



**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
WORKFORCE DEVELOPMENT BOARD**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM AND PLACEMENT SERVICES
REQUEST FOR PROPOSALS RFP #1176**

The Contra Costa County Employment and Human Services Department (EHSD) Workforce Development Board (WDBCCC) announces Request for Proposals (RFP) #1176. This RFP is to solicit competitive proposals to provide Pre-apprenticeship Construction Training Program and Placement Services targeting low-income individuals with barriers to employment in East Contra Costa County (defined as the region from Bay Point to the eastern boundary of the county) under the Workforce Innovation and Opportunity Act (WIOA) with Contra Costa County EHSD. Successful Bidders will provide a broad range of practical job and life-skills to enhance participants' essential employability skills and provide hands-on occupational skills that include the attainment of industry recognized certificates that lead to entry into a Registered Apprenticeship (RA), community college career training programs, or high-quality employment leading to family-sustaining wages.

Program funding is for the period of July 1, 2021 through June 30, 2022. The funding is up to \$250,000.00 to award one (1) standard County Contract for twelve (12) months. Funding may stem from federal funds of the WIOA. The County has the ability to award the successful Bidder a Contract extension based upon satisfactory performance and available funding.

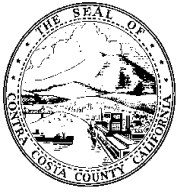
Please read this entire packet carefully.

**Interested parties are invited to attend the
Recommended Bidders' Conference Webinar
Scheduled for
Thursday, January 28, 2021
10:00 a.m. – 12:00 p.m.**

Attendance at the Bidders' Conference is not required for a proposal to be considered. Bidders' Conference attendance is virtual via the EHSD RFP #1176 Pre-apprenticeship Construction Training Program and Placement Services Webinar. Agencies interested in attending the Bidders' Conference may RSVP to: Contractbid@ehsd.cccounty.us.

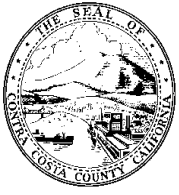
**Final proposals will be due electronically
By 5:00 p.m. on Tuesday, February 16, 2021.**

Call EHSD Contract Unit at (925) 608-4969 with any questions
about the process for this RFP.



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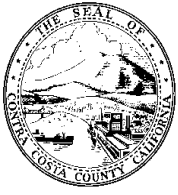
Thank you in advance for your effort in preparing your response.



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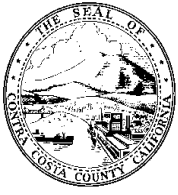
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SECTION 1: LEGAL NOTICE

REQUEST FOR PROPOSAL #1176

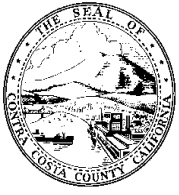
WORKFORCE DEVELOPMENT BOARD

WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA)
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

The Contra Costa County Employment and Human Services Department (EHSD) Workforce Development Board (WDBCCC) announces Request for Proposals (RFP) #1176 to provide Pre-apprenticeship Construction Training Program and Placement Services targeting low-income individuals with barriers to employment in East Contra Costa County. Up to \$250,000 of Workforce Innovation and Opportunity Act (WIOA) funding is being made available. Successful Bidders will provide a broad range of practical job and life-skills to better equip participants to succeed in their education and career endeavors. Services shall enhance participants' essential employability skills and provide hands-on occupational skills that include the attainment of industry recognized certificates that lead to entry into a Registered Apprenticeship (RA), community college career training programs or high quality employment leading to family-sustaining wages.

A Recommended Bidders' Conference is scheduled for Thursday, January 28, 2021 from 10:00 a.m. to 12:00 p.m. Attendance at the Bidders' Conference is not required for a proposal to be considered. Bidders' Conference attendance is virtual via the EHSD RFP #1176 Pre-apprenticeship Construction Training Program and Placement Services Webinar. See the full RFP #1176 for Webinar registration instructions.

Bidder's Proposals are due Tuesday, February 16, 2021, by 5:00 p.m. without exception. For complete RFP details and submission requirements, access a copy of the RFP from the EHSD website: www.ehsd.org/rfps, by email: Contractbid@ehsd.cccounty.us, or by calling (925) 608-4969.



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SECTION 2: RFP #1176 TIMELINE

Event/Location	Date
RFP Published & Announced	January 14, 2021
Recommended Bidders' Conference Virtual/online	January 28, 2021
Response to RFP Due	February 16, 2021
EHSD Compliance Evaluation	February 17 – 19, 2021
EHSD Fiscal Evaluation	February 22, 2021 – March 5, 2021
WDBCCC Bureau RFP Evaluation Panel Review	March 8, 2021 – March 22, 2021
WDBCCC Executive Committee Recommendations	April 2021
Award Letter Sent	April 2021
Appeal Period (10 business days after award letter issuance)	April 2021
Contract Negotiation and Processing	May 2021 – June 2021
CCC Board of Supervisor's Authorization	May 2021 - June 2021
Anticipated Contract Start Date	July 1, 2021

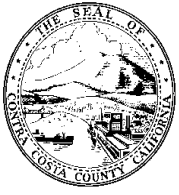
All dates are subject to change as deemed in the best interest of EHSD.

Contact (RFP Process only): EHSD Contracts Unit
Contact Phone: (925) 680-4969
Contact Email: Contractbid@ehsd.cccounty.us
Bidders' Conference Webinar: Thursday, January 28, 2021 10:00 a.m. – 12:00 p.m.

To attend Bidders' Conference via RFP #1176 Pre-apprenticeship Construction Training Program and Placement Services Webinar, please register at:
<https://attendee.gotowebinar.com/register/1513592517038346767>.

After registering, you will receive a confirmation email containing information about joining the webinar.

Please have a copy of the RFP with you when joining the Webinar.



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You can register at any time. On the registration approval, you can test your system in advance. You will need a sound enabled PC to hear the discussion.

All attendees will be in listen mode but will have an opportunity to verbalize questions if attending via phone. Otherwise, any questions raised *during* the webinar must be submitted by typing them into the questions pane of the attendee control panel.

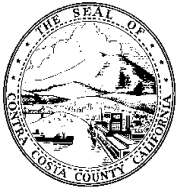
Questions formulated *before* the Bidders' Conference can be submitted to wdbccc@ehsd.cccounty.us and will be answered at the Bidders' Conference. All questions and answers submitted prior to and during the Bidders' Conference will be provided via email to all attendees and posted on the WDBCCC website at www.wdbccc.com. No programmatic questions will be responded to after the close of the Bidders' Conference. After the close of the Bidders' Conference, all questions regarding the RFP process should be sent to: Contractbid@ehsd.cccounty.us.

If you have problems logging in, please refer to the support page at www.gotomeeting.com.

If you have not used a GoToMeeting or GoTo Webinar before, access a 4-1/2 minute YouTube video that can help guide you.

<https://www.youtube.com/watch?v=IQ3Xwwgbd8Y&t=5s>

Remember to use your computer audio for access during the webinar.



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SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION

3.1 Solicitation

The purpose of this Request for Proposals (RFP) is to identify and fund Pre-apprenticeship Construction Training Program and Placement Services projects in East Contra Costa County that fill critical workforce skills gaps by creating opportunities for disadvantaged job-seekers to gain exposure to a broad range of occupations in the building trades, receive hands-on training, and earn industry recognized credentials leading to entry into apprenticeship, post-secondary Career Technical Education (CTE) programs, or direct employment in Construction or Energy efficiency sectors.

The Workforce Development Board (WDBCCC) of County Costa County is seeking to fund Pre-apprenticeship Construction Training Program and Placement Services for a minimum of forty (40) WIOA eligible participants (which can be split into cohorts) during the one (1) year initial funding period of July 1, 2021 through June 30, 2022. Contracts may be extended for two (2) additional one-year periods based on need, performance and funding availability.

This RFP provides Bidders with the requirements necessary to submit a responsive proposal inclusive of: background information, a description of desired services, proposal guidelines and format, and the contractor selection process. Proposals that do not follow RFP specifications will be determined non-responsive and will not be considered for funding.

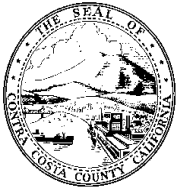
All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other agencies that together, will deliver the full scope of services required by this RFP.

3.2 Qualified Bidders

Eligible Respondents are organizations which on their own, or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide Pre-apprenticeship Construction Training Program and Placement Services operated under the provisions of WIOA.

This includes:

- Public organizations;
- Non-profit organizations;
- For-profit organizations;
- A collaboration of these organizations.



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Respondents who do not currently operate in the East Bay region must demonstrate the knowledge and capacity to respond to the needs of East Contra Costa County's adults who are 18 years of age and/or older.

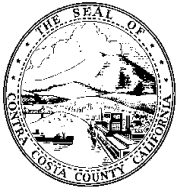
Should a consortium or collaboration of organizations respond to this RFP, the proposal must clearly demonstrate that all contractual responsibility (i.e. administration, coordination, implementation and performance) rests solely with one legal entity and that the proposed arrangement would enable the Respondent to provide timely, efficient, and quality services.

WIOA fund management and performance outcomes are rigorous and regularly monitored by the WDBCCC. The WDBCCC recognizes that smaller community-based organizations may not have the capacity to manage WIOA funding but have distinct expertise in working with a specific target population. In these and other instances, the WDBCCC encourages potential Bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight.

To be eligible, Bidders must have:

- Documented success providing services that are the same or similar to those requested in this RFP to WIOA priority populations: low-income, public assistance recipients, formerly incarcerated, veterans, basic skills deficient, disabled, and others who experience challenges to employment;
- Demonstrated connection with labor unions and employers in the building trades;
- Demonstrated experience in collaboration and coordinating program services with other community organizations; and
- Demonstrated capacity to conduct and administer federally funded programs, including submission of appropriate financial and participant reports.

The selected Bidder will provide linkages between workforce development, education, social services, other serving organizations, and the business community. This intentional linking of WIOA-funded services with other funding streams creates a more cost effective and cohesive system that maximizes services, minimizes duplication, and improves interagency communication and service coordination.



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3.3 Estimated Funding

An estimated total funding amount up to \$250,000 is available through Federal WIOA Adult funds, for the delivery of program services from July 1, 2021 to June 30, 2022. Stated dollar amounts are based on projected availability of funding and subject to changes. The EHSD WDBCCC may increase or decrease funding at any time, based on funding availability, policy requirements and WDBCCC priorities.

Federal Award Identification Number (FAIN): Determined upon funding notification from the California Employment Development Department (EDD)

Subaward Period of Performance: 7/1/2021-6/30/2022

Catalog of Federal Domestic Assistance Number (CFDA): 17.258; WIOA Adult

Program Title: Workforce Innovation and Opportunity Act (WIOA) Adult Program

Agency: Department of Labor (DOL)

Office: Employment Training Administration

The selected service provider must be knowledgeable of the allowable costs for these funding streams to avoid the potential for disallowed costs.

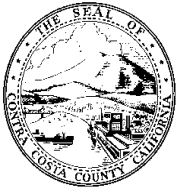
If additional funding from any source, becomes available, the WDBCCC may, at its discretion, incorporate the additional funding into existing Contracts or by consideration of proposals not initially funded under this RFP.

The Contract resulting from this RFP will potentially be a renewal for Fiscal Year (FY) 2022/2023 at the discretion of EHSD WDBCCC.

3.4 Service Delivery Areas

While the Contra Costa County Local Workforce Development Area includes all of Contra Costa County, except for the City of Richmond, the WDBCCC is seeking to fund Pre-apprenticeship Construction Training Program and Placement Services projects in East Contra Costa County defined as Bay Point, Antioch, Brentwood, Byron, Discovery Bay, Pittsburg, Oakley, and additional unincorporated areas within Eastern Contra Costa County.

According to the Contra Costa County Asset Mapping Project that the WDBCCC commissioned in 2015, an uneven distribution of assets and lack of consistent public transportation infrastructure creates challenges to reach those who need services. The general number of assets and assets per 10,000 people in the East is significantly lower than those in the other sub regions (West and Central). Based on the conclusions from this report, the WDBCCC supports the need for greater



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investment in employment services and vocational education and training in East Contra Costa County and responsive proposals will address this need.

