



Pima County Notice of Solicitation for Grant Proposals (“SGP”)

Solicitation Number: SGP-CWD-WEXPA-2021-05

Solicitation Title: Work Experience Program Administrator

Solicitation Release Date: Monday, September 27, 2021 at 8:00 A.M. LOCAL, TUCSON, AZ TIME

Solicitation Minimum Qualification Deadline: Friday, October 8, 2021 at or before 11:59 P.M. LOCAL, TUCSON AZ TIME

Virtual Technical Assistance Session: Tuesday, October 12, 2021 at 10:00 AM – 11:00AM LOCAL, TUCSON, AZ TIME

Solicitation Closing/Due Date: Friday October 22, 2021 at or before 11:59 P.M. LOCAL, TUCSON

Submit Proposal Online: Using ZoomGrants™ by Friday, October 22, 2021 at or before 11:59 P.M. LOCAL, TUCSON at <https://www.zoomgrants.com/gprop2.asp?donorid=2163&limitd=3171>

SOLICITATION: The Workforce Innovation and Opportunity Act (WIOA) is mandated to provide Work Experience in order to prepare youth for postsecondary education and training opportunities. This includes: registered apprenticeship programs; developing strong connections between academic instruction and occupational education; preparing youth for unsubsidized employment opportunities within career pathways; developing strong networks of employers in in-demand sectors and local and regional labor markets; and emphasizing small employers. WEX subrecipients will design innovative and high-quality WIOA youth work experience programs for enrolled participants in Pima County’s WIOA Title 1-B youth programs. WEX is a planned and structured learning experience which occurs in a worksite for a finite period of time and may be paid or unpaid, and which may take place in for-profit, non-profit, or the public sectors. WEX may include summer employment opportunities, pre-apprenticeship or apprenticeship programs, and on-the-job training.

Pima County seeks partners to work with employers in Pima County to operate a work experience program for Pima County WIOA youth participants in the in-demand industries defined by the local Workforce Investment Board (WIB). Specifically, this program will match local area employers with WIOA youth to create an environment with hands-on work experiences, provide a networking system within identified career pathways, and lead youth to employment in in-demand sectors. Please note that grantees selected through this process will be subrecipients of Pima County’s WIOA Youth Grant. Participants will be recruited, determined eligible, assessed and referred to WEX grantees by Pima County. Pima County will retain responsibility for the youth participant’s individual service strategy, which will be developed and monitored by a Workforce Development Specialist assigned by Pima County. WEX grantees will then place the participants into paid work experience designed to result in career advancement.

Innovative WEX opportunities may include developing a worksite from private or public sectors that may be virtual or in person, and aid in bridging the gap between entry level employees and a highly skilled workforce. The subrecipient will develop relationships with employers to place youth in a WEX. WIOA Youth are eligible for a WEX once they have entered activities that align with their career pathway and are referred by the County to be placed with an employer within the field or a position that aligns with the training. For example, a youth taking accounting classes is placed in a WEX at an auto dealership within the business department. The youth would be able to practice the skills they are learning in class while learning industry specific language and applications which will aid in resume building, interviewing, and potential employment once training is complete. Placements should account for each participant youth’s individual training goals. The WEX administrator should be creative and innovative in aligning the placements of a youth who is seeking specific training in an in-demand industry or career field. Living Wage requirements shall apply see Exhibit B (4 pages).

GENERAL DESCRIPTION: The Pima County CWD Department is requesting proposals from any private for-profit business entity, private non-profit corporation, public entity, or individual who has not been debarred or suspended to provide Work Experience to youth and young adults ages 16-21 in compliance with all specifications and requirements contained in this Solicitation for Grants Proposal (“SGP”). Addendums to this SGP may be issued at any time subsequent to the publishing of a solicitation.

Respondents may download a full copy of this solicitation at the [Pima County CWD](#) website by selecting the solicitation number. Proposer(s) are required to check this website for amendment(s) prior to the closing date and time of the solicitation to assure that the proposal incorporates all amendment(s).

A **VIRTUAL TECHNICAL ASSISTANCE SESSION** is for the purpose of clarifying requirements, answering prospective respondent questions, and to provide any updated information. Any changes to the solicitation, as well as all questions and answers, will be posted on the CWD website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged.

Respondents must contact Nereyda.Barrales@pima.gov to receive communications related to this solicitation.

Proposer(s) must submit proposals online through ZoomGrants™ indicated above and as defined in the Instructions to Proposer(s), in accordance with all solicitation documents, including the contract, either referenced or included herein. Failure to do so may be cause for County to reject a proposal as *non-responsive*.

Proposer(s) must complete the forms identified in Instructions to Proposer(s), Section 2, Proposal Documents; and submit those documents in accordance with Section 3. Proposal Submission Requirements.

Proposer(s) may not withdraw proposals for thirty (30) days after opening except as allowed by Pima County Procurement Code.

