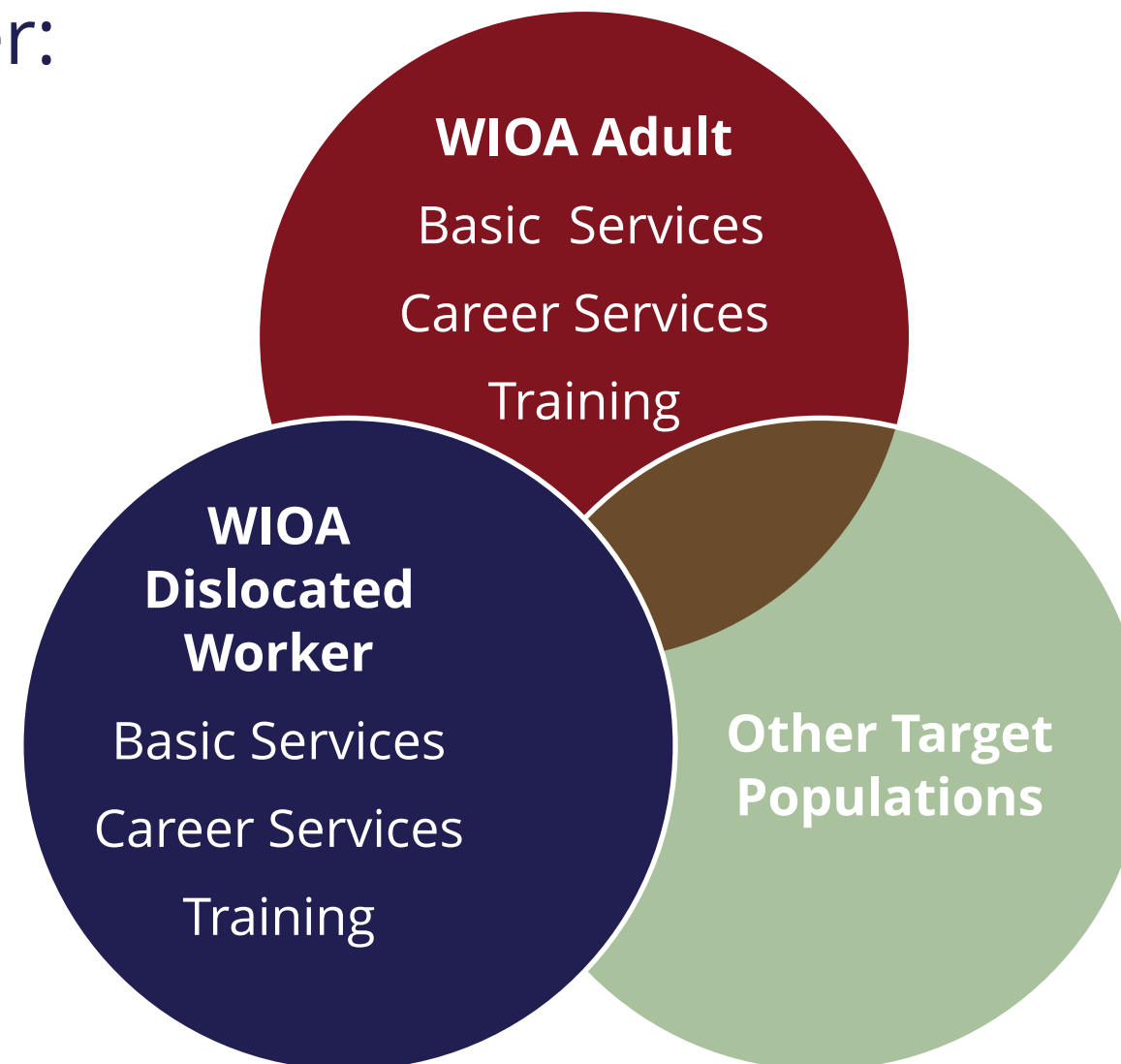
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# Request for Proposal

This RFP is to identify and procure organization(s) that have experience or related capacity to deliver:



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# Estimated Funding



Any additional funds awarded to WIB may be incorporated into selected subrecipient's contracts through this solicitation.

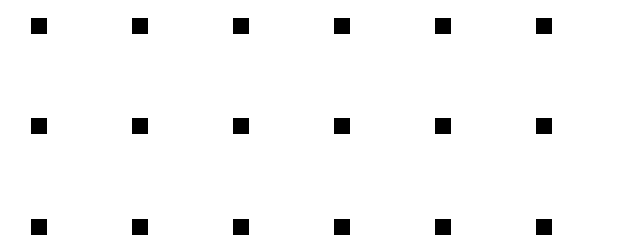
# Contract Period

- July 1, 2025 through June 30, 2026
  - Option to extend contract(s) for (3) additional one-year periods
  - Based on performance and availability of funds

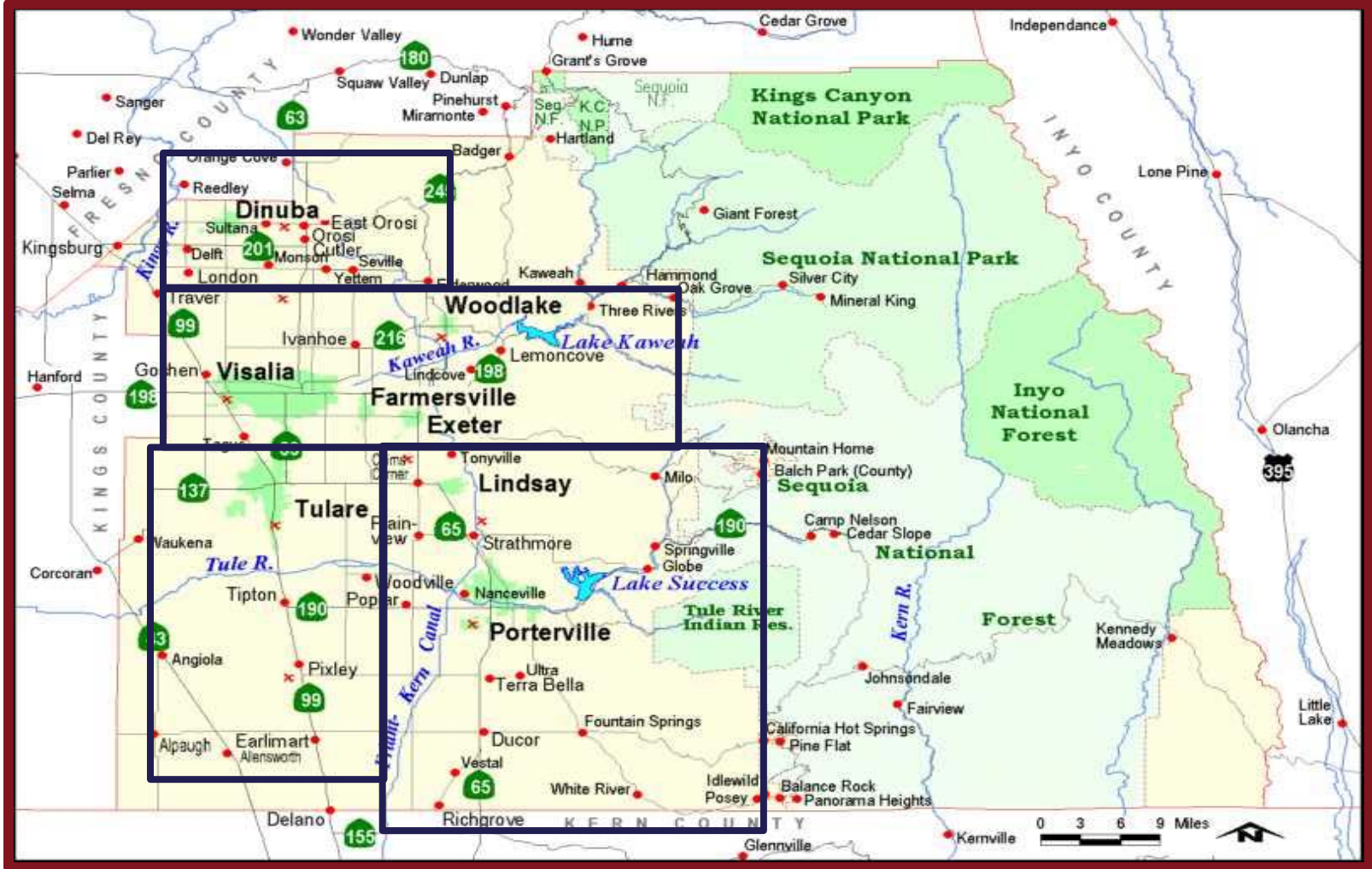




# Solicitation Geographic Areas



**Delivery of Services:**  
Employment Connection  
Comprehensive Centers  
**Visalia and Porterville**  
Affiliate Centers in  
**Tulare and Dinuba**  
Rural Locations