Please refer to the Contra Costa Asset Mapping project which can be found at the WDBCCC website:

<https://www.contracosta.ca.gov/552/Maps-Property-Information>

3.5 Bidders' Conference

A recommended Bidders' Conference Webinar for prospective Bidders will be held virtually on Thursday, January 28, 2021 from 10:00 a.m. – 12:00 p.m. via the EHSD RFP #1176 Pre-apprenticeship Construction Training Program and Placement Services Webinar

<https://attendee.gotowebinar.com/register/1513592517038346767>.

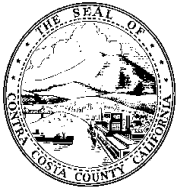
The purpose of the Bidders' Conference is to clarify the contents of this RFP and the RFP process. Such clarifications may aid potential Bidders in deciding whether to submit proposals. It is not intended to provide technical assistance to individual bidders on how to prepare their proposal responses. Interested Bidders are requested to RSVP via email to Contractbid@ehsd.cccounty.us.

Questions formulated *before* the Bidders' Conference can be submitted to wdbccc@ehsd.cccounty.us and will be answered at the Bidders' Conference. All questions and answers submitted prior to and during the Bidders' Conference will be provided via email to all attendees and posted on the WDBCCC website at www.wdbccc.com. No programmatic questions will be responded to after the close of the Bidders' Conference. After the close of the Bidders' Conference, all questions regarding the RFP process should be sent to: Contractbid@ehsd.cccounty.us.

3.6 Ex Parte Communication

EHSD will enforce the prohibition on *ex parte* communication during this RFP process. The *ex parte* communication restricts RFP Bidders from contacting members of WDBCCC and the sub-committees of the Local Board. Under no circumstances may an individual who is part of the RFP evaluation committee collaborate or provide information regarding this RFP to any Bidder.

Conflict of Interest - In order to ensure a free and open competition that avoids any conflict of interest or unfair advantage, real or apparent, WDBCCC procurement policy regarding code of conduct will be strictly followed. The policy, as it relates to eligible individuals/organizations states: "Any individual who develops specifications, Request for Proposals, evaluates or makes



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recommendations on such proposal(s), or participates in any manner in the procurement of goods or services with WIOA funds shall NOT be eligible to compete in the procurement.”

3.7 Right to Amend or Cancel

EHSD reserves the right to delay, amend, or cancel all or any part of this RFP at any time without prior notice. EHSD also reserves the right to modify the RFP process and timeline as is deemed necessary. This RFP does not commit EHSD to accept any proposal, nor is EHSD responsible for any costs incurred by Bidders in the preparation of responses to this RFP.

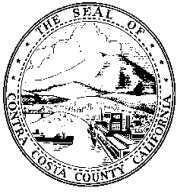
EHSD reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the Contracts in whole or in part as is deemed to be in the best interest of EHSD.

3.8 Restrictions and Disclosure

Any information deemed confidential or proprietary by the Bidder must be clearly marked and identified by the Bidder as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Bidders of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by the Bidder as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify the Bidder of such request to allow the Bidder to challenge such request consistent with applicable law.



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SECTION 4: BACKGROUND

4.1 Workforce Development Board (Local Board) Overview

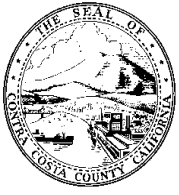
The Workforce Development Board of Contra Costa County (WDBCCC), whose jurisdiction includes the entire County, with the exception of Richmond City, connects employers to a skilled workforce and helps individuals develop the skills needed to thrive in the workplace. The WDBCCC is responsible for the fiscal and programmatic administration of WIOA Title I employment and training funds for Contra Costa County. The WDBCCC is a 25-member board comprised of business leaders, and representatives from economic development, education, labor, community-based organizations, and public agencies. Appointed by the Contra Costa County Board of Supervisors (BOS), members of the WDBCCC are charged with shaping and strengthening local and regional workforce development efforts, and aligning assets and resources to support the enhancement of a competitive workforce.

The WDBCCC, in partnership with the Contra Costa County BOS, has articulated a compelling vision for economic vitality in our county and region. The WDBCCC 2017-2020 Strategic Plan currently guides the actions of the Board, and articulates the priorities established for its investments. The Strategic Plan can be accessed at, <https://www.wdbccc.com/policies-agendas/> and selecting "View WDBCCC Local Plan and Modifications." Please note: The WDBCCC 2021-2024 Strategic Plan will be made available in the future, as of the present, please refer to the WDBCCC 2017-2020 Strategic Plan for guidance.

It is the **vision** of the WDBCCC to *support a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high quality jobs and skilled workers to fill them.* Our **mission** is to *promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County.*

Key elements that lead to economic prosperity include high performing businesses, served by a highly skilled workforce, prepared through targeted training programs and dynamic education systems. The WDBCCC works towards the realization of this vision through the use of industry sector strategies, leveraging of investments to increase impact, and a data-driven approach that includes using economic intelligence in decision-making, and shared accountability for results.

Construction (inclusive of Energy Efficiency) is one of several priority sectors identified through the WDBCCC's participation in the Regional Slingshot Initiative. Sectors are prioritized based on the capacity to provide high quality jobs offering livable wages along clearly articulated and accessible career pathways. Additionally, the Local Board has designated the



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Construction sector as a priority for targeted investments in projects that develop the talent necessary to fill the needs of the local labor market.

4.2 Workforce Innovation and Opportunity Act (WIOA)

Services requested under this RFP are governed by the Workforce Innovation and Opportunity Act (WIOA) enacted July 2014. Guidance and information on the implementation of WIOA can be found on the Department of Labor's (DOL) website: <https://www.doleta.gov/wioa/>. Respondents are encouraged to familiarize themselves with the regulations and guidance issued by the DOL.

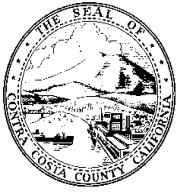
WIOA was signed into law by President Barack Obama on July 22, 2014 and took effect on July 1, 2015. The intent of WIOA is to equip workers with the skills necessary to meet business needs and to provide businesses with access to the talent pool needed to compete in their local, regional and global economies. This is achieved by assisting workers, including those with barriers to employment access to employment, education, job-driven training, and support services, by improving services to business, by enhancing program coordination, by streamlining service delivery, utilizing new technology and increasing the flexibility of governance, by aligning programs and services across common goals, and increasing accountability and transparency. WIOA emphasizes quality training that leads to industry-recognized credentials, earn and learn approaches that encourage the coordination of work and learning, regional planning and service coordination, and implementation of sector-based strategies and career pathways.

WIOA envisions America's Job Centers (AJC), known in California as America's Job Centers of California (AJCC) as the cornerstone of the public workforce system. Pre-apprenticeship Construction Training Program and Placement Services funded under this RFP need to maintain a connection with the AJCCs in their area and be prepared to make some adjustments in programming to comply with future guidance and technical assistance.

4.3 Regulatory Bodies

The various governmental units that regulate WIOA activities on an ongoing basis are:

- The U.S. Department of Labor, which develops and disseminates regulations and procedures;
- The State of California Employment Development Department administers WIOA Title I programs at the state level and issues guidance; and
- The WDBCCC, which establishes local direction, and institutes local policy and procedures.



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SECTION 5: PROGRAM DESCRIPTION

5.1 Pre-Apprenticeship Construction Training Program Service Standards

Registered Apprenticeship (RA) is an effective “earn and learn” model with a long history of providing career ladders and pathways to economic self-sufficiency. The DOL defines pre-apprenticeship as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship (RA) program. Information on quality elements of a pre-apprenticeship training program service can be found on DOL’s website at: www.apprenticeship.gov/employers/explore-re-apprenticeship and is summarized below:

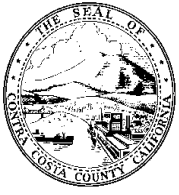
Approved Training and Curriculum. Based on industry standards and approved by the documented Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more RA program(s);

Strategies for Long-Term Success. Strategies that increase RA opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more RA program(s);

Meaningful Hands-on Training that does not Displace Paid Employees. Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions) while observing proper supervision and safety protocols.

5.2 Program Design - Direct Participant Service Delivery

Proposals are being sought from individuals and/or organizations to provide project management and implementation of Pre-apprenticeship Construction Training Program and Placement Services elements. Respondents will have experience and capacity to provide effective programmatic and administrative oversight of same. The purpose of this RFP is to obtain bids from individuals and/or organizations that are capable of providing project management and implementation of all program elements and direct services to Adult and Dislocated Workers who are 18 years of age and/or older as defined by the Adult/Dislocated Worker definition under the Workforce Innovation and Opportunity Act (WIOA) section 3(15) located at: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_03-15_Acc.pdf who may or may not be impacted by COVID-19.



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Respondents should demonstrate how they will work with the *Workforce Development Board* at the Port Chicago Hwy Concord, CA location as well as EASTBAY Works America's Job Centers system and other local workforce system partners connected to the WDBCCC such as the Bay Point SparkPoint Center, affordable housing developers, building contractors and other East Contra Costa organizations and networks such as those involved in the East Contra Costa Workforce Integration Network.

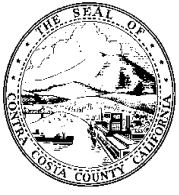
5.3 Project Management Elements

- Working with key stakeholders to complete training design details that address high school credit deficiencies, GED preparation, and pathways to post-secondary options including Registered Apprenticeships
- Working and adapting to a hybrid virtual service delivery model if needed
- Adoption and integration of the Building Trades Multi-Craft Core Curriculum (MC3) into program design and delivery
- Establishing collaborative processes among partnering entities

Programs/projects should provide services and construction-related training to a minimum of 40 WIOA-eligible individuals (can be split into cohorts, such as 20-25 WIOA-eligible individuals) who are 18 years of age and/or older.

5.4 Direct Service Elements

- Enroll and serve a minimum of 40 WIOA-eligible individuals.
- Eligibility determination and enrollment in the program
- Assessment of each participant
- Individual employment plans that identify an employment and an educational goal
- Training referrals including basic skills remediation, GED preparation, contextualized ESL – if not directly provided by the project
- Delivery of the full-scope of the Building Trades Multi-Craft Core Curriculum
- Construction basics - classroom training combined with on the job training/work-based learning (specify industry-recognized certificates the participants may complete)
- Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.)
- Job search seminars and job development workshops
- Employment referrals
- Job placement and tracking



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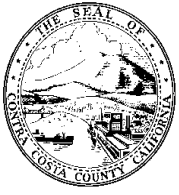
- Supportive services such as transportation assistance, childcare assistance, work-related tools, etc. (may be provided through referrals)
- Follow-up documentation of job retention
- Provide flexibility training options in-person or in a virtual platform.

The selected organization and/or individual will be expected to record program activities and outcomes in California Job Openings Browse System (CalJOBS), the electronic case management system used by California's Employment Development Department and the EASTBAY Works America's Job Centers system.

Proposals should describe how respondents will conduct outreach and provide comprehensive career development services and post program follow-up placement services for a minimum of 40 WIOA eligible participants during the initial one-year Contract term.

Proposals should provide an in-depth description of the proposed delivery of Pre-apprenticeship Construction Training Program and Placement Services to participants including:

- Outreach and Recruitment
- Eligibility Determination
- Comprehensive Assessment
- Individual Employment Plans
- Career Advising
- Supportive Services
- Proposed incentives, stipends, etc.
- Training including basic skills remediation, GED preparation, Construction Basics
- Implementation of the Multi-Craft Core (MC3) curriculum – Required
- Hands-on Occupational Skill development
- Work-based learning – classroom training (in-person or virtual) must be paired with on the job training
- Transition to apprenticeship, post-secondary education and /or job placement
- Follow-up and retention services
- Describe flexibility training options in-person or in a virtual platform.



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5.5 Additional Program Expectations

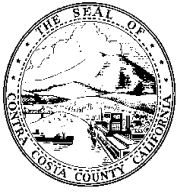
- At minimum, Programs will be expected to implement the Multi-Craft Core Curriculum (MC3), a comprehensive pre-apprenticeship curriculum that was developed and approved by the Building Trades National Apprenticeship and Training Committee.
- Supplemental instruction based on other industry-recognized curriculum is allowable and use of such should be clearly outlined in the proposal.
- The selected service provider(s) are expected to be engaged with multi-stakeholder partnerships and will provide connecting linkages between workforce development, education, social services, other organizations, labor, and the business community. This intentional linking of WIOA-funded services with other funding streams creates a more cost effective and cohesive system that maximizes services, minimizes duplication, and improves interagency communication and service coordination.
- Selected service provider is expected to have strong connections with Labor and Employer and provide a significant level of Industry Engagement.