PROPOSERS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY ARE WILLING AND ABLE TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR PROPOSAL.

County will not accept verbal requests for clarifications or interpretations. Proposer(s) must submit any questions or deviation requests in writing to CWD, Nereyda.Barrales@pima.gov

All submittals must reference the Solicitation Number and Title. County may not answer any Questions that Proposers submit within 8 days of the solicitation Due Date/Time.

Remainder Intentionally Left Blank

Proposal Timeline

Monday, Sept. 27, 2021 8:00 A.M.	Solicitation Release Date
Friday, Oct. 8, 2021 at or before 11:59 PM	Minimum Qualifications Due Submit online through ZoomGrants™ .
Tuesday, Oct. 12, 2021 at 10:00 AM-11:00 AM	Technical Assistance Session Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 213-279-1657,,649781478# United States, Los Angeles Phone Conference ID: 649 781 478# Find a local number Reset PIN Learn More Meeting options
Friday, Oct.22, 2021 at or before 11:59 P.M.	Proposals Submitted online through ZoomGrants™ .
Wednesday,Oct.27, 2021 by 5:00 PM	Review Committee Scores Due
Friday, Oct. 28, 2021- Friday, Nov. 5, 2021	Protest Period

INSTRUCTIONS TO PROPOSERS

1. PREPARATION OF RESPONSES:

Proposer(s) must make all proposals using the forms contained in this solicitation and submit on ZoomGrants™. Access the application from the ZoomGrants™ link: <https://www.zoomgrants.com/gprop2.asp?donorid=2163&limitd=3171> there is a Minimum Qualifications (MQ) Due. MQ MUST be completed before the Proposer(s) can move onto the Application process by **Friday, October 8, 2021** at or before 11:59 P.M. LOCAL, TUCSON, AZ TIME. The MQ's will be reviewed and approved in order for the Proposer(s) to submit the application. The application deadline is **Friday, October 22, 2021** at or before 11:59 P.M. LOCAL, TUCSON, AZ TIME.

2. PROPOSAL DOCUMENTS:

Proposer(s) must complete and submit their proposals utilizing the forms provided by this solicitation without modification. Proposer(s) must provide requested information, supporting documents and data in the precise manner that County requests. Failure to comply may cause County to improperly evaluate the proposal or to reject the Proposer(s) proposal as **Non-Responsive and/or Non-Responsible**. This solicitation contains a sample Professional Services Contract that the selected Proposer(s) will enter into with County. By submission of an Offer, Proposals will be certifying to County that the contract is acceptable as written, unless exceptions are taken and specific alternate language proposed. County may consider proposed changes and negotiate terms or conditions if deemed in the interest of County. However, County reserves the right to reject any Offer that takes exceptions or proposes alternate language unacceptable to County.

2.1. Attachment 1: Proposal Certification Form (1 page), complete and provide the requested information which may include, but not be limited to, legal name of the subrecipient (as registered with the Arizona Corporation Commission and Pima County Vendor Record), vendor contact information, acknowledgement of solicitation Amendments and signature by an authorized representative.

2.2. Attachment 2: Minimum Qualifications Verification Form (2 pages): Proposer must certify that they possess the qualifications specified in this form and provide the information and/or supporting documentation stipulated by these Minimum Qualifications to substantiate meeting the qualifications and for the County to determine responsibility.

2.3. Attachment 3: Questionnaire Form (2 pages), fully complete, and include all requested supporting documentation.

2.4. Exhibit D: Living Wage Certification (4 pages): completed in its entirety, signed, and dated.

3. PROPOSAL DOCUMENTS FOUND IN ZOOMGRANTS™

- a) Pima County Insurance Clause
- b) Public Notice Ad
- c) Getting Start with ZoomGrants
- d) Technical Assistance Session- Q&A will be uploaded after the above mentioned date
- e) This Solicitation in its entirety

4. PROPOSAL SUBMISSION REQUIREMENTS:

4.1. Submission: This solicitation process will be conducted electronically through ZoomGrants™ and each Proposer will have to set up an account. Proposers will be required to complete their proposals through the ZoomGrants™ application portal. The submittal must include all the information requested by the solicitation and the form application cannot be modified.

4.1.1. Attachment 1: Proposal Certification Form: complete in its entirety, sign, date and upload to ZoomGrants™.

4.1.2. Attachment 2: Minimum Qualifications Verification Form: fully complete including required documentation and upload to ZoomGrants™.