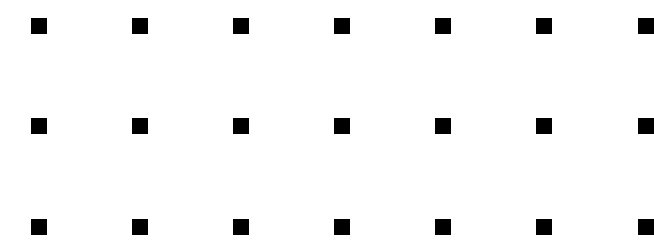


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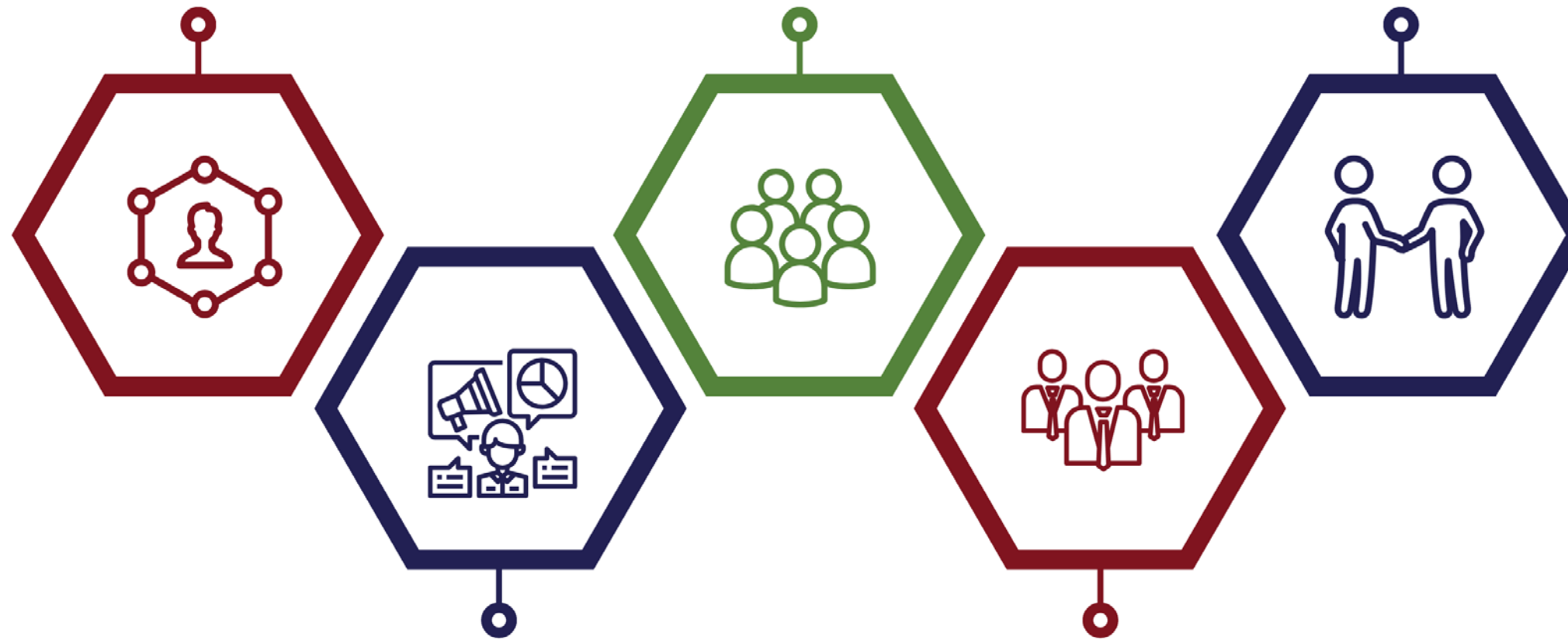
# Eligible Entities



Public agencies

Community-based organizations, non-profit organizations

Private for-profit entities



Employment service state agencies established under Wagner-Peyser Act

Workforce intermediary

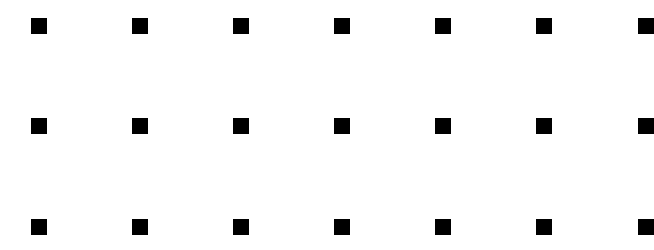


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# Solicitation



## Proposal

- Respondents must submit (1) proposal and model budget that includes service delivery at a **comprehensive center, an affiliate center, and a minimum of three rural locations**

## Award

- WIB will determine best combination of providers to deliver quality WIOA services in Tulare County

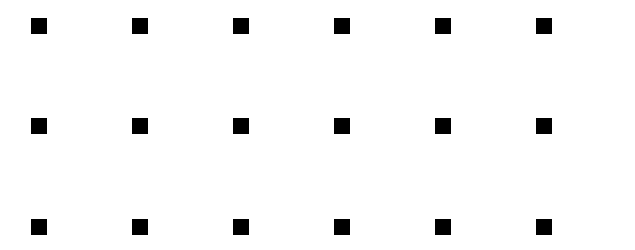


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# RFP Timeline



## February

-  **2/19** – RFP Released
-  **2/25** – Questions for Bidders' Conference Deadline
-  **2/26** – Register for Bidders' Conference
-  **2/27** – Bidders' Conference

## March

-  **3/3** – Reference Information Deadline
-  **3/10** – Final Day to Submit RFP Questions
-  **3/13** – Past Performance Questionnaire for References
-  **3/26** – Proposal Submittal Deadline 12:00 P.M.

## April

-  **4/10** – Proposal Evaluations

## May - July

-  **5/14** – WIB Board Approval
-  **5/21** – Contract Negotiations Overview (In Person)
-  **5/21 – 6/13**: Subrecipient Negotiations
-  **7/1** – Contract & Services Commence

# RFP Questions

Q&A

- Must be submitted in writing.
- Send via email to [WIBPROCUREMENT@tularewib.org](mailto:WIBPROCUREMENT@tularewib.org) with subject line [Q&A No. 25-02].
- The last date to submit questions is **March 10, 2025**.
- Responses will be posted on WIB website [www.tularewib.org](http://www.tularewib.org).



# Background Information

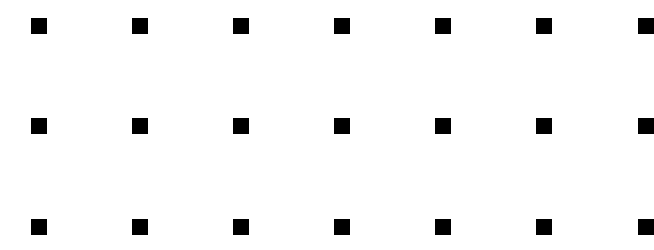


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# Workforce Innovation Opportunity Act (WIOA)



## Strengthen

Strengthen and improve our nation's public workforce system

## Access

Access to employment, education, training, and support services

## Match

Match business with skilled workers

## Promote

Promote employment, job retention, earnings, and occupational skills



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# Organizational Overview



United States Department of Labor (WIOA)

California Workforce Development Board

 Workforce Investment Board  
of Tulare County

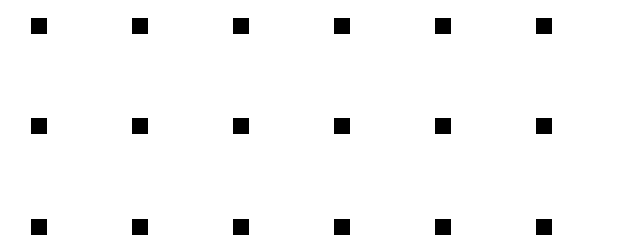
Board of  
Directors

Subrecipient  
Career Services  
Adult/DW

Subrecipient  
Youth Services



# Theory of Change






## The Issue

Too many people are unemployed or in low-wage jobs that don't sustain their families, and too many businesses have high-quality jobs that go unfilled.







## Our Focus

1. Workers & Businesses
2. Education
3. Community & Civic Leaders

## Our Values

-  Human-Centered
-  Agile
-  Inclusive
-  Collaborative
-  Skills-Focused
-  Evidence-Based

