

Senior Community Service Employment Program

The Department of Workforce Services announces the availability of approximately \$459,622.00 in grant funds authorized by the U.S. Department of Labor, Employment Training Administration under CFDA 17.235, Title V, Public Law 109-365, Senior Community Service Employment Program (SCSEP). The grant period is for two years, July 1, 2016 through June 30, 2018 with funding annually with the possibility of a contract amendment for one additional year's funding based upon program performance.

This announcement solicits applications for SCSEP. The purpose of this grant is to foster individual economic self-sufficiency, provide training in meaningful part-time opportunities for unemployed low-income persons who are age 55 years of age or older with a family income at or below 125 percent of the Department of Health and Human Services poverty level.

Subrecipient Eligibility Requirements: Proposals will be accepted from any public agency or 501(c)3 not-for-profit organization which:

- Comply with Wyoming Labor Laws
- Comply with the Wyoming Secretary of State
- Eligible to receive federal funds (not debarred or suspended)
- In good financial standing with audit compliance including A-133
- Have the ability to reach administer the program in Fremont, Hot Springs, Natrona and Washakie counties including the Wind River Indian Reservation with seventy-five percent (75%) of funding utilized for participant wages
- Additional information regarding this program can be found at www.doleta.gov/seniors; <http://scsep-help.com/>; and <http://charteroakgroup.com/resources/scsep.shtml>

Proposals must include one (1) original and three (3) copies. Proposals will be scored on completion of the application and must include:

- a. Proposal/Project Summary
- b. Budget and Budget Narrative using the DWS template – Attachment C
- c. Documentation verifying Compliance and Good Standing – Attachment D
- d. Subrecipient Information Form – Attachment E
- e. A-133 audit three (3) copies

Applications not containing the required information will be rejected.

The closing date for receipt of applications under this announcement is May 20, 2016 at 4:00pm MT. Award notification will be made May 23, 2016.

For further information contact RJ Glantz at RJ.Glantz@wyo.gov or 307.777.2591

Sealed Proposals should be postmarked no later than May 20, 2016 and mailed to:

RJ Glantz
Department of Workforce Services
614 S. Greeley Hwy.
Cheyenne, WY 82007

COMPLIANCE WITH LAWS:

- In carrying out the Agreement, both parties agree to comply with all applicable state, federal and local laws, rules, and regulations.
- In the administration of federal funds, the Subrecipient agrees to comply with the Uniform Administrative Requirements of the Office of Management and Budget (OMB) Circulars A-102 and/or 2 C.F.R. Part 215; the cost principles set forth in OMB Circulars A-21, A-87 or A-122 and 48 C.F.R. Part 31; the audit requirements of OMB Circular A-133; and all applicable regulations published in the Code of Federal Regulations.
- Subrecipient agrees all activities under this agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- Subrecipient agrees to comply with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," prohibiting subrecipients and their personnel from text messaging while driving an organizational vehicle or while driving their own privately owned vehicle during grant/project related business, or from using organizational electronic equipment to text message or email when driving.

AUDIT:

- Proposer agrees that if it expends an aggregate amount of five hundred thousand dollars (\$500,000.00) or more in federal funds during its fiscal year, it agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133, and undergo an organization-wide financial and compliance single audit. The proposer shall provide three (3) copies of the audit report and any corrective action being taken, for Agency review, with their proposal packet.
- The State or any of their duly authorized representatives shall have access to any books, documents, papers, and records of subrecipient which are directly pertinent to the Agreement for the purpose of making audit, examination, excerpts, and transactions.

CONFLICT OF INTEREST:

- The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Agreement and none has been promised contingent upon the award of the Agreement. Proposer warrants that no one being paid pursuant to the Agreement is engaged in any activities which would constitute a conflict of interest with respect to the purposes of the Agreement.

NO FINDERS FEE:

- No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement shall be paid by either party.

OWNERSHIP OF DOCUMENTS/WORK PRODUCT:

- It is agreed that all finished or unfinished documents, data, or reports, prepared by subrecipient under the Agreement shall be considered the property of the State, and upon completion of the services to be performed, or upon termination of the Agreement for cause, or for the convenience of the State, will be turned over to the State.