4.1.3. Attachment 3: Questionnaire: fully complete all questions and upload proposal to ZoomGrants™.

4.1.4. Exhibit B: Living Wage Certification: complete in its entirety, sign and date and upload to ZoomGrants™.

- 4.2. Signature:** An authorized agent of the Proposer must sign proposal documents and submit through ZoomGrants™ with the Proposer(s) firm name, Solicitation number, title, due date and time and **no later than the Due Date and Time specified in the Request for Proposal document.**
- 4.3. Timely Receipt by the County:** County will only accept the electronic submittals of proposals completed in the ZoomGrants™ and the Proposer(s) will receive a confirmation email upon submission. County will not accept any late, faxed nor emailed submissions, modifications, or revisions.
- 4.4. Subrecipient Record Maintenance:** By submitting a response to this solicitation, the Proposer agrees to establish and maintain a complete Pima County Subrecipient record, including the provision of a properly completed and executed Form W-9 *Request for Taxpayer Identification Number and Certification*, prior to the Solicitation Due Date.

The Subrecipient also agrees to update the information within ten (10) calendar days of any changes made and prior to the submission of any invoice or request for payment. The preferred method for creating or updating this record is via the Vendor Self Service ("VSS") portal at <https://vendors.pima.gov/webapp/VSSPROD1/AltSelfService>.

The registration requires that the Subrecipient establishes and maintains email functionality. In addition to providing the means for a Subrecipient to create and maintain their own record, the portals also provide for email notice to the Subrecipient regarding solicitations published by County for commodities of interest as defined by the Subrecipient record.

NOTE: Insurance certificate documents will be required from the winning Proposer(s) within two (2) business days after the *Notice of Recommendation for Award* is posted on the [Pima County CWD](#) website.

- 4.5. Unfair Competition and other Laws:** Proposals must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.
- 4.6. General Specifications:** Items and Questionnaire responses included in Proposer's proposal must meet the specifications and requirements set forth by the solicitation. The specifications included in this solicitation intend to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and to allow Proposer to provide the information needed for the development of consistent and comprehensive proposals.

Failure to perform appropriate research, discovery, examine any drawings, specifications, and instructions will be at the Proposer's sole risk.

- 4.7. Waiver:** Each Proposer, by submission of a proposal or bid waives any and all claims for damages against County or its officers or employees when County exercises any of its reserved rights.
- 4.8. Fraud and Collusion:** Each Proposer, by submission of a proposal, certifies that no officer or employee of County or of any subdivision thereof: 1) has aided or assisted Proposer in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Subrecipient; 2) has favored one Proposer over another by giving or withholding information or by willfully misleading the bidder in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) has any direct or indirect financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Proposer will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Proposer has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.
- 4.9. Documents Marked Confidential:** Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to this solicitation, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential; Notice and Protective Order. If Proposer reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Proposer must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Proposer of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Proposer has, within that period, secured an appropriate order from a court of competent jurisdiction enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Any information marked as CONFIDENTIAL must be accompanied by an index specifically identifying and describing the general contents of each page so marked. The index is a Public Record and will not include any information considered confidential.

The Proposer agrees to waive confidentiality of any price terms in the event of an awarded contract.

5. INQUIRIES AND DEVIATION REQUESTS:

5.1. Inquiries: No oral interpretations or clarifications made to any Proposer as to the meaning of any of the solicitation documents will be binding on Pima County. If a prospective Proposer believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the Proposer will notify the Pima County Community and Workforce Development department either prior to or during the Technical Assistance Session, but prior to the Solicitation Due Date. Notice must be provided in writing that includes the Solicitation Number, page and paragraph number, and a clear statement of the issue and suggested solution. County will respond with written amendment sent to all known potential Proposers. County may not answer questions or address deviation requests that are not submitted within eight (8) days prior to the Solicitation Due Date and Time.

5.2. Deviation Requests: Requests for changes submitted with proposal must specifically document and clearly illustrate the deviation to the particular specification or the requirement set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Acceptance or rejection of deviation request is at the sole discretion of County in accordance with 2 CFR Part 200 and the Pima County Procurement Code.

County may consider conditional proposals that do not conform to or that request exceptions to the published solicitation and amendments as non-responsive and County may not evaluate them.

6. EVALUATION & AWARD CRITERIA:

6.1. Evaluation: Pima County CWD Review Committee will evaluate proposals to determine which are most advantageous to County considering alignment with the purpose, scope and allowable activities of the grant, evaluation criteria stated in the solicitation, minimum qualifications, and other factors. Proposer must certify that they possess the qualifications specified in **Attachment 2: Minimum Qualifications Verification Form (2 pages)** and provide the information and/or supporting documentation stipulated by these Minimum Qualifications to substantiate meeting the qualification's and for the County to determine *responsibility*.

Pima County will evaluate proposals that are ***Responsive and Responsible*** as defined by the Minimum Qualifications. County will evaluate proposals according to the evaluation criteria set forth below. The evaluation panel will use the evaluation criteria when scoring the Proposer's answers to the questions contained **in Attachment 3: Questionnaire Form (2 pages)**. Proposer should respond in the form of a thorough narrative to each specification as guided by the solicitation. The evaluation panel will evaluate the narratives along with required supporting materials and award points accordingly.