## Our Strategies

-  Fund
-  Broker
-  Convene
-  Invest
-  Guide
-  Measure

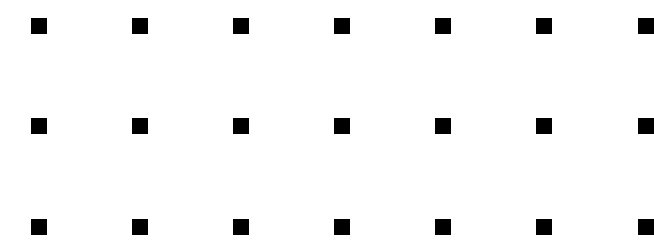


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# Priority Sectors



**Advanced  
Manufacturing**



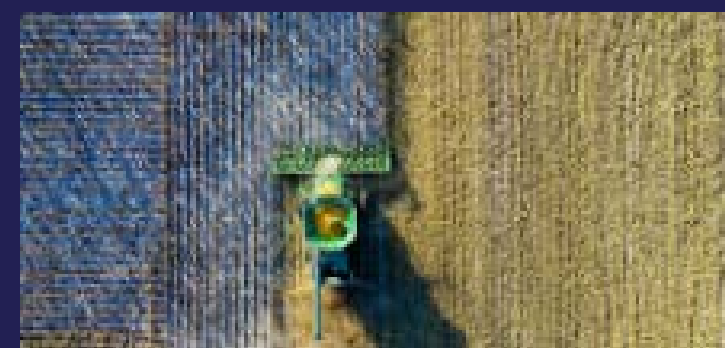
**Green Energy**



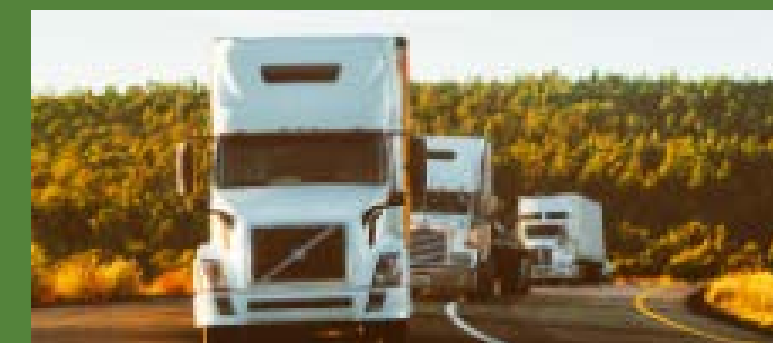
**Healthcare**



**Construction  
(including public  
infrastructure)**



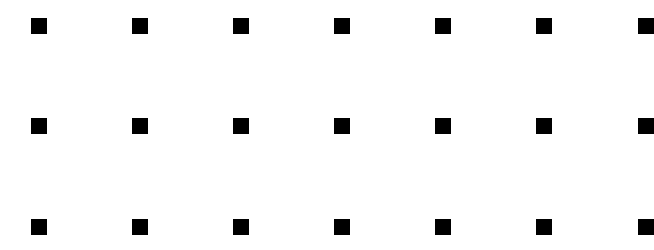
**Value-Added  
Agriculture**



**Transportation  
and Logistics**



# Job Quality Framework



**Compensation  
and Stability**



**Growth and  
Development**



**Workplace  
Culture and  
Empowerment**



**Wealth and  
Benefit  
Sharing**



**Health and  
Safety**



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*\* For more information reference [\(TEGL-07-22\)](#)*

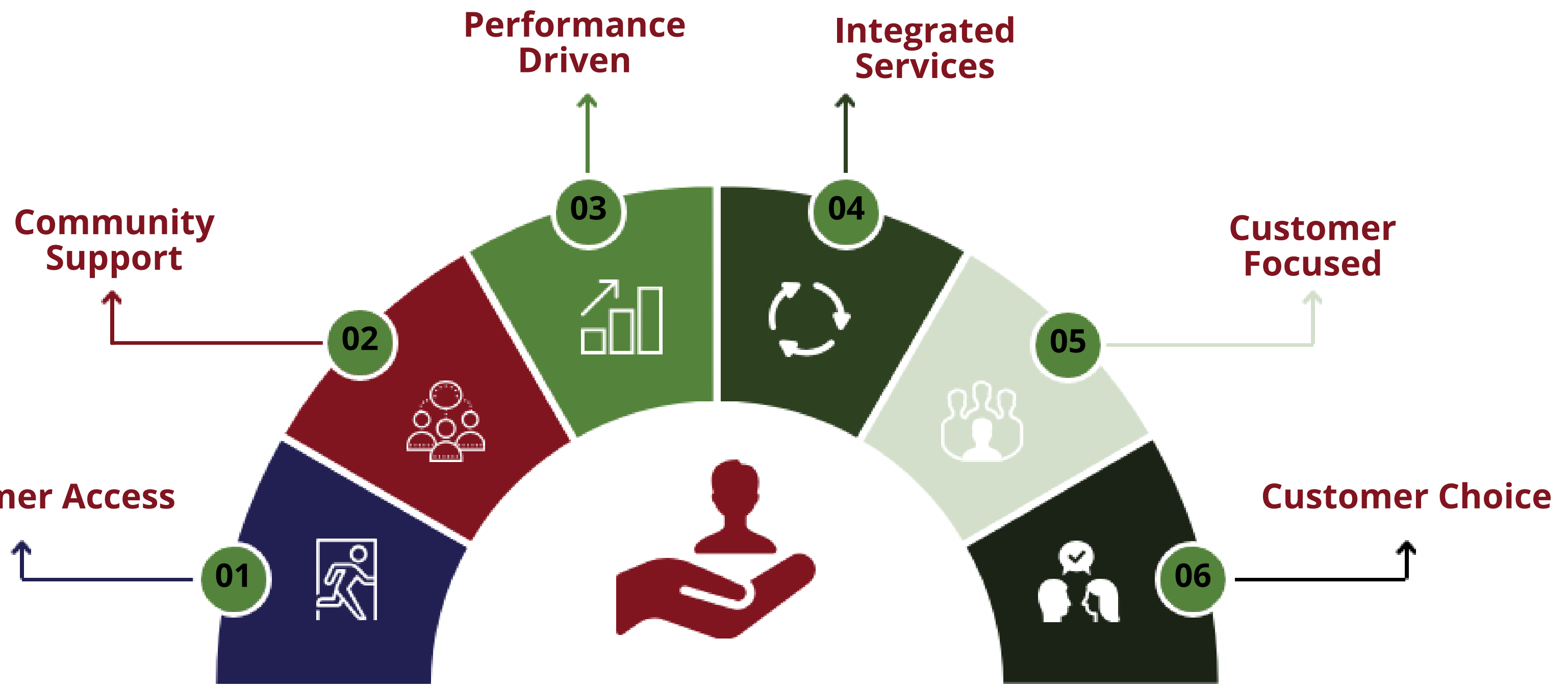
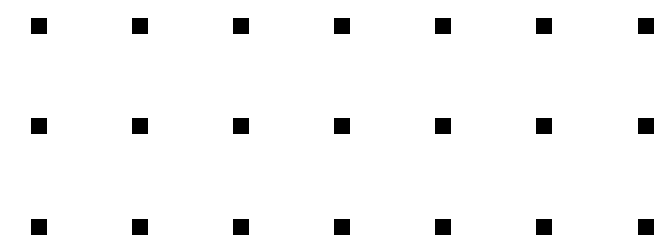
# Branding

Subrecipients awarded must use :

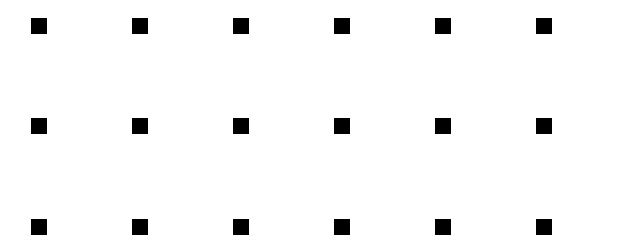
- America's Job Center of California (AJCC)
- Employment Connection Center



# Employment Connection Centers Service Framework and Operations



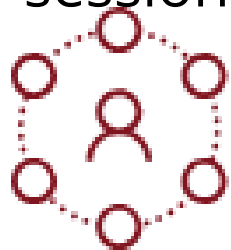
# Strategy and Initiative Co-Design Process



The WIB is implementing a co-design approach for the first year of this contract to collaboratively develop strategies and initiatives that are **data-informed, human-centered, flexible and iterative**. Subrecipients awarded must:

## Participate

Designate key staff to participate in co-design plan sessions



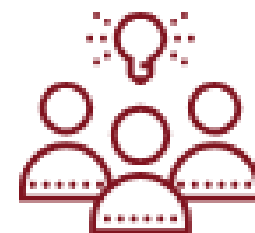
## Engage

Gather insights from customers & stakeholders



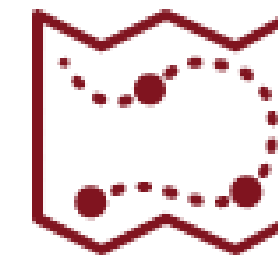
## Collaborate

Work with WIB to develop and refine strategies



## Implement

Implement and test co-designed initiatives



## Train

Train staff to ensure effective service delivery

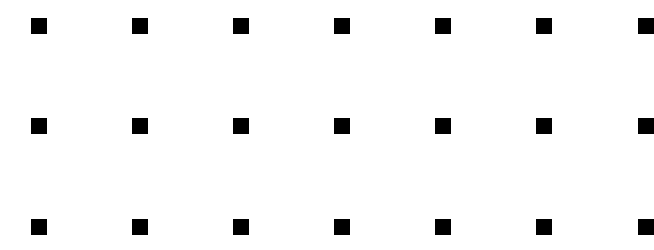


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# Rural Service Strategy



**Rural Community defined as any area of the county not directly served by a Comprehensive or Affiliate Center.**

WIB and subrecipients will collaborate to develop a **Rural Service Strategy** based on community needs to provide equitable access to WIOA services.

**Examples of Rural Communities in Tulare County (communities and groups may shift as a result of co-design process):**

Cutler Delft Colony Orosi	Exeter Farmersville Woodlake
Earlimart Pixley Richgrove Tipton	Lindsay Strathmore Woodville

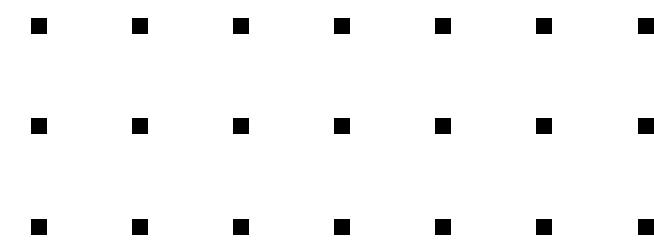


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# Rural Service Strategy



Subrecipients awarded must provide:



### Physical Presence:

Provide 4-8 hours per week of in-person services in rural locations.



### Resource Connection:

Provide a connection to other relevant community resources.



### Local Partnerships:

Collaborate with community organizations to expand services.



### Cultural Competency:

Adapt services to local community needs.

\*For more information on the needs of rural communities, see [Middlestate's Rural Community Listening Tour Summary \(Page 4\)](#).