CONFIDENTIALITY OF INFORMATION:

- All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the subrecipient in the performance of the Agreement shall be kept confidential by the subrecipient unless written permission is granted by the State for its release.

SOVEREIGN IMMUNITY:

- The State of Wyoming and the Department of Workforce Services do not waive sovereign immunity by entering into the Agreement, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.

INDEMNIFICATION:

- The Subrecipient shall indemnify, defend, and hold harmless the State, the Agency, and their officers, agents, employees, successors, and assignees from any and all claims, lawsuits, losses, and liability arising out of the Subrecipient's failure to perform any of the Subrecipient's duties and obligations hereunder or in connection with the negligent performance of the Subrecipient's duties or obligations, including but not limited to any claims, lawsuits, losses, or liability arising out of Subrecipient's malpractice.

MONITORING:

- Agency shall have the right to monitor all activities related to this agreement that are performed by the Subrecipient and/or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to

examine the books, ledgers, documents, papers, and records pertinent to this agreement; and, to observe personnel in every phase of performance of the related work.

PUBLICITY:

- This project was funded by a grant awarded by the U.S. Department of Labor. The project was created by the Wyoming Department of Workforce Services and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This project is copyrighted by the institution that created it, Wyoming DWS. Internal use by an organization and/or personal use by an individual for non commercial purposes are permissible. All other uses require prior authorization of the Wyoming DWS.

SUSPENSION AND DEBARMENT:

- Proposer shall provide certification with proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or are on the disbarred vendors list at www.sam.gov/portal/public/SAM/, previously www.epls.gov. Further, as a subrecipient, the successful proposer agrees to notify DWS by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this agreement.

AVAILABILITY OF FUNDS:

- Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the Agency to terminate the Agreement to acquire similar services from another party.

CERTIFICATE OF GOOD STANDING:

- Proposer shall provide to Agency with proposal, a Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs. Further, as a subrecipient, the successful proposer shall provide continued verification of compliance throughout the term of the Agreement.

RETENTION OF RECORDS:

- Subrecipient shall retain all records relating to this Agreement, including participant records, for a period of three (3) years after final payment under this Agreement.

PROPOSAL/PROJECT SUMMARY GUIDELINES

Proposers must include a **Proposal or Project Summary**, not to exceed 10 pages (using Arial 11 Font). The Proposal/Project Summary should describe the Proposer's project and ability to meet the goals outlined in this RFP, to include the following:

- Prior Experience / Project Personnel
 - Prior experience with the *target population*
 - Prior experience *delivering the required training/service*
 - Prior experience *with DWS* (if applicable)
 - Appropriately credentialed
 - Reasonable number of staff and level of effort
 - Reasonable staffing costs
 - Clear relationship and communication plan for all project staff
- Program/Project Design
 - Recruitment and Outreach
 - Eligibility Determination and Participant Enrollment
 - Participant and Host Agency Orientations
 - Participant Assessments
 - Individual Employment Plans
 - Host Agency Assignments
 - Participant Monitoring
 - Host Agency Development, Monitoring and Agreements
 - Host Agency Assignment and Participant Placement
 - Participant Job Performance Assessment
 - Participant Training
 - Participant Placement into Unsubsidized Employment
 - Participant Follow-Up after Placement into Unsubsidized Employment
 - Participant Termination
 - Grievance Procedures
- Performance Goals and Measurement
 - Related to RFP outcomes – clearly defined deliverables and milestones
 - Plan for achieving performance goals, and deliverables outlined in 'Schedule of Deliverables'
 - Plan for corrective action if deliverables are not being met

GENERAL INFORMATION:

Proposer Name _____ Phone () _____

Email _____ FAX () _____

Mailing Address _____

City _____ State _____ Zip _____

Employer Identification Number _____

OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

_____ Sole Proprietorship

_____ General Partnership

_____ Corporation

_____ Limited Partnership

_____ Limited Liability

_____ Other _____

If Proposer is a sole proprietorship, list:

Owner Name _____ Phone () _____

Mailing Address _____

City _____ State _____ Zip _____

Employer Identification Number _____

Beginning date as owner of sole proprietorship_____

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)

TITLE

VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

(Signature)

(Name and Title) (Typed or Printed)

(Date)