6.2 Evaluation Criteria: The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria, unless otherwise indicated:

<u>Criteria</u>	<u>Criteria Detail</u>	<u>Criteria Maximum Points</u>
A. Budget	<p>Areas to be evaluated include reasonableness and thoroughness of budget, and</p> <p>Cost-effectiveness considering the number of participant placements, level of staffing and other operational considerations.</p> <p>(See Attachment 3)</p>	10
B. Experience and Credentials	<p>Proposers should describe:</p> <p>Organizational history and experience operating programs for youth with barriers to employment, including educational deficits, homelessness, justice system involvement, trauma, etc.</p> <p>Experience with youth employment and knowledge of labor standards, child labor law, worksite monitoring, supervisor training, youth payroll management, and provision of accident insurance for subsidized workers.</p> <p>Past performance on comparable programs, citing the numbers and percentages of participants placed into unsubsidized employment.</p> <p>Credentials and experience of key personnel who will work directly with youth, level of detail of their job descriptions and pay levels of these key direct-service personnel.</p> <p>Points will be based on Proposer's responses to the questions as guided by the Questionnaire (Attachment 3).</p>	35
C. Proposed program design, innovation, alignment and projected performance	<p>Proposers should provide a thorough description of the proposed design for a youth work experience program that will meet the goals and intent of the WIOA Youth program and result in measurable skill gains, entry into unsubsidized employment in industries that are targeted by the Pima County WIB, and entry into post-secondary education and training in occupational fields targeted by the Pima County WIB.</p> <p>Factors considered for this score may include:</p> <p>Use of innovative, promising, and evidence-based practices for engaging out of school youth, employers, parents, peers and others;</p> <p>Quality of partnerships – documented by letters of commitment – with employers in targeted industry sectors or occupational areas;</p> <p>Quality of work experiences to be provided, and level of detail in which they are described;</p> <p>Explain how the program will connect employability skills, academic and occupational learning;</p> <p>Quality and availability of leadership development opportunities;</p> <p>Management tools proposed to support participants, maximize safety, compliance, efficiency, learning, career awareness, and skill gains.</p> <p>Proposed performance for youth retention, completion, entry into unsubsidized employment, entry into post-secondary education, and attainment of measurable skills.</p> <p>Points will be based on the quality and thoroughness of the methods and/or programs proposed in response to the Questionnaire (Attachment 3).</p>	50
D. Sustainability	<p>Proposers should indicate their operating practices and materials handling directed at using less, recycling, and minimizing overall impact on the environment.</p> <p>County will base points for sustainability philosophy and practices documented in Attachment 3 - Questionnaire.</p>	5

	Total Points	100
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6.3 Evaluation Discussions/Clarifications of Proposals: The County may conduct discussions with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements and to clarify the Proposal and Agreement details provided that they do not substantially change the intent of the solicitation.

County reserves the right to request additional information and/or clarification. Any clarification of a proposal shall be in writing.

6.4. Best and Final Offer: In the event that County holds discussions and requests clarifications, County will issue a written request for best and final proposals. The request will set forth the date, time, and place for the submission of best and final proposals. If Proposers fail to respond to the request for best and final proposal or fail to submit a notice of withdrawal, County will consider their immediate previous proposal as their best and final proposal.

6.5. Award Criteria: If County makes an award, County will enter into the Professional Services Contract with one or more Subrecipient(s) that submitted the highest scoring proposal(s) which County determines to be responsible and responsive for providing the required goods or services. County will enter into agreements by executing and transmitting a Contract ("CT") document and executed Professional Services contract that incorporates the Proposal by reference.

County, at its sole discretion, reserves the following rights: 1) to waive informalities in the bid or bid procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with County or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in County Code Section 11.32; 3) to reject any and all responses; 4) to re-advertise for bids previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply; 7) to increase or decrease the item quantity or eliminate any item of this solicitation prior to the award. Pricing evaluations will be based on pretax pricing proposed by Subrecipient.

6.6. Recommendation for Award: If County makes an award it will be to the responsible and responsive Proposer(s) whose proposals County determines to be the most advantageous taking into consideration the evaluation criteria, discussions, and Best and Final Offers in this Solicitation.

7. AWARD AUTHORITY:

Either the Procurement Director or the Board of Supervisors will make the contract award in accordance with the Pima County Procurement Code.

8. AWARD NOTICE:

County will post a *Notice of Recommendation for Award* (NORFA) for this solicitation on the [Pima County CWD](#) website available for review by interested parties. Community & Workforce Development will maintain a tabulation of the bids or ranking of proposals. County will not provide results of this procurement in response to telephone inquiries.

9. COMPLIANCE WITH AGREEMENT:

County will execute a WIOA Youth Subrecipient Grant Agreement with successful Awardee(s). Proposer agrees to comply with all applicable laws, regulations and guidance, including the WIOA, WIOA Youth program regulations at 20 CFR Part 664, and Federal grant regulations at 2 CFR 200. see Exhibit A for Grant Conditions (1 page).