# Roles and Responsibilities of the WIB



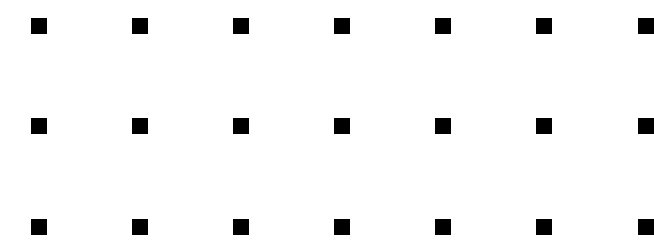
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# WIB Responsibilities



## Governance & Oversight

- Ensures compliance with WIOA regulations and local labor market needs.
- Sets performance expectations and monitors Subrecipient performance.



## Funding & Resource Allocation

- Acts as the fiscal agent for WIOA funds.
- Administers specialized workforce programs and grants.



## Technical Assistance

- Provides technical assistance, training, and capacity building for Subrecipients.
- Leads co-design initiatives to enhance workforce strategies.



## Business & Community Engagement

- Develops employer partnerships and sector strategies.
- Supports job development, hiring events, and Rapid Response efforts for layoffs.

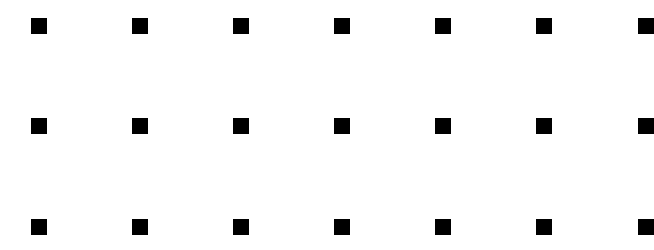


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# Subrecipient Responsibilities



## Program Delivery

- Provide case management, career coaching, and job placement.
- Ensure compliance with WIOA service guidelines.
- Recruit, hire, and train high-quality and well-informed staff.



## Training & Career Services

- Assist job seekers with training scholarships and employment plans.
- Maintain CalJOBS case management records.



## Collaboration & Outreach

- Work with WIB's business engagement team to connect job seekers with employers.
- Adhere to Employment Connection branding and marketing guidelines.

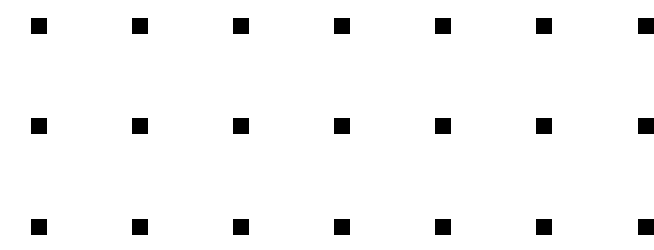


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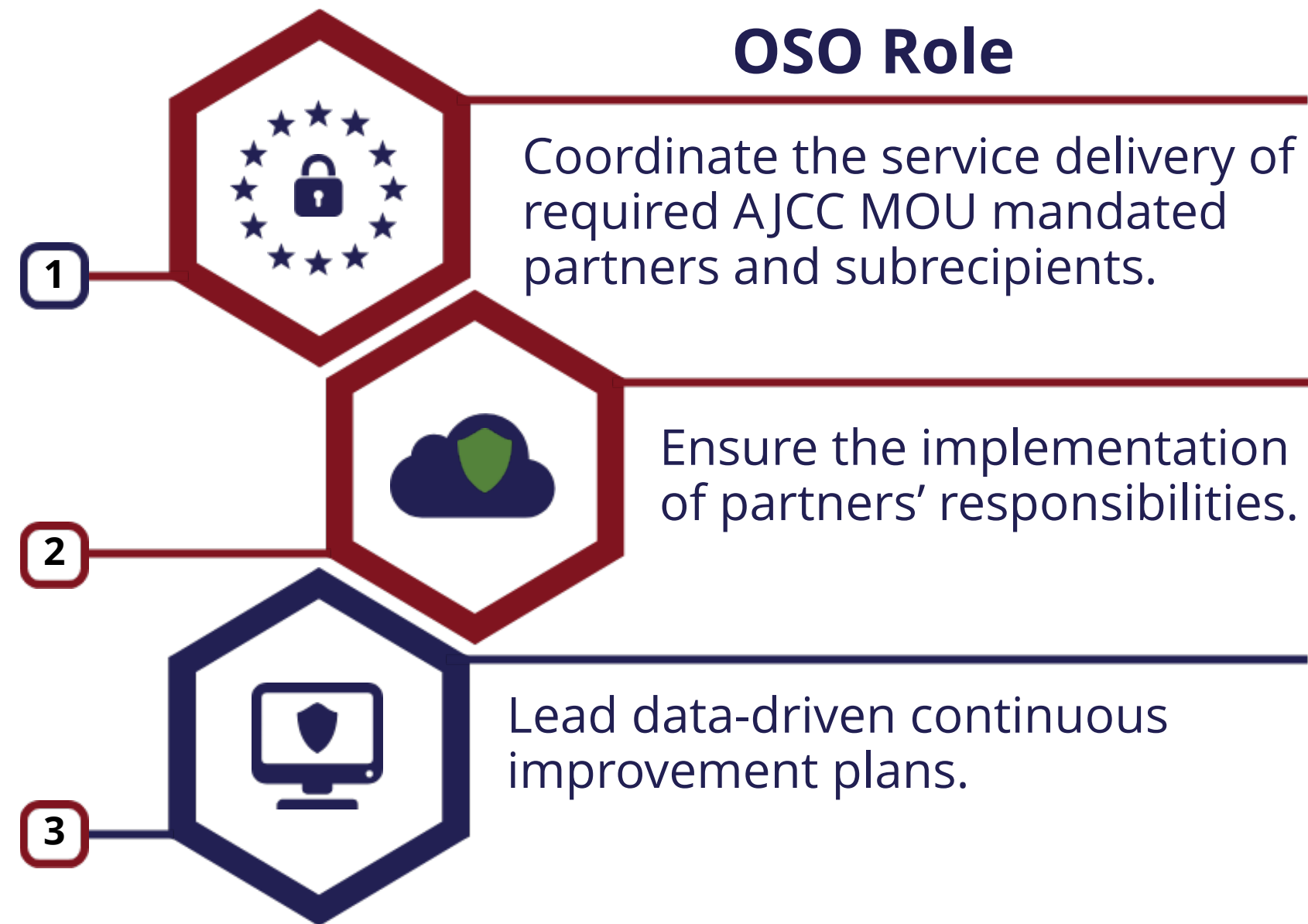
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# One-Stop Operator (OSO) Responsibilities



Subrecipients awarded must collaborate with OSO to ensure a seamless delivery of services.



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# Scope of Service



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# Comprehensive Centers, Affiliate Centers, and Rural Locations

## Employment Connection Comprehensive Centers

- VISALIA - 4025 W. Noble, Visalia, CA
- PORTERVILLE - 1063 W. Henderson, Porterville, CA
- Each center has co-located partners through an MOU cost-sharing agreement
- The WIB is the leaseholder of the center locations
- It is not necessary for respondents to budget for facilities costs: rent, janitorial, security, pest control, utilities, and information technology

## Affiliate Centers – Dinuba and Tulare

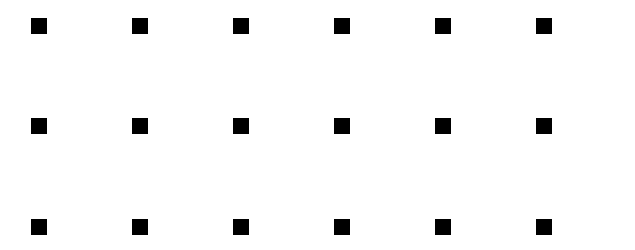
- The WIB does not hold the lease for these centers
- Successful respondents will select the site, with WIB approval, and be the leaseholder
- Co-location is strongly encouraged with partner agencies, libraries, or other community-based organizations

## Rural Locations

- The WIB does not hold any leases in these communities
- Respondents are strongly encouraged to leverage resources through co-location with partner agencies, libraries, or other community-based organizations



# Populations to be Served



## Adult & Dislocated Workers



- 18 years of age or older
- Tulare County residents

## WIOA Adult Priority of Service



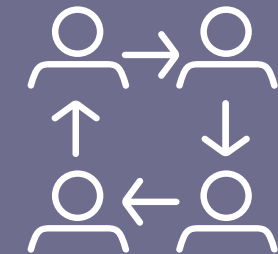
- Veterans and eligible spouses
- Public assistance recipients
- Low income
- Basic skills deficient

## WIOA Dislocated Workers Eligibility



- Individuals – terminated or laid off
- Eligible or exhausted unemployment

## Other Target Populations



- Welfare-to-Work
- Agriculture Workers and members of their household
- People with Disabilities
- Justice-Involved Individuals



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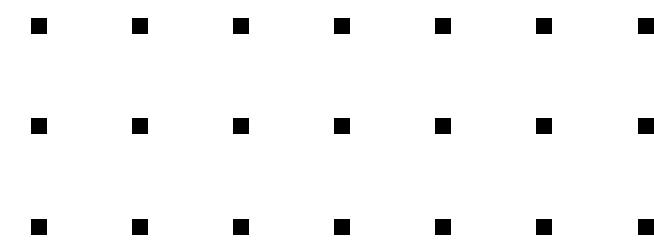
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\* For information regarding Adult Eligibility refer to EDD WSD [24-04 WIOA Title I Eligibility Technical Assistance Guide](#)

