



## 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/qprop.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](mailto: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](mailto: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**

- 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

## **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/gprop.asp?donorid=2163&limited=3708> there is a Minimum Qualifications (MQ) Due. MQ MUST be completed before the Proposer(s) can move onto the Application process by **Friday, October 22, 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, November 5, 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> |
|--|---|--------------------------------|
| <b>A. Budget</b>   | <p>Areas to be evaluated include reasonableness and thoroughness of budget, and Cost-effectiveness considering the number of participant placements, level of staffing and other operational considerations.</p> <p>Cost Reimbursement Plan<br/>(See Attachment 3 Questionnaire.)</p>   | 10                             |
| <b>B. Experience and Credentials</b>   | <p>Proposers should describe:<br/>Organizational history and experience operating programs for job seekers with barriers to employment, including educational deficits, homelessness, justice system involvement, trauma, etc.<br/>Experience with employment and knowledge of labor standards, labor laws, worksite monitoring, supervisor training, payroll management, and provision of accident insurance for subsidized workers.<br/>Knowledge of 2 CFR200 Uniform OMB Guidance Rules and Regulations<br/>Past performance on comparable programs, citing the numbers and percentages of participants placed into unsubsidized employment.</p> <p>Points will be based on Proposer's responses to the questions as guided by the Questionnaire (Attachment 3).</p>   | 35                             |
| <b>C. Methodology Proposed program design, innovation, alignment and projected performance</b> | <p>Proposers should provide a thorough description of the proposed design for a On-the-Job Training (OJT) program that will meet the goals and intent of the WIOA program and result in measurable skill gains, entry into unsubsidized employment in industries.<br/>Factors considered for this score may include:<br/>Use of innovative, promising, and evidence-based practices for OJT in-demand industries and occupations;<br/>Quality of partnerships – documented by letters of commitment – with employers in targeted industry sectors or occupational areas;</p> <p>Proposed performance for OJT Business outreach to secure worksite locations and agreements, obtain job description and associated training curriculum. Develop a pre and post assessment for which to measure participant progress and skill attainment.</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                             |
| <b>D. Sustainability</b>   | <p>Proposers should indicate their operating practices and materials handling directed at using less, recycling, and minimizing overall impact on the environment.<br/>County will base points for sustainability philosophy and practices documented in Attachment 3 - Questionnaire.</p>  | 5                              |
| <b>Total Points</b>  |   | 100                            |

**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 a **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 Subrecipient Grant Agreement with successful Awardee(s). Proposer agrees to comply with all applicable laws, regulations and guidance, including the WIOA, WIOA Youth, Adult, Dislocated Workers (DW) program regulations in 20 CFR Part 664, and Federal grant regulations in 2 CFR 200 and see Exhibit A: 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.

**END OF INSTRUCTIONS TO PROPOSERS**

**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 On the Job Training.   | 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"> <li>• Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency</li> <li>• 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.</li> </ul> <p>Subrecipient must have and maintain an active registration with System for Award Management (SAM).<br/>Website: <a href="https://sam.gov">https://sam.gov</a></p> | Yes / No                     | <p>SAM Entity ID:<br/>_____</p> <p>Expiration Date:<br/>_____</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.<br>Website: <a href="https://importregistration.dnb.com/">https://importregistration.dnb.com/</a> | Yes / No | Current D-U-N-S®<br>number:<br><hr/> Expiration Date:<br><hr/> |
|---|---|----------|--|

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**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 50 participants, 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 job seekers with the barriers to employment, including educational deficits, homelessness, justice system involvement, trauma, etc.?
3. Experience and knowledge of labor standards, child labor law, worksite monitoring, supervisor training, payroll management, and provision of accident (liability) 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 businesses and participants, 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 On-the-Job Training (OJT).
7. How does the finance department handle these transactions?
8. What is the agency's ability to make payments in advance of a reimbursement from County?
9. OJTs are detailed transactions subject to many rules and regulations. What safeguards – both financial and programmatic – does the agency institute to ensure the integrity of the OJT process from initiation to final payment?

**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 On-the-Job Training (OJT) program placement in the targeted, in-demand industries and occupations.
2. Describe any promising, and/or evidence-based practices for engaging businesses to participate in an OJT program
3. How will your organization conduct outreach to industry and employers?
4. Describe partnerships with employers, industry groups, service providers and others, the value added by each partner and the roles played by each partner.
5. Describe how your program will identify in-demand occupations. Will the program focus on specific in-demand occupations?
6. How will the program support participants in their OJT 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 OJT contract that commits employer to adhere to laws, policies and safety guidelines.

- 9. What are the program’s intended goals and outcomes as they relate to participants? Proposer must provide proposed performance for the following indicators:
  - i. Number of with OJT positions to be developed for Pima County referrals \_\_\_\_\_
  - ii. Percentage of Pima County referred participants placed into OJT positions \_\_\_\_\_
  - iii. Number of participants completing OJT program \_\_\_\_\_
  - iv. Number of participants entering unsubsidized employment with OJT employer upon completion of OJT \_\_\_\_\_
  - v. Number of participants 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 A: Grant Conditions**