10. Period of Performance: Period of Performance is for 12 months, renewable for up to four additional 12-month periods, and is anticipated to begin on January 1, 2022.

11. Compensation and Payment: Subrecipients awarded through this solicitation will be reimbursed for costs incurred during the period of performance in accordance with their budget, once a budget has been finalized, approved as part of a fully-executed subrecipient agreement. Cost principles in 2 CFR part 200, Subpart E will be used to determine whether an incurred cost will be reimbursed under this Agreement. Subrecipient must reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty days following demand for reimbursement by County.

12. **PROTESTS**: An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award.

END OF INSTRUCTIONS TO PROPOSER

ATTACHMENT 1: PROPOSAL CERTIFICATION FORM (1 PAGE)

BUSINESS LEGAL NAME: _____

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

REMIT TO ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON NAME/TITLE: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON EMAIL ADDRESS: _____

EMAIL ADDRESS FOR ORDERS & CONTRACTS: _____

CORPORATE HEADQUARTERS ADDRESS: _____

WEBSITE: _____

INSURANCE CERTIFICATE documents will be required from the winning Proposer(s) within two (2) business days after the Notice of Recommendation for Award is posted on the Procurement website.

By signing and submitting proposal documents, the undersigned certifies that they are legally authorized to represent and bind Subrecipient to legal agreements, that all information submitted is accurate and complete, that Subrecipient has reviewed the Pima County Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Subrecipient is qualified and willing to provide the items requested, and that Subrecipient will comply with all requirements of the solicitation.

Conditional offers that modify the solicitation requirements may be deemed non-responsive and County may not evaluate them. Subrecipient's signature below constitutes a firm offer and upon the execution of the Professional Services Contract issued by the Pima County Procurement Director or authorized designee will form a binding contract that will require Subrecipient to provide the goods or services described in this solicitation. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, specifications that the solicitation defines or references, which includes *Instructions to Proposers*, the sample Professional Services Contract, and related attachments or exhibits.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME & TITLE OF AUTHORIZED SUBRECIPIENT REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: _____

ATTACHMENT 2: MINIMUM QUALIFICATIONS VERIFICATION FORM (2 PAGES)**PROPOSER'S NAME:** _____

In order for County to evaluate and consider proposals for award, they must be **Responsive and Responsible**. **"Responsive"** means that the submitted proposal documents conform in all material respects to the requirements in the solicitation. **"Responsible"** means that Applicants document and substantiate their capability to fully perform all requirements of the solicitation. Factors include and may not be limited to experience, integrity, perseverance, reliability, capacity, facilities, equipment, credit and any other matter necessary to provide the performance that the solicitation requires.

Proposer must certify that they possess the minimum qualifications contained herein. Proposer must provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for County to reject the Applicant's proposal as **Non-Responsive and/or Non-Responsible**.

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications.

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE (MUST SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Subrecipient must have a minimum of three (3) years, including the current year, of providing Worksite placement experience.	Yes / No	Copy of Business License
2	Subrecipient certifies that any and all employees and/or volunteers, assigned to this Pima County contract, have and will maintain current and active IVP fingerprint clearance cards issued through the AZDPS.	Yes / No	<i>County reserves the right to request copies of cards for assigned staff at any time without notice</i>
3	<p>Subrecipient certifies that to its knowledge and belief, that it and its principals:</p> <ul style="list-style-type: none"> • Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency • Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the following offenses: fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. <p>Subrecipient must have and maintain an active registration with System for Award Management (SAM). Website: https://sam.gov</p>	Yes / No	<p>SAM Entity ID: _____</p> <p>Expiration Date: _____</p>

4	Subrecipient must have a current, active Data Universal Numbering System (D-U-N-S®) number for the purpose of receiving payment funded by federal monies. Website: https://importregistration.dnb.com/	Yes / No	Current D-U-N-S® number: <hr/> Expiration Date: <hr/>
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SIGNATURE: _____ DATE: _____

PRINTED NAME & TITLE OF AUTHORIZED SUBRECIPIENT REPRESENTATIVE EXECUTING OFFER

ATTACHMENT 3: QUESTIONNAIRE (2 PAGES)**PROPOSER'S NAME:** _____

The evaluation committee will assign points to each answer submitted on the basis of the following evaluation criteria unless otherwise indicated.

A. Budget: (0 to 10 points)

1. Budget for program delivery, business outreach and job placement for up to 150 Youth referrals, including all related operating costs.

Proposer must provide a detailed justification of budgeted costs for personnel, fringe benefits, travel, supplies, communication costs, participant wages, fringe and direct supplies for participants. Capital equipment and construction are not allowable costs. Indirect costs are allowable up to 10% of total non-participant costs, or at the federally negotiated rate indicated in the proposer's NICRA.