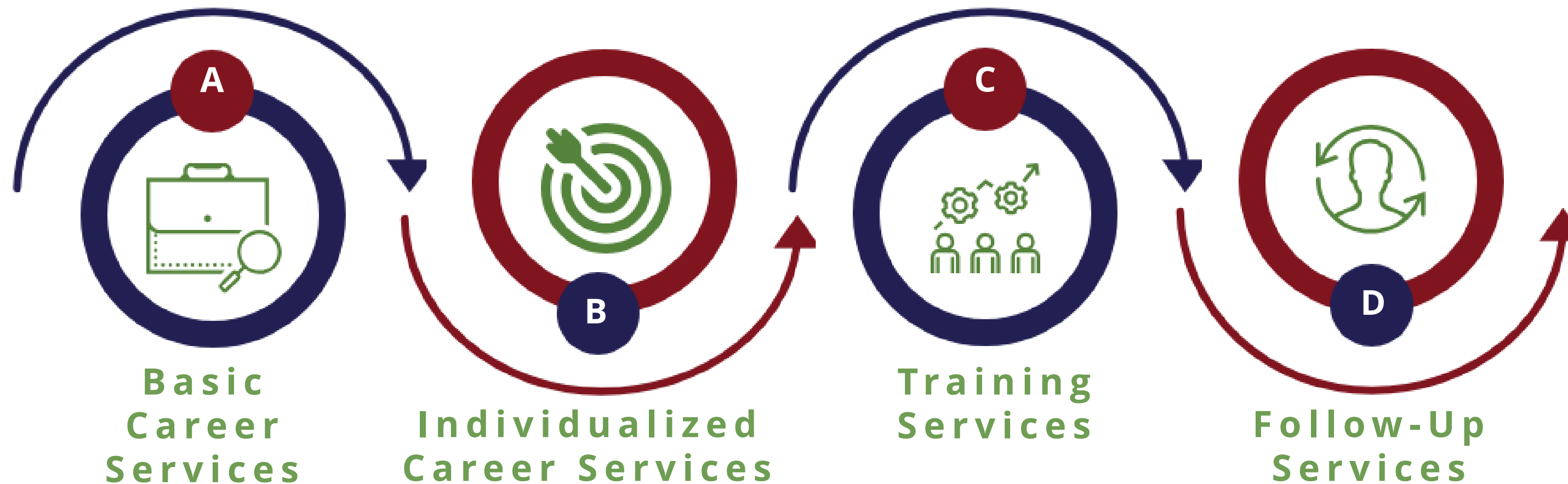
\* For information regarding Priority of Service refer to the most current [Local Priority of Service Directive](#)

\* For list of current specialized grants refer to [Employment Connection and youth@work PY 24-25 Special Grants Reference Guide](#)

# Career Services for Adults and Dislocated Workers



Under this RFP the following services will be provided:



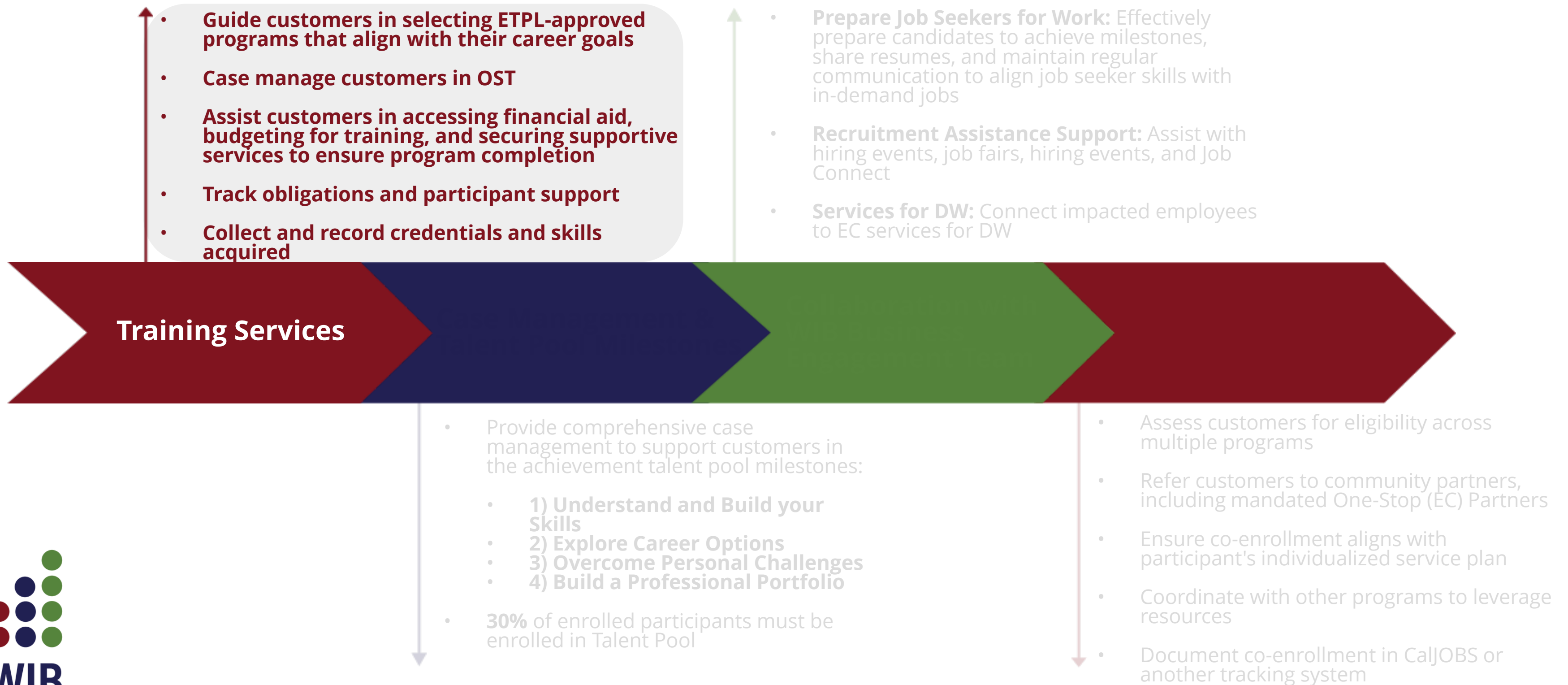
*\*For information regarding services provided through WIOA Title I Adult and DW Basic and Individualized services reference [TEGL 19-06](#)*



# Tulare County Strategies & Collaboration



# Tulare County Strategies & Collaboration



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# Tulare County Strategies & Collaboration

- Guide customers in selecting ETPL-approved programs that align with their career goals
- Case manage customers in OST
- Assist customers in accessing financial aid, budgeting for training, and securing supportive services to ensure program completion
- Track obligations and participant support
- Collect and record credentials and skills acquired

- **Prepare Job Seekers for Work:** Effectively prepare candidates to achieve milestones, share resumes, and maintain regular communication to align job seeker skills with in-demand jobs
- **Recruitment Assistance Support:** Assist with hiring events, job fairs, hiring events, and Job Connect
- **Services for DW:** Connect impacted employees to EC services for DW

## Case Management & Talent Pool Milestones

- **Provide comprehensive case management to support customers in the achievement talent pool milestones:**
  - **1) Understand and Build your Skills**
  - **2) Explore Career Options**
  - **3) Overcome Personal Challenges**
  - **4) Build a Professional Portfolio**
- **30% of enrolled participants must be enrolled in Talent Pool**

- Assess customers for eligibility across multiple programs
- Refer customers to community partners, including mandated One-Stop (EC) Partners
- Ensure co-enrollment aligns with participant's individualized service plan
- Coordinate with other programs to leverage resources
- Document co-enrollment in CalJOBS or another tracking system



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## Collaboration with WIB Business Engagement Team

- Provide comprehensive case management to support customers in the achievement talent pool milestones:
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## Co-enrollment & Referrals to Other Programs

- Provide comprehensive case management to support customers in the achievement talent pool milestones:
  - 1) Understand and Build your Skills
  - 2) Explore Career Options
  - 3) Overcome Personal Challenges
  - 4) Build a Professional Portfolio
- 30% of enrolled participants must be enrolled in Talent Pool

- **Assess customers for eligibility across multiple programs**
- **Refer customers to community partners, including mandated One-Stop (EC) Partners**
- **Ensure co-enrollment aligns with participant's individualized service plan**
- **Coordinate with other programs to leverage resources**
- **Document co-enrollment in CalJOBS or another tracking system**

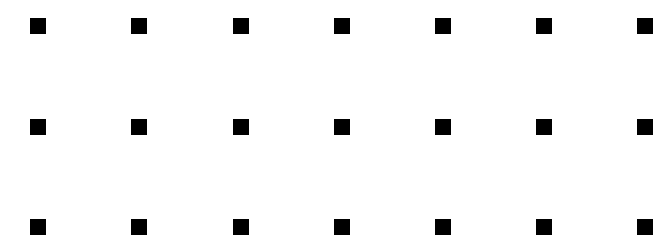


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# Job Seeker Engagement

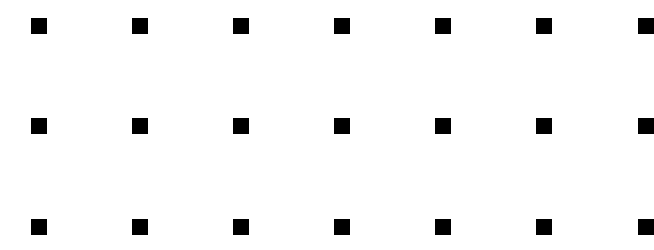


Subrecipient must use the following six job seeker engagement strategies:

-  1. Engaging disconnected customers
-  2. Engaging attendees at events & meetings hosted at EC
-  3. Responding to referrals from partner organizations
-  4. Engaging with walk-in customers
-  5. Engaging customers using virtual tools
-  6. Engaging new customers



# Staffing



Subrecipients must provide adequate and qualified staffing. Under this RFP subrecipients will utilize the following workforce titles:



**Site Coordinator**



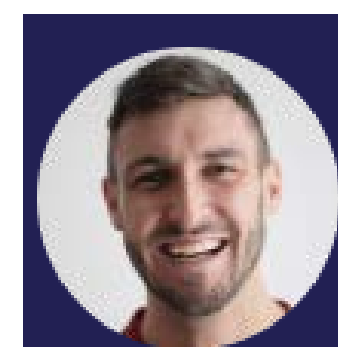
**Receptionist**



**Resource Room  
Attendant**



**Intake Specialist**



**Career Coach**



**Business Resource Specialist  
(For specialized grants only)**

\*In PY 25-26 subrecipients will work with the WIB to co-design and develop Standard Operating Procedures that will solidify roles, staff competencies, and key processes for staff roles.