5.6 Physical and Programmatic Accessibility

WIOA Section 188 prohibits discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including LEP); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

All WIOA Title I-financially assisted programs and activities must be programmatically accessible. This includes providing reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

For the full requirements, see the Employment Development Department (EDD) Workforce Services Directive 17-01 (WSD17-01): Nondiscrimination and Equal Opportunity Procedures.



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5.7 Program Management and WIOA Performance

The WDBCCC is seeking highly accountable programs with a current and/or past history of meeting performance outcome measures that are the same or similar to those identified by WIOA:

- Percentage of Participants Employed after exit – measured at 2nd and 4th quarters after exit
- Median Earnings for Wages after exit
- Credential/Certificate Attainment
- In-program Skills Gains
- Effectiveness in Serving Employers

Respondents must identify expected performance by completing the Performance Outcome Table (Attachment C), from July 1, 2021 to June 30, 2022.

Respondents may propose additional performance targets or performance targets above the minimums listed. If awarded funding, respondents' proposed targets will be included in their negotiated Contract performance goals.

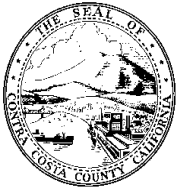
5.8 Tracking Requirements

The selected Service Provider must utilize EDD's CalJOBS data management system on a daily basis for entry of individual participant data such as eligibility determination and documentation, demographics, participant activities, case notes, outcomes and follow-up data.

5.9 Funding

EHSD will award one (1) twelve month 12-month standard Contract for Pre-apprenticeship Construction Training Program and Placement Services, up to \$250,000 to begin July 2021 and to run through June 2022. Funding for this initiative may stem from the Workforce Innovation and Opportunity Act (WIOA). Respondents need to demonstrate capacity to adhere to the requirements.

In an effort to help build a more enduring and sustainable program, respondents should demonstrate their ability to provide additional resources to match this award. There is no required threshold for the match, be it cash, in-kind or a combination of both; however additional points will be given for respondents based on the amount of leveraged funds.



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5.10 Cost Categories

All costs incurred by the Service Provider as a result of this RFP must directly relate to program operations. Costs must be fair, reasonable, allowable, necessary, fully justified, and competitive. Programs may charge an indirect cost rate and profit rate, if applicable. This section describes how costs must be categorized and provides additional information regarding indirect cost rate, profit rate, and a cost allocation plan.

1. Facility and Equipment Costs

- a. Facility depreciation costs are not allowable and equipment purchases may require pre-approval from the state pass-through agency.
- b. Respondents with the ability to use facility costs as a leveraged resource are strongly encouraged to do so.

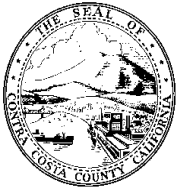
2. Cost Allocation Plan

- a. A Cost Allocation Plan describing the methodology that will be used to prorate common operating costs to each funding source must be submitted with the proposal when costs are prorated to more than one funding source based on benefits received. Examples of pro-rated common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources.

b. Indirect Cost Rate

Indirect costs included in the Budget must be supported by an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or a de minimis indirect cost rate as defined in §200.414(f) Indirect (F&A) costs in 2 CFR 200.

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200 of the 2 CFR—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently



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charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

If the Bidder does not have a federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or is not eligible to elect the de minimis indirect cost rate, then the Bidder must direct charge by line item the costs that are typically categorized as indirect costs. A Bidder eligible to charge the 10% de minimis rate is not required to do so; although, if the de minimis rate is not used, all costs must be direct charged to a budget line item.

c. Negotiated Profit for For-Profit Organizations

For-profit organization's negotiated profit line item shall not be negotiated at a rate higher than 10% of the total project. The following factors are considered in negotiating profit:

- The respondent's effort measured by the complexity of the work to be performed and amount of subcontracting (if approved under the Contract terms);
- Contract cost risk;
- The respondent's investment and independent development;
- The quality of the subrecipient's record of past performance including cost control and past accomplishments; and
- Additional factors as needed.

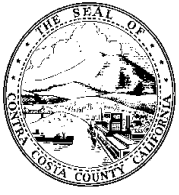
The extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process.

d. Matching/In-Kind

IF SUPPORTING THIS PROJECT WITH MATCHING FUNDS (OPTIONAL AND NOT REQUIRED). IF SUPPORTING, CLARIFY HOW YOU WILL TRACK AND REPORT THESE FUNDS IN THE PROGRAM NARRATIVE SECTION 7.

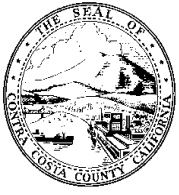
5.11 Respondents Must Demonstrate Guidelines

- Knowledge of employment and training programs



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- Working knowledge and experience with services that respond to customer choice and labor market data
 - Ability to effectively use existing programs to meet employment and education goals
- Two years' experience in providing services in the employment and training field to adult populations receiving public assistance and other social supports
- Experience providing comprehensive career development and employment-related services and associated reporting of specific, legislated program outcomes
- An understanding of the local community, including:
 - Experience working with the target populations
 - Understanding of the labor market needs and individual and institutional/structural barriers to employment
- Presentation of budget that reflects effective use of allocated resources, including:
 - Experience with general accounting principles
 - Explanation of matching funds/resources



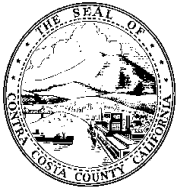
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SECTION 6: REQUIRED PROPOSAL FORMAT

The Bidder requirements in this section are mandatory. The proposal must clearly demonstrate the Bidder's ability to provide the requested services. The RFP provides information regarding the format, in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Bidder's responsibilities, and the documents that must be included. Failure to comply with the required proposal format may deem a proposal as nonresponsive. County reserves the right to waive any nonmaterial variation.

6.1 General Submittal Requirements

- A. To submit a proposal electronically, send an email to Contractbid@ehsd.cccounty.us with the Subject: RFP 1176 Bidder Request for Submission Instructions. In the body of the email, indicate the Bidder's agency name, address, phone number, and email address. You will receive an email response within 24 hours of receipt containing the unique link to upload your proposal submission. **Be sure to allow enough time to receive the instructions and meet the submission deadline of Tuesday, February 16, 2021 at 5:00 p.m.**
- B. All Bidders must submit **one (1) original** proposal package electronically with original signatures (in blue ink) electronically to the link provided no later than 5:00 p.m. on Tuesday, February 16, 2021.
- C. Each submission must be marked as ORIGINAL on the cover page with the Bidder's Agency name and RFP #1176. Any proposal received after the deadline will be rejected. Postmarks and faxed submissions are not acceptable.
- D. Submit one (1) copy of the organization's most recent audited financial statements. If not available, a review or compilation of the financial statements prepared by a Certified Public Accountant (CPA) must be submitted in lieu of audited financial statements if the latter is not available. A copy of the latest filed tax return must be submitted if a review or compilation of the financial statements prepared by a CPA is not available.
- E. If the organization is subject to the Single Audit requirements set forth in the Code of Federal Regulations, Title 2, Part 200, Subpart F, a copy the organization's most recent Single Audit must be submitted.



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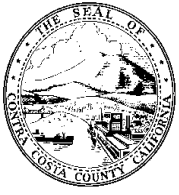
- F. Proposals and required attachments must be submitted as specified and must be signed by officials authorized to bind the Bidder's organization to the provisions of the RFP.
- G. Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist. Proposals must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for Contract award. Falsification of any information may result in disqualification.
- H. Proposals received are considered the property of EHSD and will not be returned.
- I. All costs of proposal preparation shall be borne by the bidder. EHSD shall not be liable for any pre-contractual expenses incurred by bidders in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

6.2 Formatting Requirements

- A. All narrative materials are to be single-spaced on 8 1/2" X 11" white paper, single-sided print with no less than 1" margins all around, and using no less than 12-point font.
- B. Proposals should be without expensive artwork, unusual printing, or other materials not requested or essential to the utility and clarity of the proposal. Information on evaluation criteria and weight factors are included in this RFP packet.
- C. All proposal pages must be numbered consecutively with each section identified by an appropriate number.
- D. All information in the proposal package must be presented in the order outlined in the Proposal Checklist and numbered sequentially (excluding the Fiscal Attachments). Refer to Section 11 Proposal Checklist.

6.3 Required Documents and Page Limits

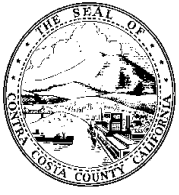
Respondents must limit the Program Proposal Narrative to 16 pages, not including the required attachments and forms. Please keep narratives as concise as possible while providing the



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information requested. Any pages exceeding the stated limits will be removed before the proposals are distributed for evaluation.

Refer to the Proposal Checklist in Section 11 and Required Proposal Components Section 7.



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SECTION 7: REQUIRED PROPOSAL COMPONENTS

7.1 Proposal Cover Statement

This must be the first page of the proposal. The Proposal Cover Statement, (Form #1) with original signatures of the Bidder's Board of Directors' President and Executive Director, must be attached to the original proposal as the top sheet of a proposal.

7.2 Proposal Table of Contents

The Proposal Checklist may serve as the Table of Contents (Attachment A) with the addition of proposal page numbers. The Proposal Checklist is included as Section 11 of this RFP. The Proposal Checklist sequence must be followed in assembling the completed proposal. Attachment A is required to submit.

7.3 Proposal Narrative (Program Management and Fiscal Management)

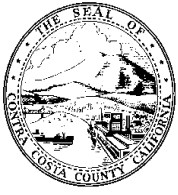
Program Management and Fiscal Management, maximum 16 pages allowed for narrative, excluding Forms #1-5, Attachments A-G, Addendums, and Fiscal Attachments.

*Note: Consideration will be given for applicants' use of innovative, results-based program models that demonstrate an understanding of promising practices in program development, pre-apprenticeship, apprenticeship, and employment.

Program Management

Organization Description and Qualifications:

- Respondent must provide an overview of the lead organization including: primary location of the organization, type of organization (for-profit, nonprofit, etc.), size of the organization, years in business, history of organization, mission and vision, major services, and any other relevant information that helps provide an overview of the organization.
- Respondent must provide evidence of the organization's ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work and previous experience with WIOA programs.
- Describe the organization's knowledge, expertise, and experience providing career services, job development and placement to special populations such as veterans, people with disabilities, low-income, the re-entry population, public assistance recipients, displaced workers, etc.



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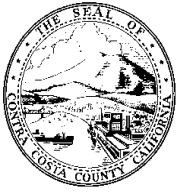
- Describe your organization's experience in working as part of a collaborative effort to provide connected and leveraged services. Describe your organization's role in the collaborative, and any parallels to the proposed organizational structure delivering services through the proposed program.
- Describe the organization's ability to collect, track and report financial and participant data.
- Describe the staffing plan and qualifications, including training, staff development and support for all staff involved in the program. Please identify the proposed the staff-to-participant ratio.
- Describe your organization's alignment and capacity to deliver services consistent with the Program Requirements and Additional Program Expectations described in this RFP.
- Provide Client Flow Chart (Attachment D) required
- Provide an Organizational Chart (Attachment E) required.
- Provide resumes of Principals and Program Managers running the program for the organization if available. (Attachment F Optional)
- Provide job descriptions of Principals and Program Managers (Attachment G Optional)

Additional Qualifications:

- Demonstrated experience in developing and leveraging resources for service delivery
- Experience in outreach and engagement with targeted populations
- Ability to perform administrative functions of case management and WIOA reporting requirements
- Knowledge and/or experience with apprenticeship programs

Target Population, Recruitment, and Enrollment:

- Describe the demographics and characteristics of the targeted area to be served. Include demographic, social, academic and other elements to demonstrate your working knowledge of the populations and communities you propose to serve.
- Describe outreach to groups underrepresented in the construction/ building trades industry.
- Describe the plan to identify, recruit, and place participants into the program and include a targeted number of enrollments.
- Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization or elsewhere, and determination of client suitability for program services.



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Participant Experience:

- Detail the key steps and services participants will experience as they progress through the program, from recruitment to exit and follow-up.
- Describe the programs model of service delivery – cohorts, open entry-open exit, one-on-one mentoring, trainees outplaced with employers, etc.
- Attach a client flow chart (Attachment D).
- Describe how you will ensure, measure and continuously improve the experience of participants in your program.