B. Experience and Credentials (0 to 35 points)

Proposer must provide a narrative that addresses the criteria in 6.2(B) including:

1. How many years does the organization have providing worksite placement services?
2. How many years does the organization have operating programs for with youth with the barriers to employment, including educational deficits, homelessness, justice system involvement, trauma, etc.?
3. Experience with youth employment and knowledge of labor standards, child labor law, worksite monitoring, supervisor training, youth payroll management, and provision of accident insurance for subsidized workers.
4. Past performance on comparable programs, citing the numbers and percentages of participants placed into unsubsidized employment.
5. Describe the qualifications, credentials and experience of key personnel who will work directly with youth, provide job descriptions and pay levels of these key direct-service personnel.
6. Describe your organization's experience and knowledge working with Workforce Innovative Opportunity Act (WIOA) and Work Experience (WEX).

C. Methodology: (0 to 50 points) Proposer must provide a narrative that addresses the criteria in 6.2(C) including:

1. Describe your program's innovative approach to administering WEX program placement in the targeted, in-demand industries and occupations.
 1. Describe any promising, and/or evidence-based practices for engaging out of school youth, employers, parents, peers and others;
 2. Describe partnerships with employers, industry groups, service providers and others, the value added by each partner and the roles played by each partner.
 3. Describe how your program will identify in-demand occupations. Will the program focus on specific in-demand occupations?
 4. How will your organization conduct outreach to industry and employers?
 5. Describe the work experiences to be provided, the tasks youth will perform, and the skills, knowledge, and abilities they will gain.
 6. How will the program support participant youth in their work experience through work adjustment or other transition activities?
 7. Describe the management tools proposed to maximize safety, compliance, efficiency, learning, career awareness, and skill gains.
 8. Provide a sample Worksite Agreement that commits employer to adhere to laws, policies and safety guidelines.
 9. Provide a sample of written job descriptions for a position to be filled by a participant.
 10. Describe how your WEX program will align with the County's individual service strategy for each participating youth.
 11. Describe how your WEX program will align with the County's individual service strategy for each participating youth.

12. Will your program have minimum requirements or qualifications for placement and if so, what will those requirements be? How will your program deal with youth who do not meet placement requirements?
13. How will the program provide linkages between academic and occupational learning, and employment preparation like employability skills or generic workplace skills?
14. What types of leadership development opportunities will this program offer? Examples of leadership development opportunities could include: exposure to postsecondary educational opportunities; community service projects; tutoring and mentoring; a variety of team work, life skills, and decision-making training, etc. What innovative methods will the program use to support and retain participant youth with barriers to education and/or employment, especially participants with multiple barriers or with barriers which have been hard to overcome in the past such as extreme unfamiliarity with professional worksites?
15. What are the program's intended goals and outcomes as they relate to participant youth? Proposer must provide proposed performance for the following indicators:
 - i. Number of work experience positions to be developed for Pima County referrals _____
 - ii. Percentage of Pima County referred youth placed into work experience positions _____
 - iii. Number of youth retained ____ days _____
 - iv. Number of youth completing work experience program of at least ____ hours _____
 - v. Number of youth entering unsubsidized employment within 90 days of completion _____
 - vi. Number of youth entering post-secondary education within 90 days of completion _____
 - vii. Number of youth increasing their skills as measured by objective pre and post assessments.

D. Sustainability: (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources. Place a check mark ✓ in each applicable box.

- Waste prevention/reduction or material recycling/reuse?
- Alternative energy/fuels (such as solar/wind energy, bio-diesel, alternative fuels, hybrid vehicles) in your program's preparation, transportation, and demonstration?
- Environmentally preferable materials (such as recycled materials; locally produced/manufactured products)?
- Sustainable practices that lessen impact on non-renewable resources and global climate change (such as reduction in water/energy/paper use, minimization of hazardous materials; use of compressed/flexible work schedules)?
- Other practices which coincide with the County's definition of sustainable practices (such as alternative modes of transportation; transportation minimization; life-cycle costs; product/packaging "take back" practices; preference to firms located within Pima County)?

SIGNATURE: _____

DATE: _____

PRINTED NAME & TITLE OF AUTHORIZED SUBRECIPIENT REPRESENTATIVE EXECUTING OFFER

Exhibit A: Grant Conditions (1 page)