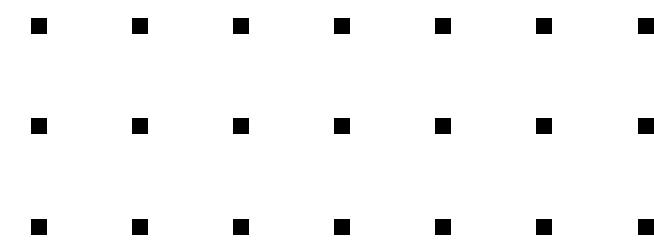


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# Performance Measures



The awardee must deliver, track, and document WIOA and local performance measures.

PY 24-25 WIB Performance Goals	Adult	Dislocated Worker
Employment Rate 2nd Quarter After Exit	63.5%	70%
Employment Rate 4th Quarter After Exit	60%	64.5%
Median Earnings 2nd Quarter After Exit	\$6,800	\$7,700
Credential Attainment within 4 Quarters After Exit	80%	83%
Measurable Skills Gains	75%	80%

\* For more information regarding the WIB's locally defined performance measures reference [Employment Connection Objectives and Key Results \(OKRs\)](#)



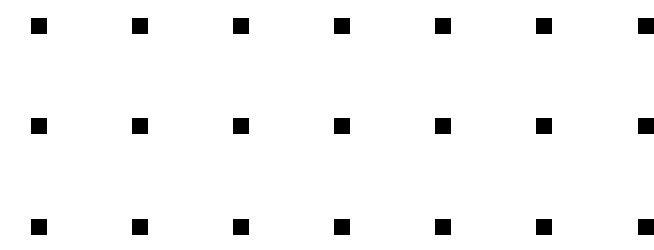
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# Tracking Requirements



## CalJOBS

Web-based case management and tracking system

Required system for maintaining electronic participant files

Entry of individual participant data such as eligibility determination and documentation, demographics, participant activities, case notes, outcomes and follow-up data



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# Funding

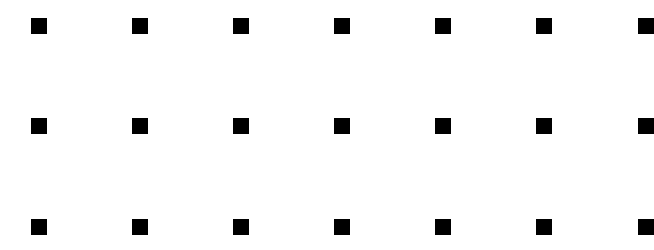


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# Model Budget



- Respondents must use a funding level of \$1,800,000 to populate staffing budgets for:
  - Comprehensive Center
  - Affiliate Center
  - Rural Service Locations
- For the model budget it is not necessary to incorporate Facilities and Infrastructure, Supplies, and Equipment categories.

## Funding

- **WIB retains WIOA Adult and Dislocated Work funds for Individual Training Accounts (ITA)**
- **It is not necessary for respondents to budget for the cost of ITAs**
- **This solicitation encompasses future funding awarded to the WIB during the four-year cycle (WIOA funds and special grants)**
- **Employer of Record for Transitional Jobs**

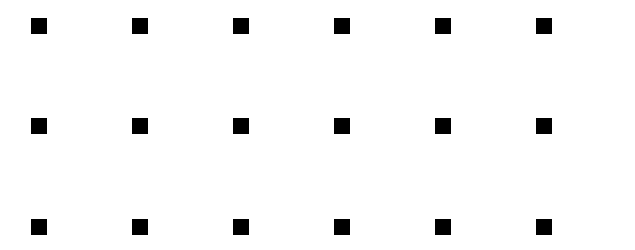


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# Model Budget and Budget Narrative Attachment D



<b>Model Budget</b>	\$ 1,800,000
<b>Funds Available</b>	\$ 1,800,000

LINE ITEM		Comprehensive			Affiliate		Rural Service Provision	
PERSONNEL COSTS		Salary (annualized)	FTEs	7/1/25-6/30/26	FTE	7/1/25-6/30/26	FTE	7/1/25-6/30/26
Salaries ( List the job title below)								
EC Job Classification	Organization's Equivalent Job Title							
Career Coach				-		-		-
Please Select				-		-		-
Please Select				-		-		-
Please Select				-		-		-
Please Select				-		-		-
Please Select				-		-		-
Please Select				-		-		-
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Please Select				-		-		-
Please Select				-		-		-
Please Select				-		-		-
<b>Total Salaries</b>			-	-	-	-	-	-
Fringe Benefits Cost				-		-		-
Fringe Benefit Rate=				-		-		-
<b>TOTAL PERSONNEL COSTS</b>				-		-		-
<b>STAFF TRAVEL COSTS</b>								
Travel								
<b>TOTAL STAFF TRAVEL COSTS</b>				-		-		-
<b>MODEL TOTAL</b>				-		-		-



# Proposal Guidelines & Submission



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# Reference Information

- Respondents must submit (3) completed Reference Contact Forms, one for each reference, by March 3, 2025, at 5:00 pm to [WIBProcurement@tularewib.org](mailto:WIBProcurement@tularewib.org) with the subject line: **[Agency Name - Reference No. 25-02]**.
- Reference should highlight experience and performance with WIOA Career Services within Comprehensive Centers, Affiliate Centers, and Rural Locations or similar projects over the last 5 years.
- The WIB will serve as one of the three references for its PY 2024-2025 WIOA Career Services Subrecipients.



Workforce Investment Board of Tulare, 2025-2026

## Reference Contact Form

Respondents must submit three (3) references from organizations or agencies they have collaborated with on projects of similar size and scope within the past five. References should highlight experience and performance in WIOA Youth Services and Career Services within Comprehensive Centers, Affiliate Centers, Rural Locations, or comparable projects. Proposers are responsible for notifying references of the verification process to prevent delays or disqualification.

Completed Reference Contact Forms must be emailed to [WIBProcurement@tularewib.org](mailto:WIBProcurement@tularewib.org) no later than **March 3, 2025, by 5:00 PM**. Use the subject line: [Agency Name Reference]

Select one (1) option for the proposal(s) references:

- WIOA Title I Youth Services No. 25-01     WIOA Title I Adult/Dislocated No. 25-02

### Submitting Agency Contact Information

Name:   
Title:  Phone:   
Mailing Address:   
Email Address:

I authorize the organization listed above to provide the Workforce Investment Board of Tulare County past performances information.

Signature:

Name of organization for which the reference is being requested:

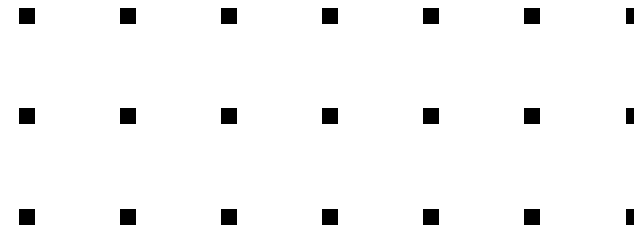
Name of contact:

Title:

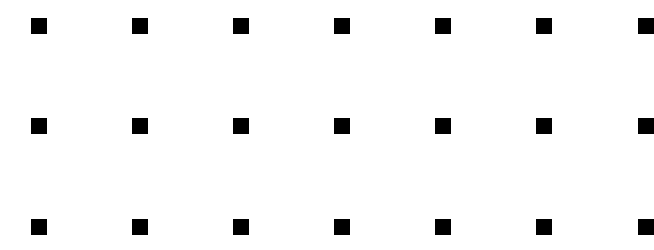
Mailing Address:

Telephone:  Fax:

Email Address:



# Reference Evaluation Criteria



Evaluation Team will assess the following:



Did the respondent receive three complete references by the due date?



Were the referenced projects completed within the past five years?



Did the respondent demonstrate positive outcomes on projects of similar scope to this RFP?

