State of Hawaii
Department of Labor and Industrial Relations
Workforce Development Division

Request for Proposals

RFP No. LBR 111-06(OACSEP)

Part-Time Community Service Training Opportunities for Older Workers

October 25, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 25, 2006

REQUEST FOR PROPOSALS

PART-TIME COMMUNITY SERVICE TRAINING OPPORTUNITIES FOR OLDER WORKERS

RFP No. LBR 111-06(0ACSEP)

The Department of Labor and Industrial Relations, Workforce Development Division, is requesting proposals from qualified applicants to operate Older Americans Community Service Employment Programs (OACSEP) subprojects which will foster and promote useful part-time opportunities in community service activities for unemployed, low-income persons fifty-five years of age or older with poor employment prospects. Participation in the OACSEP also serves to promote individual economic self-sufficiency through the benefits of unsubsidized employment. Program services shall include, but are not limited to: eligibility determination, orientation, assessment, counseling, case management, development of community service assignments, training, job search/job placement assistance and follow-up services. The initial contract term will be from July 1, 2007 to June 30, 2008. Subject to the continuing availability of federal funds and the satisfactory performance of the contractor, three additional twelve month contracts may be issued beginning July 1, 2008. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 31, 2007, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on January 31, 2007, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. **There are no exceptions to this requirement.**

The Department of Labor and Industrial Relations, Workforce Development Division will conduct an orientation session on Tuesday, November 28, 2006 from 1:30 p.m. to 4:00 p.m. HST, at 830 Punchbowl Street, Room 314, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on Thursday, November 29, 2006. All written questions will receive a written response from the State on or about December 7, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Yvonne Chong at 830 Punchbowl Street, Room 329, Honolulu, Hawaii 96813, telephone: (808) 586-9262, fax: (808) 586-8822, e-mail: ychong@dlir.state.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 31, 2007 and received by the state purchasing agency no later than 10 days from the submittal deadline**.

All Mail-ins

Department of Labor and Industrial Relations
Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813

DLIR RFP COORDINATOR

Yvonne Chong
For further info. or inquiries
Phone: 586-9262
Fax: 586-8822

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), January 31, 2007.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., January 31, 2007.

Drop-off Sites

Oahu:
Department of Labor and Industrial Relations
Workforce Development Division
Princess Ruth Keelikolani Building
830 Punchbowl Street, Room 329
Honolulu, Hawaii

East Hawaii:
Department of Labor and Industrial Relations
Workforce Development Division
Big Island Workplace Connection-Hilo
1990 Kinoole Street
Hilo, Hawaii

West Hawaii:
Department of Labor and Industrial Relations
Workforce Development Division
Big Island Workplace Connection-Kona
74-5565 Luhia Street
Building C, Bay 4
Kona, Hawaii

Maui:
Department of Labor and Industrial Relations
Workforce Development Division
WorkSource Maui
2064 Wells Street, Suite 108
Wailuku, HI

Kauai:
Department of Labor and Industrial Relations
Workforce Development Division
Kauai Workwise!
3100 Kuhio Highway, Suite C-9
Lihue, Hawaii

RFP Table of Contents

Section 1 Administrative Overview

Section 2 - Service Specifications

Section 3 - Proposal Application Instructions

Section 4 – Proposal Evaluation

Section 5 – Attachments

Section 1

Administrative Overview

Section 1
Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	10/25/2006
Distribution of RFP	10/25/2006
RFP orientation session	11/28/2006
Closing date for submission of written questions for written responses	11/29/2006
State purchasing agency's response to applicants' written questions	12/07/2006
Discussions with applicant prior to proposal submittal deadline (optional)	Nov 2006 to Jan 2007
Proposal submittal deadline	01/31/2007
Discussions with applicant after proposal submittal deadline (optional)	Feb-April 2007
Final revised proposals (optional)	Feb-March 2007
Proposal evaluation period	Feb-April 2007
Provider selection	Late April 2007
Notice of statement of findings and decision	Early 5/2007
Contract start date	07/01/2007

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS…"
2	RFP website	"Health and Human Services, Ch. 103F…" and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F…" "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://www.hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://www.capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://www.hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**www.hawaii.gov/campaign**

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments **--**Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Labor and Industrial Relations
Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813
Phone (808) 586-9262 Fax: (808) 586-8822

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	**November 28, 2006**	**Time:**	**1:30-4:00 p.m.**
Location:	Princess Ruth Keelikolani Building 830 Punchbowl Street Room 314 Honolulu, Hawaii		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.
Deadline for submission of written questions:
Date: **November 29, 2006** **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by**:**
Date: **On or about December 7, 2006**

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.

2. **Proposal Application Checklist –** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents -** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A) -** Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.**)**

5. **Tax Clearance –** A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

B. **Program Specific Requirements -** Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals -** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. **Wages and Labor Law Compliance -** Before a provider enters into a service contract in excess of $25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained form the Hawaii State Legislature website. (See paragraph II, Website Reference.)

E. **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

F. **Campaign Contributions by State and County Contractors**. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

G. **Confidential Information –** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. **Proposal Submittal –** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

The Department of Labor and Industrial Relations, Workforce Development Division **will not accept** faxed proposals and/or the submission of proposals on diskette/CD. The transmission of proposals via email, website, or any other electronic means **will not be permitted**.

IX. Discussions with Applicants

A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit* ***only*** *the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

(1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
(2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
(3) Late proposals (Section 3-143-603, HAR)
(4) Inadequate response to request for proposals (Section 3-143-609, HAR)
(5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
(6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	**Procurement Officer**
Name: Nelson B. Befitel	Name: Patrick Fukuki
Title: Director	Title: Business Management Officer
Mailing Address: 830 Punchbowl Street Room 321 Honolulu, HI 96813	Mailing Address: 830 Punchbowl Street Room 309 Honolulu, HI 96813
Business Address: same	Business Address: same

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

(1) Performance/Outcome Measures

(2) Output Measures

(3) Quality of Care/Quality of Services

(4) Financial Management

(5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

Title V of the Older Americans Act Amendments of 2006 establishes the Older Americans Community Service Employment Program (OACSEP). OACSEP provides eligible unemployed, low-income individuals who are 55 years of age and older and who have poor employment prospects, an opportunity to engage in useful, part-time community service activities through which they may gain the skills and abilities to transition into unsubsidized employment. The program offers participants individualized assessment, counseling, case management, on-the-job training, supportive services and other services that will enable them to enhance their economic self-sufficiency.

Based on the U.S. Census' Estimates of the Resident Population by Single-Year of Age and Sex in the United States data, over 25% of Hawaii's population in 2005 was 55 years of age or older. The 2000 census indicated that approximately 7.4% of these older individuals are at or below poverty level. Hawaii's older population is increasing at a much higher rate than the population as a whole. Between 1980 and 2000, the number of individuals 60 and above increased by 82% while the total population increased by only 26%. In addition, Hawaii's life expectancy is currently the highest in the nation.