Supportive Services/virtual:

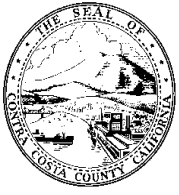
- Describe barriers to completion of education/training and/or employment that job-seekers may face.
- Describe what supportive services (WIOA and non-WIOA) you will use to address these barriers.
- Describe any incentives or stipends participants will receive.
- Explain how you would adapt to provide virtual services when planned or unplanned disasters occur (power outages, fires, earthquakes, pandemics, etc.).

Assessment Strategies:

- Describe the assessment instruments and processes you propose to use with participants engaged in the program and how the assessment will be used to inform planning and service delivery.

Educational Services:

- Describe educational and pre-vocational services that prepare individuals to meet the entrance requirements of Registered Apprenticeships (RA) programs (e.g., specific career and industry awareness workshops, job readiness courses, ESL, Adult Basic Education, financial literacy, math tutoring, etc.). RA program information is also available at: www.apprenticeship.gov/employers/registered-apprenticeship-program.
- Describe educational services that will assist participants with high school completion/GED preparation.
- Describe any articulation agreements you have for the possibility of earning academic credit.



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Approved Training and Curriculum:

- Describe how the project will integrate the Multi-craft Core Curriculum.
- Describe other additional curriculum and instruction the participants will receive.
- Describe the hands-on training participants will receive.
- Describe industry recognized certificates and credentials the participants will have the opportunity to complete.
- Describe how these education/training programs will lead to jobs with livable wages and the types of apprenticeships or occupations for which the participants will be prepared.
- Explain how you would adapt to provide virtual services.

Follow-Up Services for Participants:

- Describe the follow-up services available to participants.

Performance, Administration and Project Management:

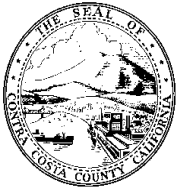
- Describe your strategy for monitoring and measuring performance and outcomes.
- Describe your process for ensuring quality, compliance and proper documentation for all participant files.
- Describe how you will ensure funds are used properly and according to the spending plan.

Partnerships:

- Describe the collaborative partnerships you will use to implement the program. Identify demonstrated connections and existing functional partnerships that will be part of this program, including with alternative education, adult education, and postsecondary institutions including community colleges, advanced skills training entities, apprenticeship training, four-year colleges and universities, labor organizations, community-based organizations and/or other service providers.
- Include leveraged resources and specific roles and responsibilities of each partner.

Employer Connections:

- Describe your relationship with employers in the construction sector and the specific roles these employers will play in your program.
- Describe how you have developed opportunities for work experiences, transitional employment opportunities, on-the-job training, placement in employment, and/or other work-based learning opportunities with employer partners.



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- Describe your approach to job placement and how you will identify employment opportunities for program participants.
- Describe how you track and manage employer engagement.

Performance:

- Describe previous performance on similar projects/programs and planned performance goals for this proposal including: enrolling target groups to planned levels, serving priority populations, submitting timely reports to the WDBCCC and achieving quarterly WIOA performance goals. Include Attachment C: Table of Proposed Performance (required).

Measures and Results:

WIOA MEASURES

- Identify the specific elements of your program design that will lead to attainment of the WIOA and other defined performance measures and/or local outcomes.

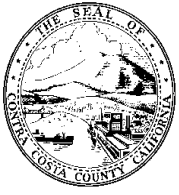
Other Impact Measures

- Identify other measures you propose to document the program's impact on participants and the overall effectiveness of the program.

Fiscal Management

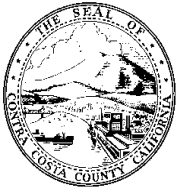
Fiscal Management Narrative:

- Provide a brief description of the lead organization's accounting system and internal controls. Include the following as appropriate:
 - Overall system (accrual, double entry, automated, or manual).
 - Timekeeping system.
 - Inventory system.
 - Payroll system.
 - Cost allocation and methodology.



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- Ledger distribution for receivables, payables, expenses, disbursements, and petty cash.
- Describe how your fiscal system is administered, including responsibilities of the Board of Directors, Executive Director and staff in fiscal management and your fiscal procedures and policies. Describe the experience and qualification of fiscal staff.
- Submit a copy of your organization's overall budget, along with a list of funding sources and the amount received from each, and identify any match. If you are applying as a department within a large agency, then the budget of the department applying must be submitted with the proposal. Refer to Section 11: Proposal Checklist.
- Budget Narrative and Budget Sheet:
 - Budget sheet: Submit a 12-month budget summary for the period of July 1, 2021 through June 30, 2022. The budget must be submitted in the provided Excel file (Form #5) which includes detailed instructions.
 - Budget narrative: Provide a detailed discussion of the budget amount requested and leveraged resources provided which must include a description of:
 - a. Personnel costs (salaries and fringe benefits).
 - b. Participant costs. Note: Direct participant costs are a key part of WIOA services and include such items as tuition, books and supplies, work experience wages, and support services. The WDBCCC encourages Bidders to maximize the use of direct participant funds in their service delivery model.
 - c. Furniture and Equipment.
 - d. Facilities and infrastructure costs.
 - e. Programmatic subcontract costs.
 - f. Supplies costs.
 - g. Other costs.
 - h. Leveraged funds: Describe leveraged funds that the agency or collaborators will bring to this project. This can include cash contributions, staff effort, space, or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources, the dollar value, and the function of each leveraged resource.



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- i. Explanation if supporting this project with matching funds (optional and not required), but if supporting, clarify how you will track and report these funds.

7.4 Bidder Statement of Qualifications

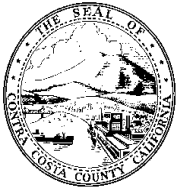
Include a completed Form #2: Bidder Statement of Qualification, signed in blue ink by the organization's Chairman of the Board of Directors and the Executive Director.

7.5 Board of Directors

Include a completed Form #3: Board of Directors

7.6 Contracts and Grants

Include a completed Form #4: Contracts and Grants, signed in blue ink by the organization's Chairman of the Board of Directors and the Executive



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SECTION 8: EVALUATION PROCESS AND PROPOSAL SELECTION

All proposals submitted in compliance with the RFP requirements will be eligible for review and selection. All proposals complete three (3) stages of evaluation: Compliance Review, Fiscal Review, and Bureau RFP Evaluation Panel Review. Proposals will be stored in a designated secure location to insure confidentiality. No proposals will be opened until after the submission deadline identified in the RFP.

8.1 Compliance Review

Compliance Review is a Pass/Fail evaluation.

Contracts Unit Staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. Proposals that do not follow the Required Proposal Format found in Section 6 and do not meet all of the requirements outlined in the Proposal Checklist found in Section 11, would be determined nonresponsive and will not be considered for funding. **Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to EHSD fiscal staff.**

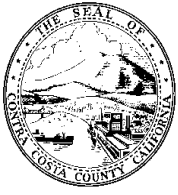
8.2 Fiscal Review

The proposal must receive a fiscal review evaluation score of at least 70% of the total available 100 points, if not; it will be eliminated from further review. Proposals that do not provide the required audit or financial statements as outlined in Section 6.1.D. of the Required Proposal Format, will be determined nonresponsive and will not be considered for funding.

Points will be awarded based on the agency's demonstration of:

- Agency solvency;
- Adequate agency accounting systems and internal controls;
- Ability to administer financial system(s); and
- Compliance with budget specifications.

EHSD Fiscal will review the required audit or audited financial statement included with each proposal. The audit or audited financial statement must be the most recent and complete available. The original proposal with financial statements will be forwarded to the EHSD Fiscal Department for review and evaluation. EHSD reserves the right to reject any proposal



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submitted. EHSD will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for further evaluation.

8.3 Bureau RFP Evaluation Panel Review

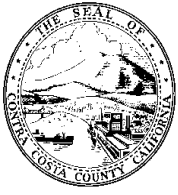
The Bureau RFP Evaluation Panel may be comprised of EHSD staff, community-based organizations staff, private for-profit corporation staff and/or public sector representatives. Members of the Bureau RFP Evaluation Panel will be required to sign an impartiality statement.

- a. The Bureau RFP Evaluation Panel will score and rank all responsive proposals using the criteria set forth in this RFP. The Bureau RFP Evaluation Panel will recommend the organization whose proposal is determined to best meet the needs of the WDBCCC. The Bureau RFP Evaluation Panel may request additional information (including an interview) as deemed necessary.
- b. EHSD and the Bureau RFP Evaluation Panel may make on-site visits and use other information available before making final recommendations.
- c. The RFP Bureau RFP Evaluation Panel will submit final scores to WDBCCC Program staff. WDBCCC Program staff will evaluate scores received and will select finalist or administer interviews with qualifying Bidders if needed to select final awardees.

8.4 Bureau RFP Evaluation Scoring Guidelines

In general, proposals will be evaluated based upon their ability to demonstrate the following and adhere to Section 7: Required Proposal Components and Section 8: Evaluation Process and Proposal Selection, Bureau RFP Evaluation Scoring Guidelines:

- Knowledge of WIOA regulations and federal, state, and local policy;
- Ability to enroll, retain and effectively serve in WIOA programs;
- Ability to provide a full range of effective program services that meet WIOA requirements;
- Ability to meet performance outcomes;
- Leveraged resources that utilize collaborative partnerships to increase wrap-around services and create a synergy that produces outcomes greater than the sum of efforts taken independently;
- Proposed costs are reasonable, allowable, necessary and realistic;
- Program timelines are reasonable and realistic to support program success;
- Adequate staffing with the necessary experience and qualifications;



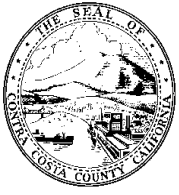
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- Administrative and fiscal capacity to operate the requested program services;
- Capacity to implement the proposed program within 30 days of grant award.

The table below provides a summary of the scoring method.

8.5 Bureau RFP Evaluation Panel Scoring Methodology

Bureau RFP Evaluation Panel Scoring Methodology	Points
Form #1 – Proposal Cover Statement (required)	N/A
Attachment A – Proposal Table of Contents (required)	N/A
Proposal Narrative (Program Management & Fiscal Management)	--
Organization Description and Qualifications	15
Target Population, Recruitment, and Enrollment	10
Participant Experience	5
Supportive Services/Virtual	10
Assessment Strategies	5
Educational Services	5
Approved Training and Curriculum /Virtual	5
Follow-Up Services for Participants	5
Performance, Admin, and Project Management	10
Partnerships	5
Employer Connections	5
Performance	5
Measures and Results	5
Fiscal Management Narrative	--
Accounting System, Internal Controls	2
Fiscal Attachments (Refer to Section 11 Proposal Checklist)	1
Form #5 – Budget Sheet of 12-month Proposal Budget (required)	5
Budget Narrative (Budget Amount Details & Leveraged Resources)	2
Attachment B - Terms and Conditions (required)	N/A
Attachment C - Table of Proposed Performance (required)	N/A
Attachment D – Client Flow Chart (required)	N/A
Attachment E – Organizational Chart (required)	N/A
Attachment F – Agency and/or Program Brochures (Optional)	N/A
Attachment G – Job Descriptions (Optional)	N/A
Form #2 – Bidder Statement of Qualifications (required)	N/A
Form #3 – Board of Directors (required)	N/A
Form #4 – Contracts and Grants	N/A
TOTAL AVAILABLE POINTS	100



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Program elements will be weighted as follows with a maximum score of 100 using the aforementioned criteria guidelines. Proposals that do not attain an average of 70 points from the rater panel are unlikely to be eligible for further consideration for funding.

8.6 Selection of Service Providers

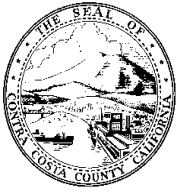
- A. All proposals will receive equal consideration for funding and determinations will be based upon on the evaluation criteria outlined in this RFP. The Bureau RFP Evaluation panel will recommend the organization whose proposal is determined to best meet the needs of the WDBCCC. The lowest-cost proposal may not be determined to be the most responsive when all factors of evaluation of the proposal have been considered. However, the quoted budget will be an important factor in the determination of the successful proposal.
- B. Additional services may be funded should the WDBCCC determine that additional or alternative services would be more effective in meeting the needs of the community or would have greater potential to achieve our local performance goals.
- C. Funded service providers shall be subject to all applicable federal, state, and WDBCCC policies and regulations.

8.7 Workforce Development Board (Local Board) Board Action

- A. Having received the recommendation from the **Bureau RFP Evaluation** panel, WDBCCC staff will present funding recommendations to the WDBCCC Full Board or the WDBCCC Executive Committee of the Local Board, who will make all final funding recommendations to the WDBCCC.