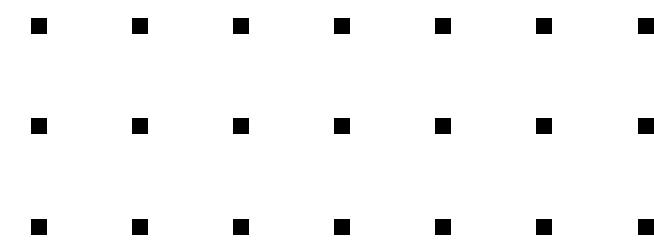


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# Proposal Submittal Instructions



- Email proposal with attachments to [\*\*WIBProcurement@tularewib.org\*\*](mailto:WIBProcurement@tularewib.org)
- Proposal narrative, manager resume(s), organization chart, and required attachments must be submitted in PDF.
  - Model Budget must be submitted in Excel
  - All documents must be saved using a naming convention that includes the title of the document and an agency name that does not exceed 40 characters in length
    - EX: Attachment A –XYZ Company
- Email as .ZIP file
  - E-mail Subject Line: [Agency, Proposal No. 25-02]



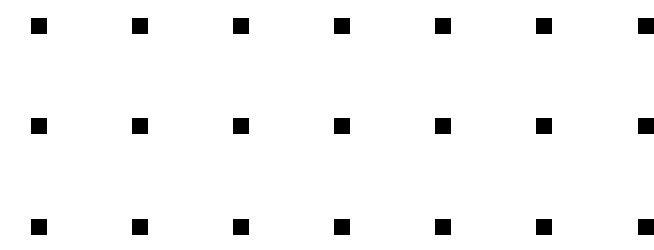
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# Formatting Requirements



To ensure consistency and readability, all proposals must adhere to the following formatting guidelines:

- Font Size: 12- point
- Margins: 1" all sides
- Text: Single-spaced
- Page Size: Letter (8.5" x 11")
- Page Numbering: Centered at the bottom of each page

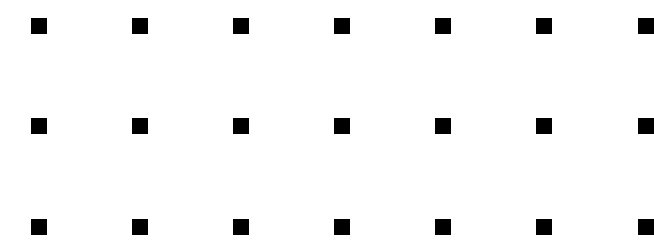


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# Proposal Contents



Proposal Narrative	Page Limit
Executive Summary	1
Organizational Overview, History, Structure, and Staffing Plan	3
Financial Management Structure and Model Budget	1
Program Service Delivery	16
Customer-Centered and Employer Engagement Strategies	4
Maximum Page Limit	25

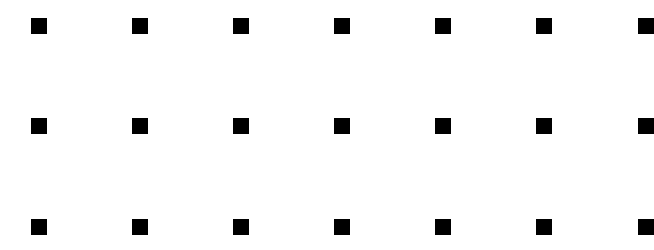


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# Proposal Contents



<b>10.0 Supplemental Narrative for Specialty Experience and Expertise</b>	<b>Page Limit</b>
10.1 Target Populations	2
10.2 Rural Communities	2
10.3 Project Models	1
10.4 Employer Engagement	1
Maximum Page Limit	6

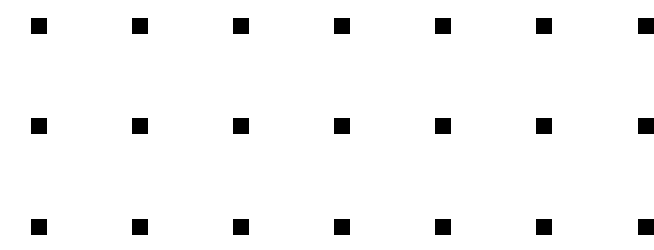


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# Attachments



Forms	Attachment
Proposal Title Page	Attachment A
Signatory Authorization	Attachment B
Proposal Checklist - Table of Contents	Attachment C
Model Budget and Budget Narrative	Attachment D
Certification Regarding Lobbying	Attachment E
Instructions for Certification Regarding Debarment	Attachment F
Standards of Conduct	Attachment G
Risk Assessment Survey	Attachment H
Manager Resume(s)	Limit 2
Organizational Charts <ol style="list-style-type: none"> <li>1. Leadership of the organization</li> <li>2. Intended staffing</li> </ol>	Limit 2



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# Proposal Title Page Attachment A

- Indicate proposal type
- Signed by an authorized representative



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PROPOSAL TITLE PAGE		
Agency Name:		
Address:		
Agency Telephone No.:		
Contact Person:	Title:	
Contact Telephone No.:	Contact Fax No.:	
Contact Email:	Federal I.D. No.:	
Agency Status		
<input type="checkbox"/> Public Non-Profit	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private for Profit
Select one (1) proposal type.	WIOA Title I Youth Services No. 25-01 <input type="checkbox"/>	WIOA Title I Adult and Dislocated Worker Career Services No. 25-02 <input type="checkbox"/>
<b>CERTIFICATION OF PROPOSAL CONTENT:</b>		
<b><u>Duplication of Services and Conflict of Interest</u></b>		
To my knowledge, this proposal does not duplicate services or resources available in the area that are or may be provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIOA funds.		
<b><u>Cost/pricing Data and Proposal Content</u></b>		
This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification in writing to the WIB in support of this proposal, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the Respondent and the WIB that are part of the result of submitting this proposal.		
_____ Signature of Authorized Representative	_____ Date	
_____ Title of Authorized Representative		

# Signatory Authorization Attachment B

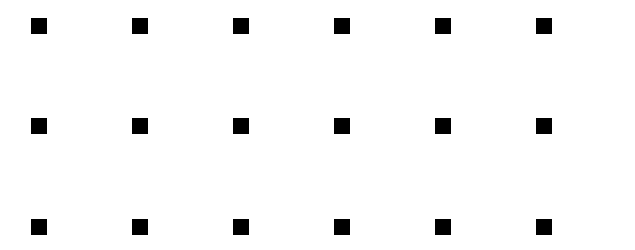
- Signed by an authorized representative
- In lieu of the Board of Resolution



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SIGNATORY AUTHORIZATION

I HEREBY CERTIFY THAT   
Name & Title

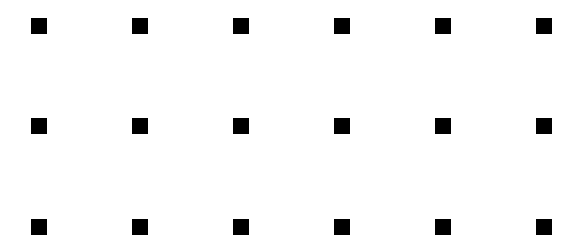
IS AUTHORIZED TO SUBMIT PROPOSALS FOR, AND BY VIRTUE OF THEIR  
SIGNATURE, BIND   
Organization Name

TO CONTRACTUAL AGREEMENTS FOR THE PERIOD  
  
Contract Term

Signature of Governing Body Official:	
Typed Name:	
Title:	
Date Signed:	
Signature of Official Authorized to Bind Agency:	
Typed Name:	
Title:	
Date Signed:	

Note: Should circumstances require a change in the above, a new Signatory Authorization shall be completed and forwarded to the WIB. Failure to provide the information above may result in the disqualification of your proposal.

# Model Budget and Budget Narrative Attachment D



- Budget Form
- Model budget \$1,800,000
- Must complete all three budgets for:
  - i. Comprehensive Center
  - ii. Affiliate Center
  - iii. Rural Locations
- Budget Narrative

Model Budget		\$	1,800,000						
Funds Available		\$	1,800,000						
LINE ITEM									
PERSONNEL COSTS				Comprehensive		Affiliate		Rural Service Provision	
Salaries ( List the job title below)									
EC Job Classification	Organization's Equivalent Job Title	Salary (annualized)	FTEs	7/1/25-6/30/26	FTE	7/1/25-6/30/26	FTE	7/1/25-6/30/26	
Career Coach				-		-		-	
Please Select				-		-		-	
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Please Select				-		-		-	
Please Select				-		-		-	
<b>Total Salaries</b>			-	-	-	-	-	-	
Fringe Benefits Cost				-		-		-	
Fringe Benefit Rate=									
<b>TOTAL PERSONNEL COSTS</b>				-		-		-	
<b>STAFF TRAVEL COSTS</b>									
Travel									
<b>TOTAL STAFF TRAVEL COSTS</b>				-		-		-	
<b>MODEL TOTAL</b>				-		-		-	



# Certification Regarding Lobbying Attachment E

- No federal funds used to lobby
- Signed by authorized representative



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Workforce Investment Board of Tulare County, 2025-2026

Attachment E

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal contracted 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal contracted 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the documents for all subcontracts, and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Authorized Agent, in signing this document, certifies that he/she has read and is in compliance with all terms and conditions required for certification as specified in the above-named document.

Printed Name of Authorized Representative

Respondent Organization

Signature

Date



# Certification Regarding Debarment Attachment F

- Eligible to receive federal funds
- Signed by authorized representative



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Workforce Investment Board of Tulare County, 2025-2026

Attachment F

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by State and Federal regulations Executive Order 12549, Department and Suspension, 29 CFR Part 98.510, and will be followed until further State or Federal guidance is received.

### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

1. The prospective recipient of Federal Assistance Funds 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. Have not within a three-year period preceding this proposal submission been convicted of a civil judgment rendered against them for commission of fraud or a criminal offense in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in Section 2 of this certification.
4. Have not within a three year period preceding this proposal submission had one or more public transactions (federal, state or local) terminated for cause of default.
5. Where the prospective recipient of Federal Assistance Funds 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 Authorized Representative

Title of Authorized Representative

Signature

Date

# Standards of Conduct

## Attachment G

- Signed by an authorized representative



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### STANDARDS OF CONDUCT

The following standards apply to all Applicants that deliver services under contract with the WIB.