1. LAWS AND REGULATIONS

- 1.1. Compliance with Laws; Changes. Subrecipient will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Agreement. Any changes in the governing laws, rules, and regulations during the terms of this Agreement will apply, but do not require an amendment.
- 1.2. Licensing. Subrecipient warrants that it is appropriately licensed to provide the services under this Agreement and that its sub-subrecipients will be appropriately licensed.
- 1.3. Choice of Law; Venue. The laws and regulations of the State of Arizona will govern the rights of the parties, the performance of this Agreement, and any disputes hereunder. Any action relating to this Agreement must be brought in a court of the State of Arizona in Pima County.
- 1.4. Use of Funds. Subrecipient warrants that funds provided for personnel employed in the administration of the activities funded under this Agreement will not be used for:
 - 1.4.1. Political activities;
 - 1.4.2. Inherently religious activities;
 - 1.4.3. Lobbying;
 - 1.4.4. Political patronage; or
 - 1.4.5. Nepotism activities.
- 1.5. Compliance with Federal Law, Rules and Regulations. Subrecipient will comply with the applicable provisions of:
 - 1.5.1. Arizona Department of Economic Security Special Terms and Conditions;
 - 1.5.2. Davis-Bacon Act (Pub. L.107-217), (40 U.S.C. §§ 276a to 276a-7) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5) as amended;
 - 1.5.3. Copeland Anti-Kick Back Act (18 USC § 874 *et seq.*);
 - 1.5.4. Arizona Address Confidentiality Program (A.R.S. § 41-161 *et seq.*);
 - 1.5.5. Fingerprinting, certification, and criminal background checks including, but not limited to the applicable provisions of: A.R.S. §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141;
 - 1.5.6. Clean Air and Clean Water Act (42 U.S.C.1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368) Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15);
 - 1.5.7. Child Labor Laws (A.R.S. §23-230 *et seq.*;
 - 1.5.8. Debarment and Suspension (2 CFR Part 180, 2 CFR § 200.214, Executive Orders 12549 & 12689);
 - 1.5.9. Drug-Free Workplace (2 CFR Part 2429);
 - 1.5.10. Environmental Tobacco Smoke (Pub. L. 103-227, Part C);
 - 1.5.11. Workforce Innovation and Opportunity Act, Pub.L.113-128; and
 - 1.5.12. All rules and regulations applicable to the Acts set forth above.
- 1.6. Cooperation. Subrecipient will fully cooperate with County, ADES, U.S. Department of Labor, and any other federal agency in the review and determination of compliance with the above provisions.

End of Exhibit C: Grant Conditions

Exhibit B – Living Wage Certificate & Policy (4 Pages)

Living Wage Requirement

In bid preparation, Subrecipients will need to consider the possibility of increased administrative costs. The following is a brief description of key Living Wage reporting requirements. These are not limited to but include:

One time reports: *Due at the beginning term of each contract/renewal*

- Payroll calendar
- Certificate of Living Wage Payments Form
- Master Listing of employees eligible to work on Pima County jobs
- Listing of Sub-subrecipients to be used (if applicable)

Staffing Plans, Including Sub-subrecipients (work schedules): Due ***prior*** to work performed to enable the Compliance Officer to rate check and interview employees (*If there is not sufficient time prior to performing work, then a plan must be submitted as soon as possible after work is performed*)

- Name of employee(s) who will be working
- Where work is performed
- Approximate time-frame work will be performed
- Total approximate hours to be worked
- Revised plan IF any information changed from the original staffing plan

Payroll Reports: *Must be provided to the Compliance Officer 7 days after EVERY pay period*

- Statement of Compliance
- Payroll Summary Reports:
 - *Name of all employees on a Pima County job*
 - *Total hours worked/rate of pay/gross pay/paycheck number*
 - *Support documentation for this information*
 - *Signed "Statement of Compliance" even if no payroll performed*

Subcontracted Labor (if applicable): Required packets are to be submitted to Pima County's Compliance Officer as soon as the Sub-subrecipient is issued payment. This includes:

- A letter signed by sub-subrecipient indicating that laborers associated with the work billed on their attached invoice were paid at or above the Living Wage required rate
- The check # and date which this invoice was paid should be noted
- Attach the appropriate staffing plans (work schedules) of the sub-subrecipient to this invoice. The sub-subrecipient employee payroll check# needs to be noted beside their employee (s) name

Chapter 11.38 - PIMA COUNTY LIVING WAGE

Sections:

11.38.010 - Conditions for use.

Employees of subrecipients entering into eligible contracts with Pima County for covered services shall be paid a living wage by said subrecipients for the hours expended providing services to the county as provided in this chapter.

(Ord. 2002-1 § 1 (part), 2002)

11.38.020 - Eligible contract.

An eligible contract shall be a contract awarded by the county having an estimated cost in excess of the bid threshold, the aggregate dollar amount, provided for in ARS §§ 11-254.01 and 41-2535 for covered services except for the following:

- A. Contracts under which federal or state regulations preclude the applicability of a living wage;
- B. Contracts involving programs where the county shares management authority with other jurisdictions, and intergovernmental and cooperative agreements
- C. Contracts impacted by bond covenants, grant restrictions, governmental regulations; and
- D. Contracts for job training and youth or summer employment programs.

(Ord. 2003-36 § 1, 2003; Ord. 2002-1 § 1 (part), 2002)

11.38.030 - Covered services.

Covered services are:

- A. Facility and building maintenance
- B. Refuse collection and recycling
- C. Temporary employee services
- D. Janitorial and custodial
- E. Landscape maintenance and weed control
- F. Pest control
- G. Security
- H. Moving services

(Ord. 2003-36 § 1, 2003; Ord. 2002-1 § 1 (part), 2002)

11.38.040 - Eligible employee.