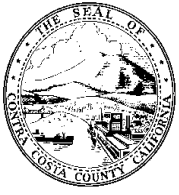
8.8 Contract Award and Negotiations

- A. The WDBCCC will not enter into an agreement with any entity not in good standing with the California Secretary of State. Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply however they will not be eligible to receive any funding, if awarded under the RFP process, until their sanction is removed.
- B. Under no circumstances will an award be made, at any tier, to a contractor that has been debarred or suspended, or is otherwise excluded from, or ineligible for, participation in Federal assistance programs. This is inclusive of the organization and its principal staff.



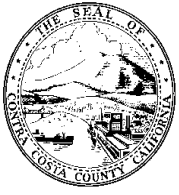
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- C. Once the successful Respondent is approved by the Local Board, WDBCCC staff will begin Contract negotiations. In some cases, the WDBCCC may request that the Contract incorporate changes in the original proposal. Additionally, the WDBCCC Contract offer may contain additional terms or terms different from those set forth in this RFP. All new Contracts will require Contra Costa County Board of Supervisors (BOS) and CAO approval for final execution.
- D. Services will begin upon the signing of a Contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any Contract.
- E. The selected Bidders will be responsible for all services offered in their proposal, whether or not the Bidders performs them directly or through subcontractors in multiple organization collaboration.
- F. EHSD will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of Contract requirements will constitute grounds for terminating the Contract.
- G. Bidders, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced Contract and that no judgments or awards have been made against the Bidder's on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to EHSD in the proposal. Disclosure will not automatically disqualify the Bidders; however, EHSD reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of EHSD.
- H. As a result of the Contract negotiation process, the WDBCCC reserves the right to:
 - 1. Fund all or portions of a proposal and/or
 - 2. Require that one awardee collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
 - 3. Use sources of funds, other than WIOA, to fund all or portions of an awardee's program;



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- I. The period of performance for the agreement to be awarded is twelve (12) months with an expected begin date of July 1, 2021. Contracts may be renewed for two (2) additional one-year periods based on need, performance and funding availability.



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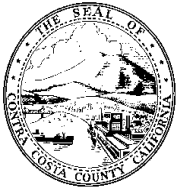
SECTION 9: GENERAL REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS

9.1 Instructions

1. All Bidders shall submit one original proposal package electronically to the link provided no later than 5:00 p.m. on the date of proposal submission listed in this RFP. Each submission must be marked as ORIGINAL on the Proposal Cover Statement (Form#1) with the Bidder's name and the RFP number. Any proposal received after the deadline will be rejected. Postmarks and faxed submissions are not acceptable.
2. Proposals and required attachments shall be submitted as specified and must be signed by officials authorized to bind the Bidder to the provisions of the RFP. All costs incurred in the preparation of a proposal will be the responsibility of the Bidder and will not be reimbursed by the County.
3. A proposal may be withdrawn in person by a Bidder's authorized representative prior to 12:00 p.m. on the date of proposal submission included in this RFP. If withdrawing a proposal, the Bidder's authorized representative must provide appropriate identification (i.e. driver's license or State issued identification card) and sign a receipt attesting to his/her withdrawal of the proposal.
4. A recommended Bidders' Conference for prospective Bidders will be held virtually on Thursday, January 28, 2021 from 10:00 a.m. to 12:00 p.m. via the EHSD RFP #1176 Pre-apprenticeship Construction Training Program and Placement Services Webinar <https://attendee.gotowebinar.com/register/1513592517038346767>.

9.2 Appeals Process

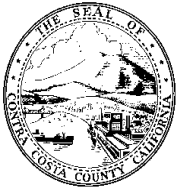
- a. Each Bidder submitting a proposal to this RFP shall have an opportunity to appeal the funding decision of EHSD. Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.
- b. All Bidders will receive a written and emailed notice from EHSD informing them of the funding decisions. If a Bidder wishes to appeal the selection or award decision, the Bidder must submit a written or emailed appeal request to EHSD Director, 40 Douglas Drive, Martinez, CA 94553 or kgallagher@ehsd.cccounty.us within ten (10) business days of the postmarked date of the award letter. Appeals must be received by the Director before 5:00 p.m. on the last possible



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day to submit. The appeal will be conducted in accordance with the EHSD process.

- c. All written letters of appeal must state the following:
 - i. The issue(s) appealed
 - ii. How the alleged issue detrimentally effects the appellant
 - iii. The rectification sought by the appellant
- d. An appeal will only be considered valid if there has been a violation of one of the following criteria
 - i. The procurement process as outlined by the RFP was violated in some manner; and/or
 - ii. Federal, state, and/or EHSD procurement guidelines have been violated.
- e. An appeal would not be allowed:
 - i. To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.
- f. Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County BOS.



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SECTION 10: CONTRACTING REQUIREMENTS

10.1 County Contract Requirements

Upon acceptance of a proposal and award of a contract by the BOS, the successful Bidder will enter into a standard County Contract that specifies:

Parties to the Contract

Effective Dates

Legal Capacity (Type)

Signatories to the Contract

Service Specifications and Provisions for Reporting, Monitoring, and Evaluation

Fiscal Provisions Method of payment to contractor. A cost reimbursement Contract will be negotiated with the Bidder.

Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and feasibility of line item allocation.

Provisions for audit

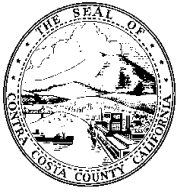
General Conditions Contractors must comply with standard County Contract General Conditions included in this RFP, Section 12 Appendices General Conditions.

Special Conditions, as required. Contractors may have to satisfy additional insurance requirements prior to Contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

10.2 Additional Requirements

As applicable, contractor must submit the required audit as specified in Appendix 12.1 General Conditions, Paragraph 27. Required Audit.

- If a consortium of agencies is submitting a proposal, a lead agency must be responsible for overseeing and monitoring its partners. The lead agency must act as



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the cognizant fiscal agent for the other partners. Partners must have similar budget requests for similar items. All other service providers requesting funding under the proposal will be required to subcontract with the lead agency.

- All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
- Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be examined for reasonableness and necessity in providing services.
- Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. The grantee must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program.

10.3 Type of Contract

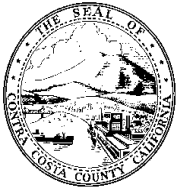
Contracts will be on a cost reimbursement basis with monthly billing required. Contractor is required to provide detailed line item budgets. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that EHSD is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Contract.

10.4 Confidentiality

Any Contractor awarded funds under this RFP must maintain all information gathered pertaining to program clients in a secure environment in order to ensure the client's right to confidentiality. The Contractor will not release such information to any Third Party who is not directly responsible for management of the client's services, without the prior written consent of the client.

10.5 Monitoring, Reporting, and Record Keeping

Monitoring: County, state, or federal staff may conduct routine monitoring of all programs. Representatives of EHSD, the State of California, Department of Labor or contractors of these units of government, and others who have a direct concern in administration of this funding may visit the contractor selected for this program at any time. All agency records must be



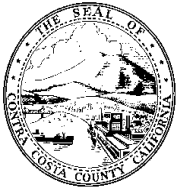
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available for inspection. All areas of the project will be subject to examination, which may include, but not be limited to, inspection of clients' case files, attendance records, and financial and bookkeeping records. Clients may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by Contract. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering with the contractor to ensure provision of agreed-upon services. In the event that Contract requirements are not met, termination of Contract may be considered; after all other corrective action fails to improve grantee's compliance with Contract requirements or performance goals. EHSD will conduct financial monitoring reviews of all subrecipients.

Reporting: Contractor shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by the EHSD and will coordinate with the EHSD designated staff. Contractor will ensure that fiscal claims are submitted in entirety and the manner prescribed by the EHSD Fiscal Officer. Contractor shall receive reimbursement for costs by submitting monthly cost statements no later than 30 days from the end of the billing month in which services were rendered.

Record Keeping: Contractor will be expected to maintain complete up-to-date and accurate records and management controls. Complete any required state data collection forms as supplied by EHSD. Maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

Contractor will be expected to maintain complete fiscal and accounting records, including but not limited to, backup documentation to the Contract budget and demonstration of acceptable accounting methods to disburse costs.



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SECTION 11: PROPOSAL CHECKLIST

Each Bidder must electronically submit one (1) original proposal package with attachments included, unless otherwise noted on the Proposal Checklist.

Proposals must be presented in the order outlined in the Proposal Checklist and numbered sequentially (excluding the Fiscal Attachments).

"RFP 1176 – Your Agency Name - Proposal" containing:

11.1 Forms

- ☐ Form #1 - Proposal Cover Statement (required)
- ☐ Form #2 – Bidder Statement of Qualifications (required)
- ☐ Form #3 – Board of Directors (required)
- ☐ Form #4 – Contracts and Grants (required)
- ☐ Form #5 – Budget Sheet Template (required)

11.2 Attachments

- ☐ Attachment A - Proposal Table of Contents (required)
- ☐ Attachment B – Terms and Conditions (required)
- ☐ Attachment C – Table of Proposed Performance (required)
- ☐ Attachment D – Client Flow Chart (required)
- ☐ Attachment E – Organizational Chart (required)
- ☐ Attachment F – Agency and/or Program Brochures (optional)
- ☐ Attachment G – Job Descriptions (optional)

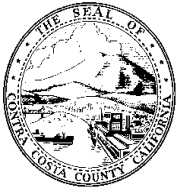
11.3 Program Proposal & Fiscal Narrative (all sections required)

Refer to Section 7: Proposal Components - Proposal Narrative (16 pages maximum allowed)

"RFP 1176- Your Agency Name – Financials" containing:

11.4 Fiscal Attachments (all documents are required)

- ☐ **1** copy of Bidder's IRS 501(c) (3) determination letter attached to original proposal copy (if agency is a non-profit organization).
- ☐ **1** copy of Bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy (Reference Section 7.3).
- ☐ **1** copy of Bidder's last audited financial statement attached to original proposal copy. (Reference Section 6.1.D. for alternate submission requirements if audited financial statements are not available.)
- ☐ **1** copy of current Agency Budget with revenues and expenses indicated.

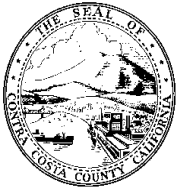


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FORM #1: Proposal Cover Statement

This form must accompany the proposal package when submitted electronically. Only one copy with original signatures in blue ink is required.

PROPOSAL COVER STATEMENT – RFP # 1176		
BIDDER ORGANIZATION NAME		
ADDRESS	Bidder Phone	
	Bidder Fax	
	Web Address	
CONTACT PERSON	Contact Phone	
	Contact E-mail	
	Contact Fax	
ADDRESS OF PROGRAM (if different than above)		
PROGRAM TITLE: PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES		
NUMBER OF PARTNERING ORGANIZATIONS		
COLLABORATIVE PARTNERS/SUBCONTRACTORS (if applicable)		
AMOUNT OF FUNDING REQUEST TOTAL AMOUNT REQUESTED \$ _____		
FEDERAL EMPLOYER NUMBER	501(C)(3) EXEMPTION (if applicable) _____	
PROPOSED PROGRAM SERVICE DELIVERY AREA(S)		EAST COUNTY
NUMBER OF PARTICIPANTS TO BE SERVED		



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FORM #1: Proposal Cover Statement (page 2)

AUTHORIZATION

We submit the attached response to the Notice of Request for Proposal No.1176 dated January 14, 2021 and all attachments and declare that: If this Response is accepted by the Board of Supervisors of Contra Costa County, I will enter into a standard contract with Contra Costa County to provide all work specified herein at the costs, which I have proposed, or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used to supplant or augment funding for other programs operated by the Bidder/Contractor unless stipulated within the proposal and accepted by the County.

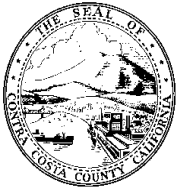
AUTHORIZED REPRESENTATIVES: (two signatures required)

Name: _____ Title: Executive Director

Signature: _____ Date: _____

Name: _____ Title: Board President

Signature: _____ Date: _____



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Form #2 – Bidder Statement of Qualifications (Required)

1. List any licenses or certifications held by the agency, with expiration dates.

2. a) Who administers the agency's fiscal system?

Name: _____

Phone: _____

Title: _____

Work Schedule: _____

b) What CPA firm prepares the agency's annual audit?

Name: _____

Phone: _____

Address _____

3. Number of years Bidder operated under the present business name. List related prior business names, if any and timeframe for each.