An increasing number of seniors are finding that their retirement income is not sufficient. Some of these individuals have long relied on the income and support of a spouse and have little or no employment history. The assurance of economic security has been listed as one of the primary needs of older adults and the lack of such assurance places these individuals at a greater risk of physical and mental health decline.

As the number of older individuals and their need for financial support increases, the State will need to develop additional means of providing older individuals access to training, employment and re-employment opportunities. Through participation in OACSEP, older individuals can gain self-esteem, dignity, and additional economic support.

The purpose of this Request for Proposals is to procure entities to operate OACSEP projects in the State of Hawaii. Through these projects, unemployed, low-income older individuals will be provided the necessary training, counseling, employment and re-employment opportunities, and supportive services that they need to foster their economic self-sufficiency and that will enable them to enjoy the benefits of unsubsidized employment.

B. Planning activities conducted in preparation for this RFP

The Department of Labor and Industrial Relations provided a Summary of Planned Services and requested comments from the State Executive Office on Aging, the State Workforce Development Council, the Local Workforce Investment Boards, the Area Agencies on Aging, and current service providers regarding the services available under Title V of the Older Americans Act and input into how the program participants could assist in meeting community needs. Comments in support of the program were received from the City and County of Honolulu, Department of Community Services and the State Workforce Development Council. In addition, a Request for Information (RFI) was published on the State Procurement Notice website on August 3, 2006. The RFI again requested input into the available services and comments and recommendations on how program participants could assist in meeting community needs. No responses were received from the Request for Information that was published.

C. Description of the goals of the service

The goals of the project(s) are as follows:

- To contribute to general welfare of the community, especially in the provision of services to the elderly;
- To increase the employment opportunities for eligible older individuals, especially individuals with poor employment prospects;
- To provide training that is necessary to make the most effective use of the skills and talents of the participants who are enrolled in the program;
- To provide eligible individuals subsidized employment opportunities in community services at facilities/projects that are operated by public or private nonprofit entities;
- To provide training for jobs in growth industries or jobs reflecting new technological skills;
- To provide services and activities in a manner which is sensitive to the learning styles and needs of older individuals;
- To provide services and activities which will result in increased employment and earnings, increased educational and occupational skills and decreased welfare dependency;

- To provide opportunities for participants to engage in community service activities which are in the community in which they reside or in nearby communities;
- To serve the need of eligible individuals who are in a minority race, have limited English-speaking capabilities, and/or who have the greatest economic needs;
- To provide the services and activities which will result in meeting or exceeding the annual established performance standards; and
- To promote the hiring of older individuals.

D. Description of the target population to be served

Selected program operators shall be responsible for determining participant eligibility based on the following criteria:

a. **Unemployed:** An individual who is without a job and who wants and is available for work.

b. **Age:** Program participants shall be no less than 55 years of age. No upper age limit shall be imposed for initial and continued enrollment.

c. **Low-Income:** The income of the program applicant's family during the twelve (12) months or six (6) months period prior to application on an annualized basis shall not be more than 125% of poverty guidelines for the State of Hawaii that has been established and is periodically updated by the U.S. Department of Health and Human Services for the family size. Family shall be defined as: 1) Husband and wife, 2) husband, wife and dependent children, or 3) parent or guardian and dependent children who are living in the same residence. A person with a disability may be treated as a "family of one" for income eligibility purposes. Exception: If the applicant is claimed as a dependent on the Federal income tax return of another family member with whom they reside, family shall mean a group of two or more individuals related by birth, marriage or adoption and residing together. The income of all family members shall be included when determining income eligibility.

d. **Place of Residence:** The program applicant shall reside in the State of Hawaii and within the service area where the project is authorized.

Enrollment Priorities: Enrollment priorities shall apply to vacant positions and not be interpreted to require the termination of any eligible participant. Should there be a waitlist of eligible individuals waiting to be enrolled into the program, an eligible individual who meets the following criteria shall have priority for enrollment:

1) An individual who is 65 years of age or older;
2) An individual who has a disability;
3) An individual who has limited English proficiency or low literacy skills;

4) An individual who resides in a rural area;
5) An individual who is a veteran;
6) An individual who has low employment prospects;
7) An individual who has failed to find employment after utilizing services provided under title I of the Workforce Investment Act of 1998; and
8) An individual who is homeless or at risk for homelessness.

Within the above priorities, special consideration shall be given, to the extent feasible, to individuals who are of minority ethnicity, individuals who are limited English-speaking, individuals who are American Indian, individuals who have the greatest economic need, and individuals with the greatest social need.

E. Geographic coverage of service

Service areas for this RFP shall be 1) the City and County of Honolulu, 2) the County of Hawaii, 3) the County of Kauai, and 4) the County of Maui. Respondents to this RFP may apply for one or all of these areas. Respondents must be able to demonstrate their capacity to provide the required services in all service areas for which they apply.

The services, including the physical location of the project(s) and the hours of operation, must be accessible to the target population residing in the State of Hawaii and be available in areas where high concentrations of the target population reside. Awards of multiple contracts may be considered if it is in the best interest of the State.

F. Probable funding amounts, source, and period of availability

All of the funds available for this RFP are contingent upon federal appropriations to the State. No portion of the funds for this RFP will be from State sources. The available OACSEP funds are allocated to the four county service areas on an equitable distribution basis utilizing the census data of eligible older individuals residing in each county. The anticipated funding amounts and the allocated OACSEP positions by county are based on our current year's funding and allocations:

County	Anticipated Allocation	Allocated Positions
County of Hawaii	$ 279,657.00	42
City and County of Honolulu	$ 1,179,318.00	175
County of Kauai	$ 92,328.00	14
County of Maui	$ 184,188.00	27
TOTAL	$ 1,735,491.00	258

Subject to the availability of funds, the initial contract period is planned for July 1, 2007 to June 30, 2008. At the discretion of DLIR/WDD, the contract may be extended for up to three additional twelve-month period beginning July 1, 2008, subject to the continuing availability of federal funds and the satisfactory performance of the contractor. All funding levels are subject to Congressional appropriation. In addition, failure to meet satisfactory performance levels for two consecutive years may result in sanctions, reduced funding or loss of contract.

