



Public Notice Ad

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

Solicitation Number: SGP-CWD-OJT-2021-06

Solicitation Title: On-the-Job Training Program Administrator

Solicitation Release Date: Friday, October 8, 2021 at 8:00 A.M. LOCAL, TUCSON, AZ TIME

Solicitation Minimum Qualification Deadline: Friday, October 22, 2021 at or before 11:59 P.M. LOCAL, TUCSON AZ TIME

Solicitation Closing/Due Date: Friday November 5, 2021 at or before 11:59 P.M. LOCAL, TUCSON

Submit Proposal Online: Using ZoomGrants™ by Friday, November 5, 2021 at or before 11:59 P.M. LOCAL, TUCSON at <https://www.zoomgrants.com/gprop.asp?donorid=2163&limited=3708>

SOLICITATION: The Workforce Innovation and Opportunity Act (WIOA) Title 1-B provides grant funding to Pima County for eligible Adults, Dislocated Workers (DW) and Youth to participate in special employment experiences that are subsidized under WIOA and are known as On-the-Job Training (OJT).

OJT is a training opportunity for eligible participants to receive training directly from an employer and gain measurable skills needed for long term employment. ARIZONA@WORK Pima County One Stop (LWDA) utilizes a competitive process to select a subrecipient partner to work as part of the Business Services team to identify employers interested in using the OJT to recruit and train talent for their companies. Trainees are referred from the County WIOA Adult, DW and Youth caseload. Employers hire the trainee onto their payroll and are reimbursed up to an agreed-upon portion of up to 50% of the wages they pay to the trainee. Employers must commit to retaining the trainee, once the trainee has successfully completed the training period. Subrecipient agencies are required to develop OJT policies and procedures and submit them to Pima County Community & Workforce Development (CWD) for review and approval within 60 days of award. Subrecipients must follow the OJT policy and adhere to all WIOA regulations. Please see [eCFR :: 20 CFR 680.700](#) and [TEGL 19-16](#) for more information:

OJT is provided to eligible WIOA participants under a contract with an employer or sponsor who is reimbursed a percentage of the wage rate of the participant being trained while the participant is engaged in productive work.

Prior to referral to the subrecipient, each WIOA participant will receive core and career services from the County One Stop:

Each participant will receive an introduction session to include an overview of all services provided by the Pima County One Stop. Each participant will receive an intake to determine eligibility for intensive services, and be assigned to a Workforce Development Specialist (WDS). A Test for Adult Basic Education (TABE) will be administered to assess academic aptitude. Participants will also attend an employability skills workshop that will include career interest assessment, resume preparation, interviewing skills, etc. Each participant will attend an initial appointment with their assigned WDS and work with their assigned WDS on an ongoing basis to discuss employment and training options, assess barriers to training and employment, provide services to assist in removing barriers to training and employment if necessary, receive guidance and develop their Individual Career Plan (ICP).

Under WIOA Title I-B Adult and DW programs, OJT is categorized as training. Under WIOA Title I-B youth program, OJT is categorized as a Work Experience (WEX) program element. OJTs are authorized in combination with Job Readiness Training, and Adult Education, and included in Registered Apprenticeship (RA) training that is based on an approved set of National Guidelines for Apprenticeship Standards and developed by a national committee or organization. OJT must

align with the participant's identified career pathway that is on the Individualized Career Plan (ICP) or Individual Service Strategy (ISS).

Subrecipient(s) selected through this solicitation must:

- 1.1. Follow WIOA guidelines in writing OJT Worksite Agreements. Sample: [Worksite Agreement Guidelines](#)
- 1.2. Require from employer a pre-assessment of OJT participant's job-related skills before participant begins OJT assignment, or on the first day of OJT assignment, measuring OJT participant's, level of mastery, of job related tasks/duties.
- 1.3. Monitor OJT work sites and activities at least weekly to ensure quality of training, conformance with applicable labor laws and safety standards, and alignment with WIOA requirements and goals.
- 1.4. At or towards the end of OJT assignment, require from employer a post-assessment, measuring level of ability, mastery, of the same job-related duties/tasks as the pre-assessment. This assessment, or a copy of it, is to be given to the participant's WIOA Workforce Development Specialist (WDS) before or at the time of completion of the participant's OJT assignment. A post-assessment indicating satisfactory progress, as defined by employer (or an employee appointed by the employer) will be utilized by OJT participant's WDS to satisfy the Measurable Skill Gains (MSG) WIOA performance measure.

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 OJT to job seekers in compliance with all specifications and requirements contained in this Solicitation for Grant 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.

Proposal Timeline

- Friday, Oct. 8, 2021**
8:00 A.M. Solicitation Release Date
- Thursday, Oct. 14, 2021**
at 10:00 AM-11:00 AM Technical Assistance Session
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)
[+1 213-279-1657,,725368311#](#) United States, Los Angeles
Phone Conference ID: 725 368 311#
[Find a local number](#) | [Reset PIN](#)
- Friday, Oct. 22, 2021**
at or before 11:59 PM Minimum Qualifications Due
Submit online through [ZoomGrants™](#).
- Friday, November 5 ,**
2021 at or before 11:59
P.M. Proposals Submitted online through [ZoomGrants™](#).
- Wednesday, November**
10, 2021 by 5:00 PM Review Committee Scorers Due
- Friday, November 15,**
2021- Friday, November
19, 2021 Protest Period