4. Number of years Bidder has provided the services described in this proposal or related services.

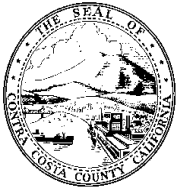
5. Has Bidder failed or refused to complete any contract? Yes _____ No _____
If yes, briefly explain.

6. Is there any past, present or pending litigation in connection with contracts for services involving the Bidder or any principal officer of the agency? Yes _____ No _____
If yes, briefly explain.

7. Does Bidder have a controlling interest in any other firm(s)? Yes _____ No _____

8. Does Bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes _____ No _____
If yes, specify below.

9. Supply names, addresses and phone numbers of two references, one each in the areas of financial/administrative management and social service delivery to substantiate experience and qualifications.



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FORM #2: Bidder Statement of Qualifications (Continued)

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of Bidder's qualifications to perform proposed services.

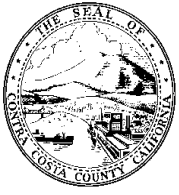
Signature Date

Printed Name and Title (Executive Director)

Signature Date

Printed Name and Title (Board President)

Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.



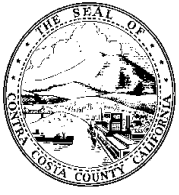
**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

Form #3 – Board of Directors (Required)

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet? _____
4. List current Board members below (or attach Board List in this format):

Member Name	Address	Occupation/ Affiliation	Board Position	# Years on Board

5. Describe key roles and responsibilities of the Board: _____
- _____
- _____
- _____
- _____



**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

Form #4 – Contracts and Grants (Required)

1. List current contracts and subcontracts including government contracts and/or grants:

<u>Contact Name/Phone # of Contractor/Grantor</u>	<u>Services Provided Under Contract</u>	<u>Contract Dates</u>
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2. List key contracts/grants completed in the last five years, including government contracts/grants:

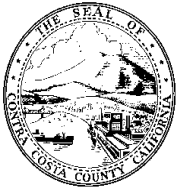
3. Bidder agrees to allow County to contact contractors for information relative to Bidder's performance. **Sign below.**

Name and Title
(Executive Director or Board President)

Date

Name and Title
(Executive Director or Board President)

Date



Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

Form #5 – Budget Sheet Template

General Instructions

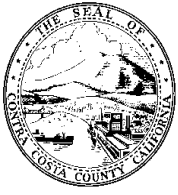
General Instructions

Budget Detail Worksheet for **Cost Reimbursement** Budgets

Purpose: The Budget Detail Worksheet is provided for your use in preparation of the budget and budget narrative. All required information (including the brief budget narrative) must be provided. Any category not applicable to your budget may be left blank. Indicate any **IN KIND (match)** amount in the appropriate category, if applicable. Respondents are required to assign a monetary value to in-kind/cash match and indicate it in the appropriate in-kind/cash match section.

Record Retention: Contractors must retain all documents pertaining to this contract for **five years** from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal /state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractors must make those records available to authorized representatives of the County, the State of California, and the United States Government.

Source: (General Conditions, Contra Costa County Standard Form L-5)



**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

Identifier

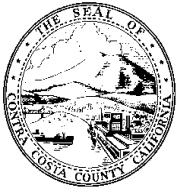
Please complete all fields that apply

Requested	Please Provide
Original Request for Proposal/ Request for Information Number (if available)	
Prior Year Contract Number (if applicable)	
Legal Entity Name	
Doing Business As (DBA)	
Contact Name	
Contact Phone Number	
Alternative Phone Number	
Contact Email Address	

Identifier

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**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

Budget Summary (Cost Reimbursement)

This Worksheet is locked.
Information provided in tabs A through J will be summarized below.

Legal Entity Name:

Doing Business As (DBA):

Contact Name:

Contact Email:

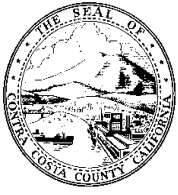
Contact Phone Number:

Budget Category	Cost Reimbursement Amount	In-Kind Amounts	Total
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Furniture and Equipment			
E. Supplies			
F. Facilities/Infrastructure costs			
G. Consultants/Contracts			
H. Participant Costs			
I. Other			
TOTAL PROJECT COSTS:			

Budget Summary

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Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

A&B. Personnel & Fringe Benefit

A. Personnel - List each position by title of employee. Manually enter the annual salary, the percentage of time to be allocated to the project, and Cost. If you need to add lines, please do so in the middle of the table so that the formula will stay intact.

For example, an Executive Director making \$80,000 a year could allocate 80% (Percentage of time) of her/his annual salary (\$80,000), and budget \$48,000. (Use decimals as the percentage of time, for example, 60.00 percent should be shown as 0.60).

PERSONNEL

Position	Annual Salary (manual entry)	Percentage of Time (manual entry)	Cost (manual entry)
Example: Executive Director	80,000	0.80	\$ 48,000.00
Add Personnel			
TOTAL:			\$ -

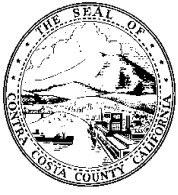
B. Fringe Benefits - Fringe benefits RATE. This RATE is used for budgeting purposes only. Actual reimbursement must be based on actual costs incurred or an approved rate negotiated with the Federal Agency. Briefly explain what is included in the rate.

FRINGE BENEFITS

Base (from Total Personnel)	Rate (manual entry)	Total (system calculates)
\$ -		\$ -
TOTAL:		\$ -

PERSONNEL & FRINGE BENEFITS NARRATIVE

--



**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:
A&B. Personnel & Fringe Benefit

PERSONNEL (IN-KIND)

Position	Annual Salary (manual entry)	Percentage of Time (manual entry)	Cos. (manual entry)
Add Personnel			
IN-KIND TOTAL:			\$ -

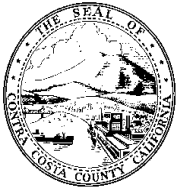
**FRINGE BENEFITS
(IN-KIND)**

Base (from Total Personnel)	Rate (manual entry)	Total (system calculates)
\$ -		\$ -
IN-KIND TOTAL:		\$ -

PERSONNEL & FRINGE BENEFITS NARRATIVE (IN-KIND)

--

TOTAL PERSONNEL:	\$ -
TOTAL FRINGE BENEFITS:	\$ -



Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

C. Travel

C. Travel – Include travel expenses of staff performed by purpose (e.g., travel to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Include the destination and lodging in the narrative. If you need to add lines, please do so to the right end of the table so that the formula will not break.

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

TRAVEL NARRATIVE

--

TRAVEL (IN-KIND)

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-Local Travel TOTAL:			\$ -

TRAVEL NARRATIVE (IN-KIND)

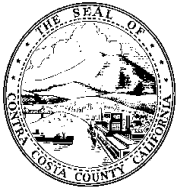
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TOTAL TRAVEL COSTS: \$ -

C. Travel

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Workforce Development Board
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

D. Furniture and Equipment

D. Furniture and Equipment– List items that will be purchased for the organization. Purchase of equipment and furniture may be subject to additional approval. EHSD's acceptance of budgeted items does not indicate the approval of that purchase.

Explain how the equipment and furniture is necessary for the success of the project, and describe the procurement method to be used. . If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

FURNITURE AND EQUIPMENT	Computation		
	Quantity	Cost per Item	Total Cost
Item			
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

FURNITURE AND EQUIPMENT NARRATIVE

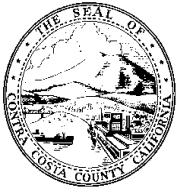
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FURNITURE AND EQUIPMENT (IN-KIND)	Computation		
	Quantity	Cost per Item	Total Cost
Item			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
IN-KIND TOTAL:			\$ -

FURNITURE AND EQUIPMENT NARRATIVE (IN-KIND)

--

FURNITURE AND EQUIPMENT TOTAL: \$ -



**Contra Costa County
Workforce Development Board
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

E. Supplies

E. Supplies – List items by type (office supplies, postage, training materials, copying paper, computer supplies and consumable items. Generally, supplies include any materials that are consumed during the course of the project. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

SUPPLIES NARRATIVE Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

SUPPLIES NARRATIVE

--

SUPPLIES (IN-KIND) Item	Computation		Total Cost
	Quantity	Cost per Item	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
IN-KIND TOTAL:			\$ -

SUPPLIES NARRATIVE (IN-KIND)

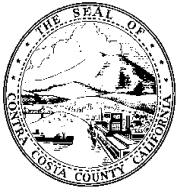
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SUPPLIES TOTAL: \$ -

E. Supplies

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Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

F. Facilities Infrastructure

F. Facilities/Infrastructure Costs - General costs to run the program, including space rental, facilities maintenance, utilities, phones, general consumable materials and supplies, internet and other costs related to supporting and maintaining organizational infrastructure. Professional services purchased from vendors for facilities and infrastructure costs are included in this category.

Your narrative must include approximate space utilized for this program. Invoicing must be based on actual usage of the space.

If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

FACILITIES/INFRASTRUCTURE COSTS

Description	Monthly Cost	Number of Months	Total Cost
			\$ -
			\$ -
			\$ -
Add FACILITIES/INFRASTRUCTURE COSTS			\$ -
TOTAL:			\$ -

FACILITIES/INFRASTRUCTURE COSTS NARRATIVE

--

FACILITIES/INFRASTRUCTURE COSTS (IN-KIND)

Description	Monthly Cost	Number of Months	Total Cost
			\$ -
			\$ -
			\$ -
Add FACILITIES/INFRASTRUCTURE COSTS			\$ -
IN-KIND TOTAL:			\$ -

FACILITIES/INFRASTRUCTURE COSTS NARRATIVE (IN-KIND)

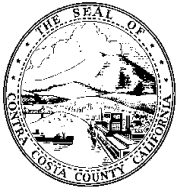
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FACILITIES AND INFRASTRUCTURE TOTAL:	\$ -
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F. Facilities Infrastructure

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Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

G. Consultants Contracts

G. Consultants/Contracts -
G1. Consultant Fees: For each consultant enter the position, service to be provided, basis (hourly or daily fee (8-hour day)), and estimated time on the project. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

CONSULTANT FEES		Computation			
Position (Title)	Service Provided	Fee	Basis (text)	Quantity (cannot be blank)	Cost
Example: Evaluator	Mental Health Evaluations	\$200.00	hour	500	\$ 100,000.00
					\$ -
					\$ -
					\$ -
Add CONSULTANT FEES					\$ -
TOTAL:					\$ -

CONSULTANT FEES NARRATIVE

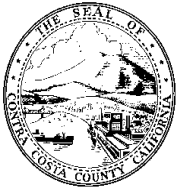
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CONSULTANT FEES (IN-KIND)		Computation			
Position (Title)	Service Provided	Fee	Basis	Quantity	Cost
					\$ -
					\$ -
					\$ -
					\$ -
Add CONSULTANT FEES					\$ -
IN-KIND TOTAL:					\$ -

CONSULTANT FEES NARRATIVE (IN-KIND)

--

TOTAL CONSULTANT FEES: \$ -



**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

G. Consultants_Contracts

G2. Consultant Expenses - List all expenses to be paid to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners,

CONSULTANT EXPENSES

Local Travel (no lodging and no airfare)

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-local Travel TOTAL:			\$ -

CONSULTANT EXPENSES NARRATIVE

--

Local Travel (no lodging and no airfare) - IN-KIND

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Local Travel TOTAL:			\$ -

Non-Local Travel - IN-KIND

Purpose of Travel and Number of Trips	Number of People	Cost per Trip per Person	Total Cost
			\$ -
			\$ -
Non-local Travel TOTAL:			\$ -

CONSULTANT EXPENSES (IN-KIND)

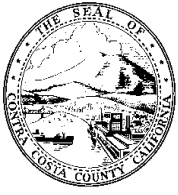
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TOTAL TRAVEL EXPENSES FOR CONSULTANTS: \$0

G. Consultants_Contracts

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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:
G. Consultants_Contracts

G3. Contracts - Provide a description of the product or service to be procured by contract and an estimate of the cost.