Funds must be allocated within the following cost categories and remain within the following cost limits:

Cost Category	Cost Limitation
Administration	Not more than 9%
Program-Participant Wages and Fringe	Not less than 75%
Program-Other Participant Costs	Remaining Funds

The cost categories are defined in Section III. Scope of Work below.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

-
- The applicant must be a federal, state or local public agency or a private nonprofit entity with a 501(c)(3) designation from the Internal Revenue Services.
- The applicant must be to adapt their provision of services to meet the needs of the target population in an effective and sensitive manner.
- Compliance with Public Law 109-234: Public Law 109-234 sets a limit on the salaries and bonuses at a rate equivalent to not more than Executive Level II on the Federal Office of Personnel Management Website (www.opm.gov) under Federal Salaries and Wages. This rate is currently set at $165,200 per year and is updated annually. No individual funded through this grant may receive a salary plus bonus that exceeds the Executive Level II rate. This limitation affects all individuals funded through award, including individuals who are paid through subcontracts.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

There are no planned secondary purchases.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards: Separate contracts will be awarded based on the planned service areas. In addition, multiple contracts may be awarded in the City and County of Honolulu to expand the availability of services to program participants.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term ($\leq$ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Initial term of Contract:	July 1, 2007 to June 30, 2008
Length of Each Extension:	Twelve Months
Number of Possible Extensions:	Three
Maximum Length of Contract:	Four Years

Initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

All extensions must be in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Yvonne Chong
Department of Labor and Industrial Relations
Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, HI 96813
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III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

The services/activities of the project must be determined to be necessary and reasonable to achieve the objectives of the project. The services/activities are allocated into three cost categories—Administration; Participant Wages and Fringe Benefits; and Other Program Costs. Services/activities shall include, but are not limited to, the following:

1. Administrative Costs and Functions

The costs of administration are the necessary, reasonable and allocable personnel and non-personnel costs associated with the following:

a. The costs of performing overall general administrative functions and providing for the coordination of functions such as:

1) Accounting, budgeting, financial, and cash management functions;
2) Procurement and purchasing functions;
3) Property management functions;
4) Personnel management functions;
5) Payroll functions;
6) Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
7) Audit functions;
8) General legal services functions;
9) Developing systems and procedures, including information systems, required for these administrative functions.

b. The costs of performing oversight and monitoring responsibilities related to administrative functions.

c. The costs of goods and services required for administrative functions of the program, including such costs as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.

d. The travel costs incurred for official business in carrying out administrative activities or overall management.

e. The costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

2. Program Costs and Activities

a. Program-Participant Wages and Fringe Benefits (including physical examinations.

1) Participants in community service assignments shall receive wages at a rate not less than the federal or state minimum wage, whichever is higher. In addition, the service provider shall also ensure that each participant receives all fringe benefits required by law, including workers compensation and unemployment compensation benefits.
2) Not less than 75% of the funds available under this award shall be used to pay wages and fringe benefits for program participants unless a request for waiver has been approved to reduce the amount of funds used for participant wages and fringe benefits to not less than 65%.
3) Each participant shall be provided an opportunity to receive a physical examination within 60 days of placement into a community service assignment and annually thereafter during enrollment. The participant has the option of whether to provide the results of the physical examination to the program operator. Participants not accepting the opportunity to receive the physical examination will be required to sign a waiver to that effect. The physical examination is a benefit and not a requirement.
4) OACSEP is a federal work-training program. As such, while a project may offer sick leave, and paid holidays to program participants, based on their agency personnel policies, no leave can be accrued from one program year to another. All leave earned must be “zeroed-out” by the end of each program year (June 30). Retirement costs are not allowed.

b. Program-Other Costs

Program-Other Costs shall include, but are not limited to, the following:

1) **Outreach/Recruitment:** Contacting or informing eligible older individuals about the available services.
2) **Screening:** Initial interview with applicants to determine appropriateness and the ability of the agency to meet the applicant’s needs.
3) **Certification/Recertification:** Annually verifying eligibility of applicants/participants through the review of documents and the preparation and signing of necessary enrollment forms. Insuring enrollment follows the priorities listed under I.D. Target Population above.
4) **Orientation:** Providing each participant with a formal orientation regarding the nature and objectives of the project, potential employment opportunities, and supportive services that the program can provide. Each participant shall also be

informed of his/her rights, responsibilities, benefits, and privileges under the program.

5) **Assessment/Evaluation:** In-depth interviewing, testing, and observations which provide an examination of the capabilities, needs and vocational potential of participants. Such assessment shall be done at enrollment and at least twice a year thereafter. All appropriate information shall be recorded.
6) **Service Planning:** Developing a comprehensive individual case management plan that reflects the participant's employment goal(s), appropriate achievement objectives, supportive service needs, sequence of services, and timetable for attaining goals.
7) **Supportive Counseling:** Providing emotional support and employment counseling services to program participants.
8) **Information and Referral:** Providing information and referring applicants/participants to other appropriate resources, as needed.
9) **Community Service Assignments:** Developing appropriate community service opportunities and placement of participants into community service assignments that will contribute to the general welfare of the community and/or provide services to the elderly. The community service assignments should make the most effective use of the each participant's kills, interests and aptitudes.
10) **Host Agency Agreements:** Providing an orientation to public or nonprofit agencies that are willing to become host agencies to program participants in the provision of their community service assignments. Developing worksite agreements with each host agency to ensure that participants receive adequate orientation and instruction during their assignment. Such orientation and instruction should provide the participant with a clear understanding of their responsibilities and enable them to perform as productive and effective workers. The host agency agreement should clearly specify the rights and responsibilities of the host agency.
11) **Training Activities:** Providing or referring participants to classroom training, as necessary, to acquire or improve skills applicable to the participant's community service assignment or placement into unsubsidized employment.
12) **Supportive Services:** Providing supportive services that will alleviate the participant's barriers and which will allow successful participation in the program and transition into unsubsidized employment.

13) **Job Development and Placement Services:** Providing labor market information; individual and/or group job search skills training; and referral and placement services through the development of unsubsidized job opportunities that fits a participant's skills and interests. Promoting the hiring of older workers in the community.
14) **Reassessment:** Regular review and adjustment of employability plans, as needed, to reflect the progress made and/or the continuing needs of the participant.
15) **Follow-Up Services:** Providing follow-up services to participants who have entered unsubsidized employment for not less than one year after placement into unsubsidized employment. Follow-up services may include counseling and supportive services which that will alleviate problems and result in increased job retention.
16) **Limitation on Participation:** Effective July 1, 2007, participants will be limited to an aggregate number of participation of not more than 48 months (whether or not consecutive) unless a waiver is approved for an extension. The average participation cap for each program operator shall be 27 months of participation.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The respondent must have sufficient staff to administer and operate the proposed program. At a minimum, the agency must have staff capable of performing in the following capacities:

a. Program Administration: Overall administration of all aspects of program management including the development and implementation of all program services and activities, the compliance with federal/state statutes and regulations, the accurate and timely submission of program and fiscal data and reports and the appropriate expenditures of funds.

b. Staff Supervision: Oversight and approval of all actions of line staff in their dealings with program participants, host agencies, employers, and/or service providers.

c. Case Management: Provision of case management services to program participants, including the assessment of participant's skills, knowledge, abilities; the identification of barriers to employment; the referral to supportive services and the development of a service plan for each participant.

d. Employment Counseling/Job Development: Provision of vocational counseling and support, referral to appropriate basic skills/literacy training, occupational skills training, work experience training, on-the-job training, and job search skills training. Promoting the hiring of program participants and older workers, in general, to employers.

e. Fiscal Support: Overall administration of all aspects of fiscal management, including the proper allocation of funds, and the preparation and maintenance of accurate financial records and reports.