#### A. STANDARD OF CONDUCT

The Applicant hereby assures by submission of this proposal that it will comply with the standards of conduct hereinafter set out, for maintaining the integrity of the program and avoiding any conflict of interest in its administration.

##### ***General Assurance***

Every reasonable course of action will be taken by the Applicant in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The contract, if granted, will be administered in an impartial manner, free from personal, financial or political gain. The Applicant, its executive staff, employees, and Board of Directors, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

##### ***Conducting Business Involving Relatives***

No relative by blood, adoption or marriage<sup>1</sup> of any executive or employee of the Applicant, will receive favorable treatment for enrollment in services provided by, or employment with, the Applicant.

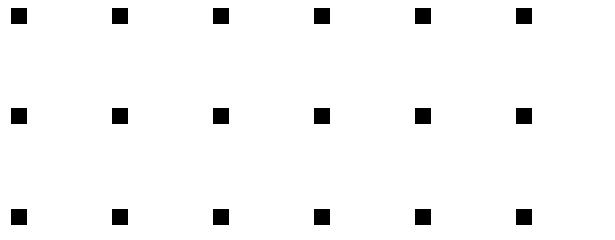
##### ***Conducting Business Involving Close Personal Friends and Associates***

Executives and employees of the Applicant will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the Applicant to conduct business with a friend or associate of: an executive or employee of the Applicant; an elected official in the area; the WIB or one of its Directors, a permanent record of the transaction will be retained.

##### ***Avoidance of Conflict of Economic Interest***

An executive or employee of the Applicant, or a member of its Board of Directors will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or in part by the Applicant with WIOA funds. Supplies, materials, equipment or services purchased with WIOA funds will be used solely for purposes allowed under the contract.



# Risk Assessment Survey Attachment H

- Survey available at [www.tularewib.org/directives](http://www.tularewib.org/directives)



## TUL 24-06 Risk Assessment

### EXECUTIVE SUMMARY:

This policy provides guidance and establishes procedures for assessing the risk level of an organization when designating Subrecipients and awarding funds. This policy applies to all WIB Subrecipients of the Workforce Innovation and Opportunity Act (WIOA) and other special grant funds and is effective immediately.

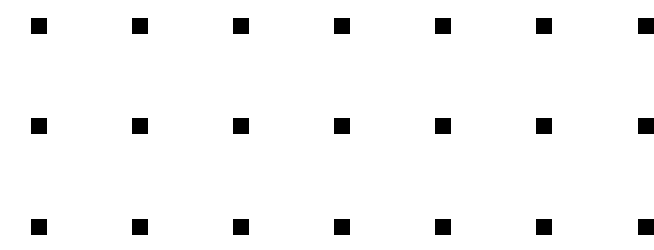
*This Directive contains WIB-imposed requirements.*

This Directive supersedes WIB Directive WIBD 01-09, Risk Assessment, dated November 15, 2001. Retain this Directive until further notice.

### REFERENCES:

- [WIOA \(Public Law 113-125\) Section 184 – Fiscal Controls; Sanctions](#)
- [Title 2 Code of Federal Regulations \(CFR\) Subpart D, Post Federal Award Requirements Part 200.332 – Requirements for Pass-through Entities](#)
- [Title 29 CFR Subpart B, Pre-Award Requirements Part 97.12 – Special Grant of Subgrant Conditions for “High-Risk” Grantees](#)
- [Title 29 CFR Subpart C, Post-Award Requirements Part 97.20 – Standards for Financial Management Systems](#)
- [Title 29 CFR Subpart C, Part 97.43 – Enforcement](#)
- [Title 29 CFR Subpart C, Part 97.35 – Subawards to Debarred and Suspended Parties](#)
- [WIB Directive TUL 22-08 Standards for Oversight and Instruction for Monitoring \(November 9, 2022\)](#)
- [WIB Monitoring Procedures Manual](#)

# Manager Resume(s) & Organizational Charts



## Manager Resume (2-page limit)

- If site manager is not currently on staff, identify the person responsible for supervising and overseeing services until a manager is hired.

## Organizational Charts (2-page limit)

- Attach two organizational charts
  1. Demonstrating organization's leadership structure
  2. Illustrating the intended staff operations for the EC Comprehensive Center, Affiliate Center, and Rural Communities including job titles and the intended manager



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# Proposal Narrative & Supplemental Narrative



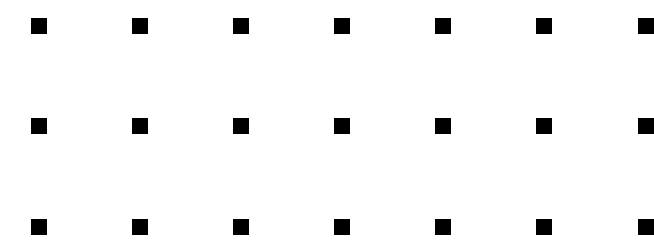
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# Proposal Narrative



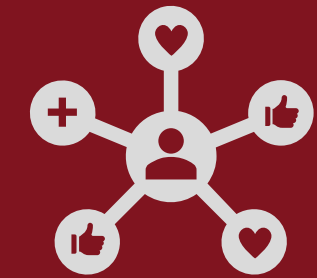
**9.1**  
Executive  
Summary

**9.2**  
Organizational  
Overview, History,  
Structure and  
Staffing Plan  
Organizational Charts  
Intended Staffing

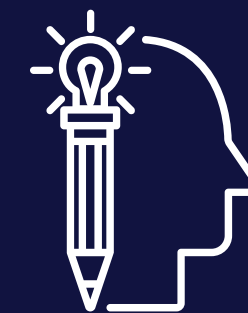
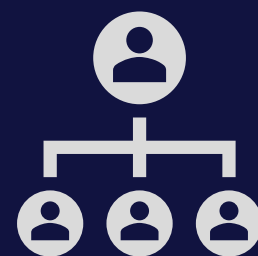


**9.3**  
Financial  
Management  
Attachment D

**9.4**  
Program Service  
Delivery



**9.5**  
Customer Centered  
& Employer  
Engagement  
Strategies

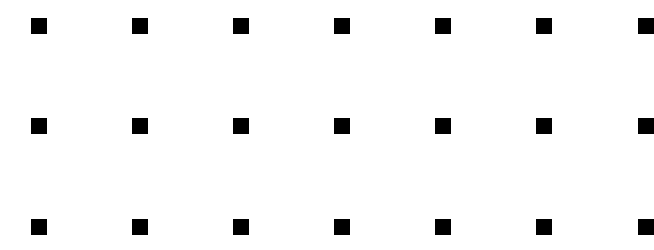


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# Supplemental Narrative



**10.2**  
Experience with  
Rural Communities



**10.4**  
Experience with  
Employer  
Engagement

**10.1**  
Experience with  
Target  
Populations



**10.3**  
Experience with  
Program Models



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# Proposal Evaluation Process



**WIB**

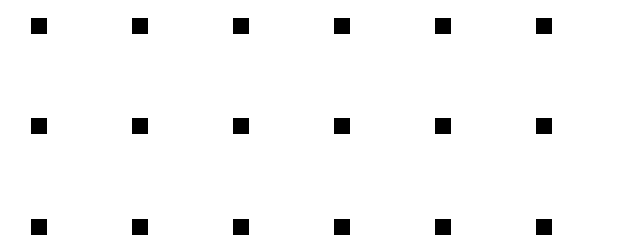
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# Evaluation Criteria for Comprehensive, Affiliate, and Rural Locations



Proposal Narrative Section	Page Limit	Score
9.1 Executive Summary	1	5
9.2 Organizational Overview, History, Structure, and Staffing Plan	3	10
9.3 Financial Management Structure and Model Budget	1	15
9.4 Program Service Delivery	16	55
9.5 Customer-Centered and Employer Engagement Strategies	4	15
<b>Maximum Score</b>	<b>25</b>	<b>100</b>
10.1-4 Supplemental Narrative for Specialty Experience and Expertise	6	N/A

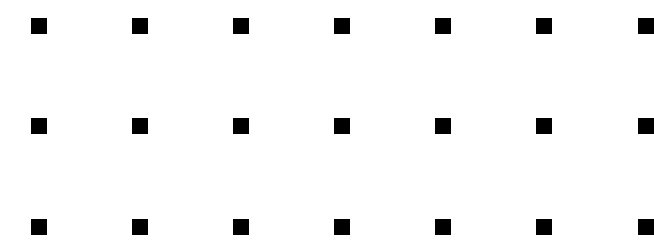


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# Evaluation of Expertise for Target Populations, Rural Locations, Project Models, & Employer Engagement



10.0 Area of Expertise	Page Limits	Rating
<b>10.1 Experience with Target Populations</b> 1) Justice-involved Individuals 2) English Language Learners and Agricultural Workers and their Households 3) Individuals Experiencing Homelessness 4) People with Disabilities 5) Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) 6) Welfare-to-Work Participants 7) Veterans	2	<b>No experience</b> <b>Limited</b> <b>Moderate</b> <b>Strong</b> <b>Exceptional</b>
<b>10.2 Experience with Rural Communities</b>	2	
<b>10.3 Experience with Program Models</b> 1) Transitional Jobs Programs 2) Supervised Work Crew Programs 3) Temporary Jobs for Humanitarian and Disaster Relief Cleanup	1	
<b>10.4 Experience with Employer Engagement</b>	1	
<b>Maximum Page Limit</b>	6	



# Questions

<http://www.tularewib.org/procurement>