Any person employed by a subrecipient holding an eligible contract with the county who:

- A. Is not a person who provides volunteer services that are uncompensated except for reimbursement of expenses such as meals, parking, or transportation.
- B. Expend chargeable time providing services to the county and on county property; and
- C. Is at least sixteen (16) years of age.

(Ord. 2002-1 § 1 (part), 2002)

11.38.050 - Wages.

- A. Eligible employees shall receive a wage of not less than nine dollars (\$9.00) per hour.
- B. This rate shall be automatically adjusted each successive year based upon Consumer Price Index, Western Region.
- C. If the contract is subject to a prevailing wage requirement or union agreement, the higher wage shall apply.
- D. A subrecipient may request that it be allowed to pay its eligible employees a wage of no less than eight dollars (\$8.00) per hour if the subrecipient provides health benefits with a monthly value at least as high as the difference between a monthly wage based on nine dollars (\$9.00) per hour and the requested monthly wage of no less than eight dollars (\$8.00) per hour. Proof of said benefits shall be provided at the time of bid or proposal submission, or, as the county may require, in accordance with notification by the county of its intent to award a contract.

(Ord. 2002-1 § 1 (part), 2002)

11.38.060 - Compliance.

The county procurement director shall monitor compliance, including the investigation of claimed violations, and promulgate administrative rules and regulations to implement and enforce this article. In the event of any violation of the provisions set forth in this chapter, the subrecipient and any sub-subrecipient responsible therefor shall be liable for the unpaid wages and shall pay the eligible employee any amounts underpaid. The provisions in eligible contracts may allow any one or more of the following remedies in the event of a written determination of a noncompliance:

- A. A penalty imposed by the county in the amount of \$50.00 for each incidence of a noncompliance for each day of noncompliance and/or each day it continues.
- B. Suspension of further payments on the contract until the violation has ceased.
- C. Suspension and/or termination of the contract for cause.
- D. Debar or suspend the subrecipient or sub-subrecipient from future county contracts pursuant to Chapter 11.28.

Protests or appeals of the remedies for noncompliance shall be handled under Chapter 11.20.

(Ord. 2002-1 § 1 (part), 2002)

11.38.070 - Records.

- A. The subrecipient or sub-subrecipient shall make its records available for inspection, copying, or transcription by authorized representatives of the county procurement department, and shall permit such representatives to interview employees during working hours on the job. If the subrecipient or sub-subrecipient fails to submit the required records or make them available, the county procurement director may, after written notice to the subrecipient, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to Chapter 11.28.
- B. Payrolls and basic records relating thereto shall be maintained by the subrecipient during the course of the work and preserved for a period for three years thereafter for all eligible employees. Such records shall contain the name, address, and social security number of each eligible employee, his or her correct classification, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- C. The subrecipient shall submit a payroll record for all eligible employees to the procurement director within seven days from the end of the payroll period. The payrolls submitted shall set out accurately and completely all the information required to be maintained under subparagraph (b) of this section.

(Ord. 2002-1 § 1 (part), 2002)

11.38.080 - Reporting.

On or about December 1, 2002, and every year thereafter, the county procurement director shall file an annual report on compliance with the county administrator and the board of supervisors.

(Ord. 2002-1 § 1 (part), 2002)

CERTIFICATION OF LIVING WAGE PAYMENT
EFFECTIVE UPON SIGNED 2021 OFFER AGREEMENT

This firm certifies that it will meet all specifications, terms, and conditions contained in the Living Wage Contract Ordinance;
AND that if labor is subcontracted, sub-subrecipients will be held to the exact terms that are required of this firm.

Yes _____ No _____ If no, you must explain all deviations in writing.

Company Name: _____

Description of Services: _____

Job Location: _____

(PLEASE CHECK ALL THAT APPLY)

I do hereby agree to pay all eligible employees working on the above listed contract at least thirteen dollars and thirty-three cents (\$13.33) per hour.

AND/OR

I do hereby agree to pay all eligible employees working on the above contract a wage of no less than twelve dollars and fifteen cents (\$12.15) per hour **and** provide health benefits with a monthly value at least as high as the difference between a monthly wage based on thirteen dollars and thirty-three cents (\$13.33) per hour and the requested monthly wage if no less than twelve dollars and fifteen cents (\$12.15) per hour. In essence, the **employer paid portion** of benefits must have a *monthly* value of two-hundred four dollars and fifty-three cents (\$204.53). This equals the one dollar and eighteen cents (\$1.18) per hour difference.

Providers Name: _____

Address: _____

Phone: _____ Fax: _____

Plan or Program Number: _____ Type of Benefit: _____

Total premium paid per month: _____

Amount paid by employee: _____

(Attach pages if needed for additional providers)

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME

TITLE OF AUTHORIZED