The minimum qualifications for individuals in the above capacity are: 1) graduation from an accredited college or university, 2) a minimum of at least twelve months of experience in employment and training or related fields, and 3) an understanding of the needs of older individuals.

Progressively responsible administrative, professional, technical, analytical, or investigative work experience may be substituted for education on a year-to-year basis.

2. Administrative

The respondent must ensure that they are able to perform the following administrative services/activities:

a. Case Recordation, Data Collection, and Reporting

The respondent shall ensure that it will keep records that:

1) are sufficient to permit the preparation of required reports,
2) are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully, and
3) contain all information requested by the State or the federal funding agency.

The respondent must have access to computer(s) with the following specifications:

- Operating System of Windows 2000 or better
- A browser that supports HTML and Java Script (preferably Internet Explorer 6.0)
- Email capabilities and
- High-speed internet transmission.

If selected, the respondent must also take measures to ensure that the program participants' personal privacy information will be protected and kept confidential and that access to the data collection system will be limited to authorized personnel only.

b. Audit

The respondent must conduct an independent audit according to the policies and guidelines of the federal Office of Management and Budget Circular A-133 and 29 Part 96-Single Audit Act.

c. Grievance Procedures

The respondent must establish and maintain grievance procedures for grievances and complaints about its program and activities from participants, subgrantees, subcontractors, and other interested parties.

d. Coordination and Linkages

The respondent must develop linkages and coordinate its services and activities with appropriate agencies and training facilities including the local workforce investment boards and One-Stop entities in the area of service. Such linkages should help to ensure that program participants receive necessary services without the duplication of effort and expense. OACSEP is a mandatory partner of the One-Stop delivery system established under the Workforce Investment Act and should develop a memorandum of understanding stating how program services/activities will be coordinated with the One-Stop.

e. Standard Operating Procedures

The respondent must establish and implement standardized policies and procedures for the provision of services to the target population.

f. No additional fees

The respondent must agree that project services and activities will be provided at no additional charge to eligible participants unless otherwise permitted n writing by the Director of Labor and Industrial Relations. In any event, the inability of a participant to pay the additional fees shall not be used as the basis for non-participation of the participant who is otherwise qualified and eligible.

g. Over-enrollment/Temporary Positions

Should attrition of funding adjustments prevent project funds to be fully utilized, the respondent shall develop a system that allows the utilization of temporary enrollees when the anticipated number of participants to be placed into community service assignments exceeds the number of authorized positions.

h. Political Patronage and Activities

The respondent must ensure that the selection of participants, service providers and/or host agencies shall not be based on political affiliations or beliefs. The applicant shall also ensure that no participant or staff person engages in partisan or nonpartisan political activities during the hours for which they are paid with OACSEP funds.

i. Nepotism

The applicant shall develop policies to ensure that neither they nor one of their host agencies may be a worksite for a person who works in an administrative capacity, staff position, or community service position funded through this procurement if a member of that person's immediate family is engaged in a decision-making capacity (whether compensated or not) for the project or host agency.

j. Maintenance of Effort

The applicant shall ensure that program participants shall not be used to displace other employed workers, including a partial displacement, workers on layoff, or private contracts.

k. Compliance with Federal Debarment/Suspension, Drug Free Workplace and Lobbying Rules

The applicant shall ensure that they will comply with the Federal Debarment/Suspension, Drug free Workplace, and Lobbying Rules.

3. Quality assurance and evaluation specifications

The applicant shall establish procedures for the monitoring of grant management, program management, and financial management of the program. The procedures shall include on-site and desk reviews which assess the following:

- Overall compliance with contract terms
- Compliance with the statutes and regulations of Title V of the Older Americans Act

- Achievement of project performance goals
- Accuracy and completeness of the documentation in case records and fiscal files
- Timely and accurate input into the OACSEP database
- Adherence to standard operating procedures and personnel rules and practices
- Timely submission of required reports
- Assessment of the effectiveness and efficiency of the program including an analysis of the its performance, impact, program design and administration
- Sound administrative and financial management practices

4. Output and performance/outcome measurements

a. **Outputs:** At a minimum, the project shall measure the following outputs:

1) The number of hours of community service employment;
2) The number of participants who enter into unsubsidized employment;
3) The number of participants who retain unsubsidized employment for a minimum of six months;
4) The amount of earnings earned in unsubsidized employment;
5) The number of eligible individuals served, including the number of individuals who are low income (at or below the poverty level), the number of individuals who are 65 and older, the number of individuals who have a disability, the number of individuals who have limited English proficiency or have low literacy skills, the number of individuals who reside in rural areas, the number of individuals who have low employment prospects, the number of individuals who failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998, and the number of individuals who are homeless or at risk for homelessness.
6) The number of participants served who are from minority groups;
7) The number of participants who retain unsubsidized employment for a minimum of one year; and

b. **Performance Measures:** Performance goals are annually negotiated with USDOL. The following is based on our currently negotiated performance goals. Since the regulations to the Older Americans Act Amendments 0f 2006 have not been written to date, the procedures of calculating the performance measures are subject to change.

1) Entered Employment: The number of participants who are employed in the first quarter after exit divided by total who exit

in the quarter. Only those who were not employed on the date of enrollment are included in this measure. Participants whose exit or failure to remain employed was due to death, health/medical reasons, family care or institutionalization are excluded from this measure. PY 06 goal is 24%

2) Service Level: The number of participants who were active during the reporting period or who exited during the reporting period divided by the number of community service positions. PY 06 Goal 162%
3) Retention: The number of participants who are employed in both the 2nd and 3rd quarters after exit divided by the number who exit during the quarter. Only those who were employed in the 1st quarter after exit are included in this measure. Participants whose exit or failure to meet retention was due to death, health/medical reasons, family care or institutionalization are excluded from this measure. PY 06 Goal 79%.
4) Community Service Hours: The total number of community service hours performed by program participants. Goal: To be established.
5) Earnings: The sum of the earnings for the 2nd and 3rd quarters after exit divided by the number of participants who exited during the quarter. Goal: To be established.
6) Long Term Retention: The number of participants who are employed in unsubsidized employment for a minimum of one year after exit. Goal: To be established.
7) Customer Satisfaction: The number of participants, employers, and host agencies who express satisfaction with the experiences and services of the program. Goal: To be established.

c. **Continuous Improvement:** The established goals shall be designed to promote continuous improvement in performance for the program. As such the performance goals may be adjusted annually.
d. **Sanctions for Failure to Achieve Performance Measures:** If the Provider fails to achieve their established performance measures in the first year of the Agreement, the Provider shall, no later than 120 days after the end of the program year, submit to the State a corrective action plan describing how their plan to correct their performance. The State and/or the USDOL may provide technical assistance and training, if required. If the Provider fails to achieve the required performance measures after two years, the State may reduce the amount of funds allocated to the project. If the Provider fails to achieve the required performance measures for three consecutive years, the State may terminate the Agreement. Should such termination occur, the State may competitively procure another project operator(s).
e. **Contingency Plan:** The Provider shall provide to the State a Contingency Plan that they agree to implement to ensure minimal

disruption of services to the Provider's participants should the Provider lose some or all of their OASCEP positions. Such plan shall be submitted no later than 45 days after the start of the Agreement. The Contingency Plan shall include, but is not limited to, the following:

1) How and when the participants will be notified;
2) If appropriate, what records will be turned over to the new operator;
3) What efforts will be made to place program participants into other employment and training opportunities;
4) What other services will be provided to ease the transition; and
5) How will the final payroll payments be made.