CONTRACTS

Item	Cost
TOTAL: \$ -	

CONTRACTS NARRATIVE

CONTRACTS (IN KIND)

Item	Cost
IN-KIND TOTAL: \$ -	

CONTRACTS NARRATIVE (IN-KIND)

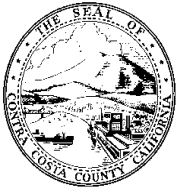
CONTRACTS TOTAL: \$ -

CONSULTANTS/CONTRACTS TOTAL: \$ -
IN-KIND CONSULTANTS/CONTRACTS TOTAL: \$ -

G. Consultants_Contracts

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REQUEST FOR PROPOSALS (RFP) 1176
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

H. Participant Costs

H. Participant Costs and/or Direct Costs— Examples of costs directly related to the program are: subsidized wages, supportive services (i.e. bus passes, day care costs, enrollment fees), participant payments (i.e. stipends, incentives), participant supplies (i.e. items/equipment consumable by participants or which become their personal property), tools or clothing related to employment or training, and participant tuition and fees incurred to achieve program objectives. If you need to add lines, please do so in the middle of the table so that the formula will stay intact.

PARTICIPANT COSTS

Item	Cost

TOTAL: \$

PARTICIPANT COSTS NARRATIVE

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PARTICIPANT COSTS (IN-KIND)

Item	Cost

IN-KIND TOTAL: \$

PARTICIPANT COSTS NARRATIVE (IN-KIND)

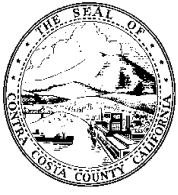
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PARTICIPANT COSTS TOTAL: \$ -

H. Participant Costs

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REQUEST FOR PROPOSALS (RFP) 1176
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ATTACHMENT A: BUDGET OF ESTIMATED EXPENDITURES

Contract:

I. Other

I. **Other Costs** - Costs that do not belong to the other listed categories should be included here. Indirect costs should be listed here.
Only allowable costs under the subaward should be listed. If you need to add lines, please do so in the middle of the table so that the formula will stay intact. Please scroll down.

OTHER COSTS

Description	Cost
Add OTHER COSTS	
TOTAL:	\$ -

OTHER COSTS NARRATIVE

--

OTHER COSTS (IN-KIND)

Description	Cost
Add OTHER COSTS	
IN-KIND TOTAL:	\$ -

OTHER COSTS NARRATIVE (IN-KIND)

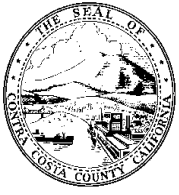
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OTHER COSTS TOTAL:	\$ -
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I. Other

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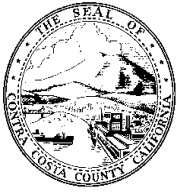
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PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES

ATTACHMENT A: Proposal Table of Contents (Required)

ITEM	PAGE
Proposal Cover Statement (Form 1)	
Bidder Statement of Qualifications (Form 2)	
Board of Directors (Form 3)	
Contracts and Grants (Form 4)	
Program Narrative (maximum 16 pages)	
Organization Description and Qualifications	
Target Population, Recruitment, and Enrollment	
Participant Experience	
Supportive Services / Virtual	
Assessment Strategies	
Educational Services	
Approved Training and Curriculum / Virtual	
Follow-Up Services for Participants	
Performance, Admin, and Project Management	
Partnerships	
Employer Connections	
Performance	
Measures and Results	
Table of Proposed Performance (Attachment C)	
Client Flow Chart (Attachment D)	
Organizational Chart (Attachment E)	
Budget Sheet Template and Budget Narrative (Form #5)	
Addendums (Optional)	
Agency and/or Program Brochures (as available)	
Job Descriptions of Key Management and Program Staff (as available)	

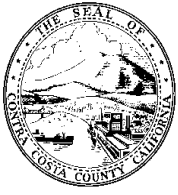


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PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

ATTACHMENT A: Proposal Table of Contents (Required) Continued

Fiscal Attachments (pagination not required)

- 1** copy of Bidder's IRS 501(c) (3) determination letter attached to original proposal copy (if agency is a non-profit organization).
- 1** copy of Bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy (Reference Section 7.3).
- 1** copy of Bidder's last audited financial statement attached to original proposal copy. (Reference Section 6.1.D. for alternate submission requirements if audited financial statements are not available.)
- 1** copy of current Agency Budget with revenues and expenses indicated.



**Contra Costa County
Workforce Development Board
REQUEST FOR PROPOSALS (RFP) 1176
PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

Attachment B – Terms and Conditions (Required)

TERMS AND CONDITIONS

We recognize that we must meet all required Terms and Conditions as stated below. If we are unable, this proposal will be considered null and automatically rejected. The Terms and Conditions are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of California, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, as requested.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and Contract.
5. We have additional funding sources and will not be dependent on WIOA funds alone.
6. We will meet all applicable Federal, State and local compliance requirements. These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meeting all applicable labor laws, including Child Labor Law standards.
7. We will not:
 - Place a WIOA eligible individual in a position that will displace a current employee.
 - Use WIOA money to assist, promote, or deter union organizing.
 - Use WIOA funds to employ or train youth or adults in sectarian activities.
 - Use funds for WIOA participants in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
 - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

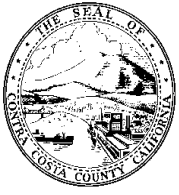
We hereby assure that we will comply with all of the above statements in this agreement.

Authorized Signature

Title

Date

Print Name



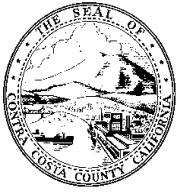
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Attachment C – Table of Proposed Performance Outcomes (Required)

Performance Outcomes Table - Proposed

Proposed number of Individuals to be served: _____

Performance Measure	Definition	Proposed
Employment Rate – 2 nd Quarter After Exit	The percentage of participants who are in unsubsidized employment during the 2 nd quarter after program exit.	
Employment Rate – 4 th Quarter After Exit	The percentage of participants who are in employment, education, or training during the 4 th quarter after program exit.	
Median Earnings – 2 nd Quarter After Exit	The median earnings of participants who are in employment during the 2 nd quarter after program exit.	
Credential Attainment	The percentage of participants enrolled in an education or training program who obtain a recognized credential or secondary diploma/equivalent during participation or within 1 year after program exit.	
Measureable Skills Gain	Percentage of participants in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress towards such a credential or employment.	
Effectiveness in Serving Employers	TBD – definition and target to be negotiated at Contract award.	
Other (Specify)		
Other (Specify)		
Other (Specify)		



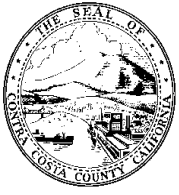
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PRE-APPRENTICESHIP CONSTRUCTION TRAINING PROGRAM SERVICES**

SECTION 12: APPENDICES

12.1 General Conditions

12.2 WIOA Special Conditions

12.3 Federal Subaward Conditions

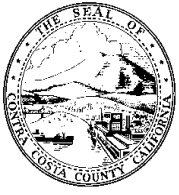


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12.1 GENERAL CONDITIONS

1. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

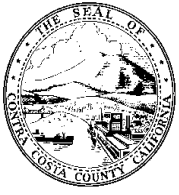


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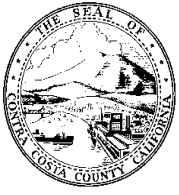
This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
5. **Termination and Cancellation.**
 - a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.**



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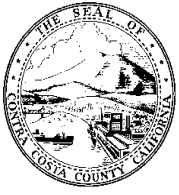
- a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$100,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$100,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.
 - b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.
10. **Choice of Law and Personal Jurisdiction.**
- a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
 - b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.
12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this



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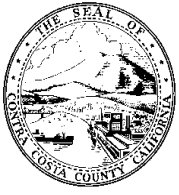
Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.



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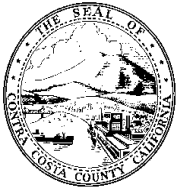
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all



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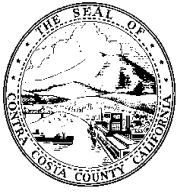
damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
 - c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy (ies) or acquire either a new insurance policy (ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
 - d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract.
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.



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21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.

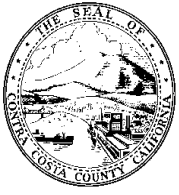


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26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

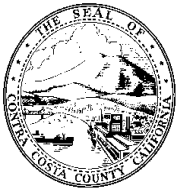
27. **Required Audit.**

- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
- b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.
- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.



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28. **Authorization.** Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver.** The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



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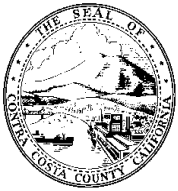
12.2 WIOA SPECIAL CONDITIONS

SPECIAL CONDITIONS

(Purchase of Services – Long Form)

Workforce Innovation and Opportunity Act of 2014

1. **Compliance.** In performance of this subaward agreement, Contractor or Subrecipient will fully comply with:
 - A. The provisions of the Workforce Innovation and Opportunity Act (WIOA).
 - B. 29 U.S.C. §§ 3101- 3361 (2014), WIOA Final Regulations, and all legislation, regulations, directives, policies, procedures and amendments issued pursuant thereto.
 - C. All State legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement WIOA.
 - D. Title 2, Code of Federal Regulations (CFR) Part 200 (Office of Management and Budget Guidance) and Appendices. [OMB Guidance].
 - E. Title 2, CFR Part 2900 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) [Uniform Requirements].
 - F. The provisions of the Jobs for Veterans Act (38 U.S.C. § 4215 (a)) as the law applies to Department of Labor (DOL) job training programs.
 - G. Contractor or Subrecipient will ensure diligence in managing programs under this subaward agreement, including performing appropriate monitoring activities and taking prompt corrective action against known violations of WIOA.
2. **Non-discrimination Clause:** As a condition to the award of financial assistance from the DOL under Title I of WIOA, the Contractor or Subrecipient assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
 - A. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status and gender identity), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 - B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
 - C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits



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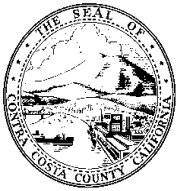
discrimination against qualified individuals with disabilities;

- D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- F. Equal Employment Opportunity provisions identified in 41 CFR Part 60, including 41 CFR § 60-1.4

The Contractor or Subrecipient also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's or Subrecipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the Contractor or Subrecipient makes to carry out the WIOA Title I-financially assisted program or activity. The Contractor or Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.

3. **Drug-Free Workplace Requirement:** Contractor or Subrecipient will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifying actions to be taken against employees for violations.
- B. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- C. Every employee who works on the proposed subaward agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the subaward agreement.
- D. Failure to comply with these requirements may result in suspension of payments under this subaward agreement or termination of the subaward agreement or both, and Contractor or Subrecipient may be ineligible for award of any future subaward agreements if the Pass-through Entity determines that any of the following has occurred: the Contractor or Subrecipient has made false certification; or violated the certification by failing to carry out the requirements as noted above. (Gov. Code § 8350, et seq.)



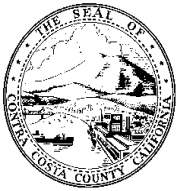
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4. **Additional Assurances**

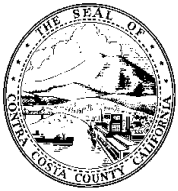
- A. Contractor or Subrecipient will comply with the provisions of the Hatch Act of 1939, which limit the political activity of certain State and local government employees.
- B. Air/Water Pollution violation certification: Under the State laws, the Contractor or Subrecipient shall not be:
 - 1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
 - 2) subject to cease and desist order not subject to review issued pursuant to the California Water Code § 13301 for violation of waste discharge requirements or discharge prohibitions; or
 - 3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
- C. Clean Air Act: Contractor or Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387).
- D. Solid Waste Disposal Act: Contractor or Subrecipient shall comply with Section 6002 of the Solid Waste Disposal Act, as amended and 40 CFR Part 247 for procurement items in excess of \$10,000.

- 5. **Property Management Requirements.** Contractor or Subrecipient shall comply with applicable requirements established by County or under 2 CFR § 200.310 through 200.316, regarding the ownership, use, and disposition of equipment purchased with WIOA funds. Contractor or Subrecipient shall establish a control system to ensure adequate safeguards to prevent loss, damage, or theft to such property, including equipment. Contractor or Subrecipient shall investigate and fully document any loss, damage, or theft to property.
- 6. **Procurement Standards.** The Contractor or Subrecipient must use the methods of procurement in accordance with 2 CFR § 200.320.
- 7. **Nepotism.** Contractor or Subrecipient shall comply with the Federal restriction prohibiting nepotism (5 U.S.C. § 3110). Pursuant thereto, Contractor or Subrecipient shall not hire any person in an administrative capacity or staff position funded under this Agreement if a member of the person's immediate family is already employed in an administrative capacity by Contractor or Subrecipient.
- 8. **Sectarian Activities.** The Contractor or Subrecipient certifies that this subaward agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose, nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the California Constitution, regarding separation of church and state.