5. Experience

a. The applicant must have a minimum of one year's experience providing employment and training services or related services to low income individuals.
b. The ability to work with older individuals with barriers to employment including individuals with limited English proficiency, disabilities, limited work experiences, and poor employment prospects.

6. Coordination of services

The Provider must develop linkages and coordinate its services with the local workforce investment boards and One-Stop entities in the areas of service to ensure participants receive necessary services without the duplication of effort and expenses. OACSEP is a mandatory partner of the One-Stop delivery system established under the Workforce Investment Act and should develop a memorandum of understanding stating how program services/activities will be coordinated with the One-Stop.

7. Reporting requirements for program and fiscal data

a. Program Data and Reports

The Provider must ensure all data for each program quarter is input into the OACSEP Data Collection System (DCS) no later than twenty- five (25) calendar days after the end of each program quarter. Data input should follow the instructions in the OACSEP Data Collection Handbook, as amended. The Provider shall also ensure that all follow-up activities that were due during the Program Year shall be completed and recorded within sixty (60) days from the end of the Program Year. A Quarterly Review Report summarizing the Provider's progress shall also be submitted with twenty-five (25) calendar days from the end of each Program quarter. Sample reporting forms are included in Section 5.

b. Fiscal Reports

The OACSEP Expenditure Register, and the Subcontractor's Invoice (Program Costs) are due no later than twenty-five (25) calendar days after the end of each month. The Inventory Listing Report is due no later than twenty-five (25) days after the end of each report quarter. The Provider shall also submit a completed Closeout package within sixty (60) days after the end of the Agreement. Report forms are included in the Section 5.

c. Additional Reports

In addition to the above reports, the Provider, upon request, may be asked to submit additional reports and/or meet with representatives of the State to discuss the progress of their work. While not required, it is also recommended that the applicant report any non-federal contribution that they plan to make to the project operation. Such contribution may be in cash or in-kind and can include host agency supervisory time and space, supportive services, etc.

8. Pricing structure or pricing methodology to be used

The pricing structure shall be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the Provider for budgeted agreed upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not applicable

10. Method of compensation and payment

The preferred method of compensation shall be on a cost reimbursement basis. The provider shall submit a reimbursement request at the end of each month that is reconcilable to the required monthly expenditure report. All other reimbursement requests must be approved by DLIR.

DLIR may authorize an initial cash advance of not more than 1/12 of the amount of funds allocated in the agreement, if requested, to implement the grant. If the provider can verify that there is insufficient working capital to receive payments on a reimbursement basis, the provider may request cash advances subject to the following conditions:

- The provider shall be limited to the minimum cash needed for accrued expenditures that will be actually disbursed for direct program costs, administration costs, and the proportionate share of allowable indirect costs for administration.

- Cash advances shall be as close as is administratively feasible to the disbursement of funds. This would mean that if the provider has two major disbursements a month (e.g., semi-monthly payrolls), there may be at least two requests for fund per month.

- The provider shall promptly, but at least quarterly, remit interest earned on advances to the State. The provider may keep interest amounts up to $100 pr year for administrative expenses.

- In addition to the interest, the provider shall provide a verifiable report that tracks the cash advance and disbursements for each expenditure transaction that validates the remitted interest.

- Where an internal administrative procedure adversely affects cash management, the provider shall take corrective action to correct or modify the procedure.

IV. Facilities

Facilities shall be readily accessible to the areas where a large proportion of the target population resides and meet the Americans with Disabilities Act (ADA) requirements. Applicants having access to satellite or remote facilities should also describe the location of such facilities.

V. Pre-Award Responsibility Review

After the issuance of the Statement of Findings and Decision, DLIR will conduct a review of the available records to assess the selected provider(s)'s overall responsibility to administer Federal funds. As part of the review, DLIR may consider any information that has come to its attention and will consider the organization's history with regard to the management of other grants. The failure to meet any one responsibility test except test 1 and 2, does not establish that the organization is not responsible unless the failure is substantial or persistent (for two or more consecutive years). Failure to meet the requirements of the responsibility review may disqualify a potential provider from the award of a contract. The responsibility tests include the review of the following factors:

A. Unsuccessful efforts by the applicant to recover debts, after three demand letters have been sent, that are established by final agency action, or a failure to comply with an approved repayment plan.

B. Established fraud or criminal activity of a significant nature within the organization or agency involved.

C. Serious administrative deficiencies identified by the Department such as failure to maintain a financial management system as required by federal/state rules and/or regulations.

D. Willful obstruction of the audit process.

E. Failure to provide services to participants for a current or recent grant or to meet applicable core measures of performance or address applicable indicators of performance.

F. Failure to correct deficiencies brought to the agencies attention in writing as a result of monitoring activities, reviews, assessments, or other activities.

G. Failure to return a grant closeout package or outstanding advances within 75 days of the grant expiration date or receipt of a closeout package, whichever is later, unless an extension has been requested and granted.

H. Failure to submit required reports.

I. Failure to properly report and dispose of Government property as instructed by DLIR.

J. Failure to have maintained effective cash management or cost controls resulting in excess cash on hand.

K. Failure to ensure that a subrecipient or subcontractor complies to its Office of Management and Budget Circular A-133 audit requirements specified at section 667.200 of title 20, Code of Federal Regulation.

L. Failure to audit a subrecipient within the required period.

M. Final disallowed costs in excess of five percent of the grant or contract award if, in the judgment of the state or federal grant officer, the disallowances are egregious.

N. Failure to establish a mechanism to resolve a subrecipient or subcontractor's audit in a timely basis.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for* ***each*** *item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are* ***strongly*** *encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicants shall include points of contact, addresses, email addresses and/ or phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community, especially other employment and training programs and other programs with serve older individuals. Such coordination should be described in the proposal. Copies of signed agreements are not required.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The discussion should include a description of planned grant management, program management and fiscal management activities and how the applicant will ensure attainment of performance goals.

To indicate the planned enrollment and terminations for the year, please complete the OACSEP Program Planning Summary form. A sample form and instructions is included in Section 5, Attachments.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). NOTE: The budget forms on the SPO website have been modified to include cost categories for this RFP. Please note that the budget forms required for this RFP include special instructions to allocate costs by cost category—Administration, Program-Participant Wages and Fringe Benefits, and Program-Other Costs. See Section III.A. for definition of cost categories. Samples of the revised budget forms are included in Section 5, Attachments. Key changes on the budget form are indicated in red. The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification-Personnel-Salaries and Wages
SPO-H-206B	Budget Justification-Personnel-Payroll Taxes, Assessment and Fringe
SPO-H-206C	Budget Justification-Travel-Inter-island
SPO-H-206D	Budget Justification-Travel-Out of State
SPO-H-206E	Budget Justification-Contractual Services-Administrative
SPO-H-206F	Budget Justification-Contractual Services-Subcontracts
SPO-H-206H	Budget Justification-Program Activities
SPO-H-206I	Budget Justification-Equipment Purchases
SPO-H-206J	Budget Justification-Motor Vehicle

Program Specific Forms:

Budget Justification-Program Activities Other Costs
Budget Request Summary Supplement

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

The Independent Auditor's summary report of the last financial audit conducted for the organization, including any findings and recommendations made by the auditor. In the absence of an Independent Auditor's Audit Report, the applicant shall provide a description of its accounting system, including at a minimum responses to the following questions:

- Is the organization's accounting system a manual or computerized system?
- Is the accounting system operated on a cash or accrual basis?
- Does the organization maintain an overall general ledger?

- Does the organization maintain a separate ledger for each funding source/agreement?
- Does the organization classify any of its costs as indirect?
- Does the organization have a written/formal internal control procedure?

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories		**Possible Points**
Administrative Requirements		
Proposal Application		**100 Points**
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

If the applicant is not a public federal, state or local governmental entity, the agency must include verification that it is a tax exempt under section 501(c)(3) of the Internal Revenue Code.

In addition, the applicant should ensure that it has complied with the administrative requirements in Section 1 of this Request for Proposals.

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills ________

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. ________
- Ability to work with the target population ________

B. Experience

- A minimum of one year experience providing employment and training or related services to low income individuals.

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- The plans shall include adequate program and financial management of the program.
- Ability to meet all reporting requirements and performance goals.

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Demonstrated capability to work with other employment and training and social service entities within the state to ensure non-duplication of services

E. Facilities

- Adequacy of facilities relative to the proposed services.
- Ability to provide the required services in locations which are accessible to the target population.

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. *Staffing*

- <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program.

B. ***Project Organization***

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart**:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. ***Service Delivery (55 Points)***

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- The planned delivery of services complies with OACSEP statutes and rules.
- All required services and activities shall be provided.
- The design of the services shall meet the needs of the target population to transition into unsubsidized employment.
- The services/activities shall be provided in a manner which will achieve the required performance outcomes/goals for the program.
- The services/activities should be coordinated with the One-Stop Centers in the service areas that have been developed under the Workforce Investment Act Programs.
- Design of the program shall be sufficient to ensure timely and accurate reporting of program performance.
- Program design shall include the timely implementation of corrective action plans, if necessary.
- Services and activities shall meet the satisfaction of program participants, host agencies, and employers served.

5. ***Financial (10 Points*****)**

Pricing structure based on cost reimbursement

Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal.

Costs are applicable to appropriate cost categories and are within applicable cost limits.

Adequacy of accounting system.

The respondent must ensure that their own financial systems, as well as those of their subcontractors (if applicable), provide fiscal control and accounting procedures that are in accordance with generally accepted accounting principles and include:

a. Accrual base reporting
b. Adequate information
c. Effective Internal Control
d. Comparison of Outlays with Budget
e. Proper Charging of Costs and Cost Allocation
f. Source Documentation

The financial management system must be sufficient to:

a. Permit preparation of required reports
b. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of funds.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A. **Proposal Application Checklist**

B. **Sample Table of Contents**

C. **Sample Cost Proposal Forms with Program Specific Modifications**

D. **Program Specific Forms**

E. **Sample Reporting Forms**

F. **Federal Assurances and Certifications**

G. **References**

Proposal Application Checklist

Applicant: ______________________________ RFP No.: ____________________

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	**X**	
Proposal Application Checklist	Section 1, RFP	Attachment A	**X**	
Table of Contents	Section 5, RFP	Section 5, RFP	**X**	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	**X**	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	**X**	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	**X**	
SPO-H-206B	Section 3, RFP	SPO Website*	**X**	
SPO-H-206C	Section 3, RFP	SPO Website*	**X**	
SPO-H-206D	Section 3, RFP	SPO Website*	**X**	
SPO-H-206E	Section 3, RFP	SPO Website*	**X**	
SPO-H-206F	Section 3, RFP	SPO Website*	**X**	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	**X**	
SPO-H-206I	Section 3, RFP	SPO Website*	**X**	
SPO-H-206J	Section 3, RFP	SPO Website*	**X**	
Certifications:				
Federal Certifications		Section 5, RFP	**X**	
Debarment & Suspension		Section 5, RFP	**X**	
Drug Free Workplace		Section 5, RFP	**X**	
Lobbying		Section 5, RFP	**X**	
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
OACSEP Program Planning Summary		Section 5, RFP	**X**	
Budget Justification-Other Costs		Section 5, RFP	**X**	
Budget Request Summary Supplement		Section 5. RFP	**X**	

_______________________________ Authorized Signature

_______________ Date

SPO-H (Rev. 4/06)

Organization: ________________
RFP No:______________

Proposal Application
Table of Contents

BUDGET

(Period _______________ to _________________)

Applicant/Provider: ____________________

RFP No.: ____________________

Contract No. (As Applicable): ____________________

BUDGET CATEGORIES	Budget Request (a)	Administration (b)	Prog-PWFB (c)	Prog-Other (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies				
17. Telecommunication				
18. Transportation				
19. Utilities				
PROGRAM ACTIVITIES				
21. Participant Wages				
22. Participant Fringe				
23. Supportive Services				
24. Classroom Training				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)				

SOURCES OF FUNDING		Budget Prepared By:
(a) Budget Request		Name (Please type or print) Phone
(b)		Signature of Authorized Official Date
(c)		
(d)		Name and Title (Please type or print)
TOTAL REVENUE		For State Agency Use Only Signature of Reviewer Date

BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES

Applicant/Provider: ______________________
RFP No.: ______________________ Period: ____________ to ________ Date Prepared: ______________________
Contract No. (As Applicable): ______________________

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B	ADMIN	PROG-PWFB	PROG-OTHER
TOTAL:								

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS

Applicant/Provider: ____________________

RFP No.: ____________ Period: ____________ to ____________ Date Prepared: ____________

Contract No.: ____________
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL	ADMIN	PROGRAM-PWFB	PROGRAM-OTHER
PAYROLL TAXES & ASSESSMENTS:						
Social Security	As required by law	As required by law				
Unemployment Insurance (Federal)	As required by law	As required by law				
Unemployment Insurance (State)	As required by law	As required by law				
Worker's Compensation	As required by law	As required by law				
Temporary Disability Insurance	As required by law	As required by law				
SUBTOTAL:						
FRINGE BENEFITS:						
Health Insurance						
Retirement						
SUBTOTAL:						
TOTAL:						