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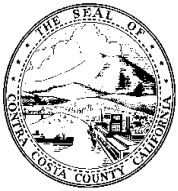
9. **Davis-Bacon Wage Rates.** Contractor or Subrecipient shall comply with applicable regulations of the DOL regarding payment of prevailing wage rates to all laborers and mechanics employed by Contractor or Subrecipient or any subcontractor or Subrecipient in any construction, alteration, or repair, including painting and decorating, of projects, buildings or works which are assisted under this Agreement, in accordance with the Davis-Bacon Act (40 U.S.C. § 3141, et. seq.). Compliance with Davis-Bacon Act (40 U.S.C. § 3141 – 3144 and §3141 – 3148) is required for prime construction contracts in excess of \$2,000.
10. **Contract Work Hours and Safety Standards.** Contractor or Subrecipient shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708) for contracts in excess of \$100,000 that involve the employment of mechanics or laborers.
11. **WIOA Participants Complaints.** Contractor or Subrecipient shall provide a process through which WIOA participants shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services.
12. **Debarment and Suspension Certification.** By signing this subaward agreement, the Contractor or Subrecipient hereby certifies under penalty of perjury under the laws of the State of California that the Contractor or Subrecipient will comply with regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension and OMB Guidance 2 CFR Part 180, that the prospective participant (i.e., Contractor or Subrecipient), to the best of its knowledge and belief, that it and its principals:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible (such as being listed on the Excluded Parties List System in the System for Award Management, or SAM), or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not within a three-year period preceding this subaward agreement been convicted of or had 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 anti-trust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
 - C. 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.
 - D. Have not within a three-year period preceding this subaward agreement had one or more public transactions (federal, state or local) terminated for cause of default. Where the Contractor or Subrecipient is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Agreement.
13. **Lobbying Restriction.** By signing this subaward agreement, the Contractor or Subrecipient hereby assures and certifies to the lobbying restrictions in 2 CFR § 200.450,



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29 CFR Part 93 and in the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

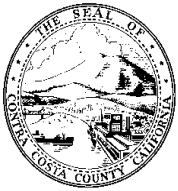
- A. No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this subaward agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
 - C. The undersigned shall require that the language of the lobbying restrictions be included in the award documents for subaward agreement transactions over \$100,000 (per OMB) at all tiers (including subaward agreements, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all Contractor or Subrecipients shall certify and disclose accordingly.
 - D. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying 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 failure.
14. **Assurance of Non-Duplicative Billing.** Contractor or Subrecipient shall ensure that all amounts billed for services under this Agreement shall not be billed under any other contract that provides the same services to the same clients.
15. **Intangible and Intellectual Property Provisions.**
- Federal Funding
- A. Pursuant to 2 CFR § 200.315, if any subaward, funded in whole or in part by the federal government, acquires the title to intangible property, as defined in 2 CFR § 200.59 as including Intellectual Property, which results directly or indirectly from the subaward, the federal government shall have a royalty-free, non-exclusive and irrevocable right to reproduce, publish, or otherwise use the Intellectual Property for Federal purposes, and to authorize others to do so. Additionally, pursuant to 2 CFR § 2900.13, Intellectual Property developed under this subaward will be licensed under a Creative Commons Attribution license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the Pass-through Entity.



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- B. The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C. The non-Federal entity is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."
- D. The Federal Government has the right to:
 - 1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and
 - 2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. Freedom of Information Act (FOIA).
 - 1) In response to a FOIA request for research data relating to published research findings produced under a Federal award that were used by the Federal Government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the Federal agency and the non-Federal entity. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 U.S.C. § 552(a) (4) (A)).
 - 2) Published research findings means when:
 - a. Research findings are published in a peer-reviewed scientific or technical journal; or
 - b. A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. "Used by the Federal Government in developing an agency action that has the force and effect of law" is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.
 - 3) Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not



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any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This "recorded" material excludes physical objects (e.g., laboratory samples). Research data also do not include:

- a. Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
 - b. Personnel and medical information and similar information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
- F. Title to intangible property and debt instruments acquired under an award or subaward vests upon acquisition in the recipient. The recipient shall use that property for the originally-authorized purpose, and the recipient shall not encumber the property without written approval of the grant officer. When no longer needed for the originally authorized purpose, disposition of the intangible property shall occur in accordance with the provisions of 29 CFR § 95.36(e).
16. **Confidentiality Requirements:** The State of California and the Contractor or Subrecipient will exchange various kinds of information pursuant to this subaward agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit or when the disclosure is restricted or prohibited by any provision of law. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the EDD, the California Department of Social Services, the California Department of Education, the California Department of Corrections and Rehabilitation, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs.

The Pass-through Entity and Contractor or Subrecipient agree that:

- A. Each party shall keep all confidential information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- B. Each party shall provide security sufficient to ensure protection of confidential information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect this information from reasonable unanticipated threats to the security or confidentiality of the information.
- C. The Contractor or Subrecipient agrees that information obtained under this subaward agreement will not be reproduced, published, sold or released in original or in any other form for any purpose other than those specifically identified in this



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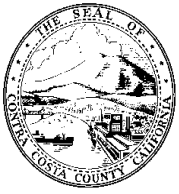
agreement.

- 1) **Aggregate Summaries:** All reports and/or publications developed by the Contractor or Subrecipient based on data obtained under this Agreement shall contain confidential data in aggregated or statistical summary form only. "Aggregated" refers to a data output that does not allow identification of an individual or employer unit.
 - 2) **Publication:** Prior to publication, Contractor or Subrecipient shall carefully analyze aggregated data outputs to ensure the identity of individuals and/or employer units cannot be inferred pursuant to California Unemployment Insurance Code Section 1094(c). Personal identifiers must be removed. Geographic identifiers should be specified only in large areas and as needed, and variables should be recorded in order to protect confidentiality.
 - 3) **Minimum Data Cell Size:** The minimum data cell size or derivation thereof shall be three participants for any data table released to outside parties or to the public.
- D. Each party agrees that no disaggregate data, identifying individuals or employers, shall be released to outside parties or the public.
- E. The Contractor or Subrecipient shall notify Pass-through Entity's Information Security Office of any actual or attempted information security incidents, within 24 hours of initial detection, by telephone at (925) 677-3001. Information security incidents include, but are not limited to, any event (intentional or unintentional), that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets.

The Contractor or Subrecipient shall cooperate with the Pass-through Entity in any investigation of security incidents. The system or device affected by an information security incident and containing confidential data obtained in the administration of this program shall be immediately removed from operation upon confidential data exposure or a known security breach. It shall remain removed from operation until correction and mitigation measures are applied. If the Contractor or Subrecipient learns of a breach in the security of the system which contains confidential data obtained under this Subaward, then the Contractor or Subrecipient must provide notification to individuals pursuant to California Civil Code Section 1798.82.

- F. The Contractor or Subrecipient shall provide for the management and control of physical access to information assets (including personal computer systems, computer terminals, mobile computing devices, and various electronic storage media) used in performance of this Subaward. This shall include, but is not limited to, security measures to physically protect data, systems, and workstations from unauthorized access and malicious activity; the prevention, detection, and suppression of fires; and the prevention, detection, and minimization of water damage.

- G. At no time will confidential data obtained pursuant to this Agreement be placed on



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a mobile computing device, or on any form of removable electronic storage media of any kind unless the data are fully encrypted.

- H. Each party shall provide its employees with access to confidential information with written instructions fully disclosing and explaining the penalties for unauthorized use or disclosure of confidential information found in Section 1798.55 of the California Civil Code, Section 502 of the California Penal Code, Section 2111 of the California Unemployment Insurance Code, Section 10850 of the California Welfare and Institutions Code, and other applicable local, state and federal laws and regulations.
- I. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
- J. Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information, such as, shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
- K. If the Pass-through Entity or Contractor or Subrecipient enters into an agreement with a third party to provide WIOA services, the Pass-through Entity or Contractor or Subrecipient agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor or Subrecipient(s), service providers, or employees.
- L. The Contractor or Subrecipient may, in its operation of the America's Job Center of California (AJCC), permit an AJCC Operator to enter into a subcontract to manage confidential information. This subcontract may allow an individual to register for resume distribution services at the same time the individual enrolls in CalJOBS. Contractor or Subrecipient shall ensure that all such subcontracts comply with the intellectual property requirements of this subaward agreement, the confidentiality requirements of this subaward agreement and any other terms of this subaward agreement that may be applicable. In addition, the following requirements must be included in the subcontracts:
 - 1) All client information submitted over the internet to the subcontractor or Subrecipient's databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Clients' Social Security numbers must be stored in a separate database within the subcontractor or Subrecipient's network of servers, and protected by a firewall and a secondary database server firewall or AES data encryption. If a subcontractor or Subrecipient receives client Social Security numbers or other confidential information in the course of business, for example a resume-distribution service that provides enrollment in CalJOBS, Social



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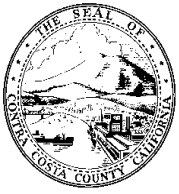
Security numbers must be destroyed within two days after the client registers for CalJOBS. If a subcontractor or Subrecipient obtains confidential information as an agent of the Contractor or Subrecipient, the subcontract must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. Social security numbers and other client specific information shall not be retained for more than three years after a client completes services.

- 2) Client information (personal information that identifies a client such as name and Social Security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using the subcontractor or Subrecipient's services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in the subcontract.
- 3) An America's Job Center of California (AJCC) client must still be given the option to use the AJCC's services, including CalJOBS, even if he or she chooses not to use any services of the subcontractor or Subrecipient. This option shall be prominently, clearly and immediately communicated to the client upon registration within the AJCC or for CalJOBS, the subcontractor or Subrecipient's resume-distribution services, or any other services subcontractor or Subrecipient offers to the client or the AJCC Operator.
- 4) The subcontractor or Subrecipient must clearly disclose all of its potential and intended uses of the client's personal and/or demographic information for the services the client seeks and for any other services the subcontractor or Subrecipient offers. The subcontractor or Subrecipient shall not use a client's personal and/or demographic information without the client's prior permission. A link to the subcontractor's or Subrecipient's Privacy Policy shall appear prominently on the registration screens that list the potential and intended uses of the client's personal and/or demographic information.
- 5) When the Pass-through Entity modifies State automated systems such as the State CalJOBS System, it shall provide reasonable notice of such changes to the Contractor or Subrecipient. The Contractor or Subrecipient shall be responsible to communicate such changes to the AJCC Operator(s) in the local area.

M. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation.

Contra Costa County, Employment and Human Services Department designee is:

CCC-EHSD

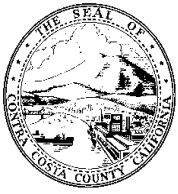


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Information Security Officer, Information Systems Manager II
300 Ellinwood Way
Pleasant Hill, CA 94523
Telephone: (925) 677-3001

Revised 04-2019

APPROVED AS TO FORM BY COUNTY COUNSEL APRIL 2019



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12.3 Federal Subaward Conditions

- I. The contract meets the conditions of a Federal subaward and the Contractor is subject to the Subrecipient provisions in 2 CFR § 200.
- II. Definitions:
 - A. CFR means Code of Federal Regulations
 - B. CFDA means Catalog of Federal Domestic Assistance
 - C. Subrecipient – – Title 2 CFR section § 200.93
Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
 - D. Subaward – – Title 2 CFR section § 200.92
Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
 - E. Pass-through Entity – – Title 2 CFR section § 200.74
Pass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- III. The pass-through entity is the County of Contra Costa.
- IV. The Subrecipient is: TBD
- V. The Subrecipient's unique identification number is: TBD
- VI. If applicable, the Federal Award Date is: 07/01/2021 to 06/30/2022
- VII. If applicable, the Federal Award Identification Number (FAIN) is Determined upon funding notification from the California Employment Development Department
- VIII. The Subaward Period of Performance is from 07/01/2021 to 06/30/2022
- IX. The total amount of Federal Funds Obligated to the subrecipient in this Federal subaward award is: \$ 250,000.00
- X. The CFDA Number is 17.258; WIOA Adult
- XI. The Federal Program Title is Workforce Innovation and Opportunity Act (WIOA) Adult Program
- XII. The Subrecipient's federally approved indirect cost rate agreement is incorporated by reference if the Subrecipient's budget submitted includes a federally approved indirect cost.
- XIII. The Subrecipient shall use the Federal award in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.