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
TRAVEL - INTER-ISLAND

Applicant/Provider: ______________________________

RFP No.: ______________ Period: __________ to ______________ Date Prepared: ______________________

Contract No. ______________
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C	ADMIN	PROG-PWFB	PROG-OTHER
TOTAL:									

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
TRAVEL - OUT OF STATE

Applicant/Provider: ______________________________

RFP No.: ____________ Period: __________ to ____________ Date Prepared: ______________________

Contract No. ____________
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C	ADMIN	PROG-PWFB	PROG-OTHER
TOTAL:									

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - ADMINISTRATIVE

Applicant/Provider: ____________________

RFP No.: __________ Period: __________ to __________ Date Prepared: __________

Contract No. __________
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS	ADMIN	PROG-PWFB	PROG-OTHER
TOTAL:						

BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - SUBCONTRACTS

Applicant/Provider: ______________________________

RFP No.: ____________ Period: ________ to ________ Date Prepared: ____________________

Contract No. ____________
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS	ADMIN	PROG-PWFB	PROG-OTHER
TOTAL:	$0			$0	$0	$0

BUDGET JUSTIFICATION
PROGRAM ACTIVITIES

Applicant/Provider: ____________________

RFP No.: ____________ Period: ________ to ________ Date Prepared: ________

Contract No. : ____________
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS	ADMIN	PROG-EWFB	PROG-OTHER
PROGRAM ACTIVITIES					
Participant Wages:					
Number of Participants					
Number of Hours					
Number of Weeks					
$ /Hour					
TOTAL PARTICIPANT WAGES					
FRINGE BENEFITS					
Social Security (FICA)					
Worker's Compensation					
Unemployment Insurance					
Medical Exams					
$ /Exam x Number of Participants					
TOTAL FRINGE BENEFITS					
SUPPORTIVE SERVICES					
CLASSROOM TRAINING					
Total:					

BUDGET JUSTIFICATION
EQUIPMENT PURCHASES

Applicant/Provider: ____________________

RFP No.: __________ Period: __________ to __________ Date Prepared: __________

Contract No.: __________
(As Applicable)

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED	ADMIN	PROG-PWFB	PROG-OTHER

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
MOTOR VEHICLE

Applicant/Provider: ______________________________

RFP No.: ______________ Period: ____________ to ____________ Date Prepared: ______________________

Contract No.: ______________
(As Applicable)

DESCRIPTION OF MOTOR VEHICLE	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED	ADMIN	PROG-PWFB	PROG-OTHER

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
PROGRAM ACTIVITIES
OTHER COSTS

Applicant/Provider: ______________________________

RFP No.: ______________ Period: __________ to __________ Date Prepared: __________

Contract No. : ______________
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS	ADMIN	PROG-PWFB	PROG-OTHER
Total:					

OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM
BUDGET REQUEST SUMMARY SUPPLEMENT

Applicant/Provider: ______________________________

RFP No.: ______________________________

Contract No.: ______________________________

Date Prepared: ______________________________

GRANT PROGRAM, FUNCTION OR ACTIVITY	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
1. TOTAL FEDERAL				
A. Administration				
B. Program-PWFB				
C. Program-Other Costs				
2. TOTAL NON-FEDERAL FUNDS (In-Kind)				

OACSEP PROGRAM PLANNING SUMMARY

I. IDENTIFYING INFORMATION		
A. Provider's Name & Address	B. Agreement Number	C. MOD Number
	D. Agreement Period From To	E. Authorized Slot/ Position Level For Duration of Project:

II. ENROLLMENT AND TERMINATION SUMMARY	1st Qr. 9/30/	2nd Qtr. 12/31/	3rd Qtr. 3/31/	4th Qtr. 6/30/
A. TOTAL ENROLLMENTS				
1. Enrollees Carried Over from Previous Project				
2. Enrollees Started Under This Project				
B. TOTAL TERMINATIONS				
1. Placed in Unsubsidized Employment This Project				
2. Other Terminations This Project				
C. CURRENT ENROLLMENT				

INSTRUCTIONS FOR COMPLETING THE
OACSEP PROGRAM PLANNING SUMMARY

This form describes the quarterly planned flow of participants through OACSEP – the number entering, the number terminating, and the number remaining in the program.

For the purposes of this form, an enrollee is defined as an individual who is eligible, receives services, and is paid wages for engaging in community service employment under this project. (See Section 641.102 of the OACSEP rules and regulations)

Entries under Items II.A. and II.B. are cumulative, and entries under II.C. are planned enrollments as of the last day of the quarter. The difference between II.A. and II.B. will equal the number entered under II.C.

The following are instructions for completing each section of the OACSEP Program Planning Summary.

SECTION I. IDENTIFYING INFORMATION

Contractor's Name and Address

Enter the contractor's name and address.

Contract Number

Enter the contract number assigned to the project by the Department of Labor and Industrial Relations. If unknown, leave blank. The contract number will not change for the duration of the contract.

Mod Number

Enter the modification number of the contract, if applicable.

Contract Period

Enter the month, day and year of the starting and ending date of the contract.

Authorized Slot/Position Level for the Duration of the Project

Enter the number of projected slots or the authorized position level for the duration of the project. The number entered here should correspond with the information contained in the proposal.

SECTION II. ENROLLMENT AND TERMINATION SUMMARY

A. Total Enrollments

Enter the projected number of enrollees planned, cumulative by quarters through the period of the contract. This entry is the sum of Item A.1. and Item A.2.

A.1. Enrollees Carried Over from Previous Project

Enter the projected number of persons to be enrolled at the beginning of the new project period whose enrollment was carried over from the previous project period. The number entered should remain constant for the period of the contract since the number carried over will only occur on the first day of the new project period.

A.2. Enrollees Started Under this Project

Enter the cumulative number of persons projected to be enrolled in the program for the period of the contract. Include any projected re-enrollees who had been or will be terminated from the program and re-enrolled during the program year. Do not include the persons carried over from the previous program year in this item.

B. Total Terminations

Enter the projected number of enrollees expected to terminate from the program. Entries should be cumulative for the program year. This entry is the sum of Items II.B.1. and II.B.2.

B.1. Placed in Unsubsidized Employment this Project

Enter the cumulative number of enrollees projected to be placed in unsubsidized employment during the contract period. Unsubsidized employment shall mean employment in the public or private sector where the former OACSEP enrollee is not an enrollee in a federally-funded employment and training program. OACSEP enrollees transferred to other federally-funded employment programs (i.e., Workforce Investment Act programs) shall be counted in Item II.B.2., Other Terminations this Project.

Note: To be counted as a placement into unsubsidized employment, the placement must meet the following criteria: 1) The placement must be confirmed as still employed after 30 calendar days; 2) There must be an intent by the employer for the job to last 90 days at the time of placement; 3) The enrollee must be better-off economically than when he/she was under OACSEP; and 4) Employment must occur within 90 days after termination and the placement must be attributable to OACSEP.

B.2. Other Termination this Project

Enter the projected number of enrollees expected to leave the program during the grant year for reasons other than placement into unsubsidized employment.

C. Current Enrollments

Enter the projected number of enrollees expected to remain in the program as of the last day of the quarter. This entry is the difference between Item II.A. and II.B. for the respective quarter.

OACSEP SAMPLE REPORTING FORMS

This project will be utilizing the SPARQ2 data collection system developed by contractors of the U.S. Department of Labor. Sample report forms may be found in the Charter Oak Group, Inc. website at **http://charteroakgroup.com/resources/scsep.shtml** . The site includes the various data collection forms presently utilized for the program as well as the SPARQ2 Quarterly Progress Report form, ETA 5140. It is anticipated that the forms may be revised to reflect the changes in the Older Americans Act Amendments of 2006.

In addition, the Department of Labor and Industrial Relations also requests that the Provider submit a Quarterly Review form, as attached.

Fiscal Reporting forms include the Subgrantee's Invoice, OACSEP Expenditure Register, Inventory Listing Report, and Closeout Procedures.

OASCEP EXPENDITURE REGISTER

County: ______________________ Subgrantee's Name: ______________________

Report Period: From ____________ To ____________ Grant Period From ____________ To ____________

FEDERAL FUNDS	PLANNED BUDGET	TOTAL ACCRUED EXPENDITURES	% OF PLAN	COST CATEGORIES		
				ADMIN	PROGRAM SERVICES	
LINE ITEMS					EWFB	OTHER
TOTAL						

CERTIFICATION: I certify that to the best of my knowledge and belief this report is correct and complete and that all disbursement have been made for that purpose and conditions of the Grant.	
AUTHORIZED SIGNATURE:	TITLE

SUBCONTRACTOR'S INVOICE (PROGRAM COSTS)

Invoice Number

1. Subgrantee's Name (Agency or Org.)	2. Address (Number and Street)
3. City or Town	4. State 5. Zip Code
6. Grant Number	7. Funds Requested For: ☐ Initial Advance ☐ Periodic Advance ☐ Reimb - Bursement ☐ Final Invoice

8. Funds Requested For: ______________________ (Specify Program)

9. Grant period: From: To:	10. Report period: From: To:

11. CASH TRANSACTION DATA

a. Total cash received to date ________

b. Total disbursement to date from ________ to ________ ________

c. Cash on hand/deposit ________

d. Cash requested but not received ________

e. Cash on hand/deposit & cash requested but not received ________

f. Estimated disbursement from ________ to ________ ________

g. Amount of cash advance requested herewith ________

12. EXPENDITURE DATA

Total accrued expenditures to date ________

(From Expenditure Register, page 2)

13. SUBGRANTEE CERTIFICATION - I certify that the costs incurred are taken from the books of account and that such costs are valid and consistent with terms go agreement.

Authorized Subgrantee Signature and Title Date Signed

WDD ADMINISTRATION OFFICE USE ONLY

Recommendation	Appropriation Number
	Amount to be paid
	Signature Date

STATE OF HAWAII - DEPT. OF LABOR & INDUSTRIAL RELATIONS
WORKFORCE DEVELOPMENT DIVISION

GOVERNMENT PROPERTY INVENTORY
ACQUIRED WITH GRANT FUNDS

Subgrantee's Name & Address:

Grant No.:

Location of Property:

Date of Report:

Property List:

Purchase Order or Acquisition Doc. No.	Description	Mfg. Name	Model	Type	Mfg. Serial No.	Cost	Date Received

ASSURANCES AND CERTIFICATIONS

The Department of Labor and Industrial Relations will not award an Agreement where the PROVIDER has failed to accept the **ASSURANCES AND CERTIFICATIONS** contained in this section. In performing its responsibilities under this Agreement, the PROVIDER hereby certifies and assures that it will fully comply with the following regulations:

- 29 CFR Part 97 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments);
- 29 CFR Part 95 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) supercedes 41 CFR 29-70 (Administrative Requirements);
- 29 CFR Part 96 (Single Audit Requirements);
- 29 CFR Part 98 (Debarment and Suspension, Drug Free Workplace);
- 29 CFR Part 93 (Lobbying Certification);
- 29 CFR Parts 33 and 34 (Nondiscrimination and Equal Opportunity);
- OMB Circular A-87 (Cost Principles for State and Local Governments);
- OMB Circular A-122 (Cost Principles for Non-Profit Organizations);
- Public Law 109-365, Older Americans Act Amendments of 2006, Title V, Older American Community Service Employment Program; and
- 20 CFR Part 641 (Senior Community Service Employment Program, Final Rule)

By signing the face sheet of this contract or agreement, the PROVIDER is providing the certifications set forth below:

Assurances – Non-Construction Programs

Debarment and Suspension Certification
Certification Regarding Lobbying
Drug Free Workplace Certification
Certification of Non-Delinquency

A. **ASSURANCES – NON-CONSTRUCTION PROGRAMS**. NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal funds and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding federal agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L.88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee.3) as amended, relating confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing;

(i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91.646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276 a 7), the Copeland Act (40 U.S.C. 276 and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93.523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) EO 11593

(identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held in research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C.4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations".

B. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS.** The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and;

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification , such prospective participant shall attach an explanation to this proposal.

C. **CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.** By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements), ant that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

D. **DRUG FREE WORKPLACE.** By signing this application, the grantee certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions please provide in the space below, a list of places where performance of work done in connection with this specific grant will take place. This information must be included with this signed document or maintained at your office and available for Federal Inspection.

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E. **CERTIFICATION OF NON-DELINQUENCY:**

Please check the appropriate statement.

______ Not Delinquent on any Federal Debt

______ Delinquent on any Federal Debt

REFERENCES

This program will be operated following the statutes and regulations for the Older American Community Service Employment Program, OACSEP, (formerly the Senior Community Service Employment Program-SCSEP) and is authorized under Title V of the Older American Act, as amended and its regulations. The Older American Act Amendments of 2006 was passed as Public Law 109-365 on October 17, 2006.

Copies of the recently passed law is expected to be available shortly. Copies of H.R. 6197 which resulted in P.L. 109-365 may be requested from the Department of Labor and Industrial Relations, Workforce Development Division, Administration Office.

With the passage of the Older Americans Act Amendment of 2006, the regulations for the program will be undergoing changes to reflect the new law. These regulations have not been written as yet. To see the Older American Act Amendments of 2000 (Public Law 106-501) and its regulations, please refer to the U.S. Department of Labor website for this program at http://www.doleta.gov/seniors/ and click on the link for Laws and Regulations.