

## Attachment F – Provider Proposal

### Overview

1. Describe your organization. Include a discussion of the history of your organization as well as a description of any activities similar to or relevant to your proposed program design.
2. State whether your organization intends to subcontract any services under this proposal. If so, the same information provided in response to item No. 1 above must be given for any and all subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.
3. Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the Board of Directors, along with any other officers of the agency, corporation, or business. Indicate owners, or members, or officers who are present members of an OMJ Center or employed by an organization currently participating in any workforce development service or OMJ Center in Area 20; or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any and all proposed subcontractor(s).
4. Describe your organization's hiring processes, including recruitment, interviewing, initial training, and capacity building activities. Indicate the timeframe expected for new staff to gain proficiency in their hired positions.
5. Describe your organization's experience with managing federal funds, including the experience that fiscal staff employed by the organization have in administering federal funds, and how the organization ensures compliance with federal financial management standards.
6. If your organization was ever placed under a correction action plan under WIA or WIOA in the past five (5) years describe how it was remedied.
7. Describe any alternative or leveraged resources, or in-kind contributions, that your organization will commit to Area 20. Include the source and the dollar value.
8. Describe a 60-day transition plan for your organization to begin services on July 1, 2017. Include items such as staffing, identifying and securing space, customer caseloads, marketing and communications plan, etc.
9. Include two organizational charts as attachments. (1) the respondent's current organizational structure and (2) the respondent's proposed structure if awarded Area 20 OMJ Operator and Career Services. Respondents must explain how staffing will be split between the OMJ Center and the Career Services, including percentages of time spent in each role if duties of a single staff member are to be split. If multiple OMJ Center locations are being bid, the respondent must include staffing levels for each.
10. Include resumes and job descriptions for key personnel as an attachment. Include knowledge, skills, and experience of staff related to the requirements of this RFP.
11. Provide three (3) references as an attachment for current or past projects that are similar in scope and size of the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of services provided.

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### OMJ Center Operations

1. Provide an outreach plan to inform individuals and businesses about the services available at the OMJ Center(s). The maximum amount of expenditure is 5% of program funding.
2. Provide a plan to incorporate the services of other partners into the overall customer flow at the OMJ Center(s).
3. Describe how appropriate staffing for the OMJ Center(s), including for the Resource Room and workshops, will be ensured to meet customer needs.
4. Describe how job fairs and other hiring events will be coordinated.
5. Describe how Internal Operational Policies for the OMJ Center(s) will be developed and implemented.
6. Describe how customer feedback will be captured and reported to the Board.
7. Describe how your organization will develop and implement a referral tracking process for the OMJ Center(s).
8. Describe how your organization will utilize technology to enhance and improve OMJ Center services to customers.
9. Describe how EEO and Americans with Disabilities Act (ADA) compliance will be ensured.
10. Describe how your organization will monitor the selected provider(s) of Adult and Dislocated Worker Career Services and Youth Services for WIOA programmatic compliance.
11. Describe how your organization will coordinate staff training in the OMJ Center(s) to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs.
12. Describe how your organization will track and report OMJ Center(s) performance to the WDB and others. Include how it will ensure data integrity and maintain confidentiality.
13. Describe how your organization will identify any new and alternative access points for customers.

### Career Services

1. Describe the workshops your organization could provide at the OMJ Center(s) and how such workshops would be delivered.
2. Describe how your organization will perform outreach to inform job seeking customers about employment and training opportunities.
3. Describe the intake process that includes eligibility determination. Describe how non-WIOA eligible individuals will be assisted.
4. Describe how career counseling and/or career development services will be provided to

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participants which results in identification of appropriate and attainable career goals based on the unique characteristics of the individual being served.

5. Describe how assessments will be used to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.
6. Describe how IEPs will be developed with customers that address barriers to employment, set specific, measurable, agreed upon, realistic, and time-based goals, and prepare participants for work by developing and improving work readiness skills.
7. Describe how a customer's need for supportive services will be identified. Describe how resources from other community organizations may be leveraged.
8. Describe how customers will be guided toward sustainable career pathways that focus on long-term career goals and upward mobility based on in-demand jobs at a local level.
9. Provide a detailed approach to how WIOA Title II – Adult Ed programs will be engaged in order to ensure access to career pathways for those who lack a high school diploma or equivalent, are determined to be basic skills deficient, and/or lack the digital skills needed to compete in the current workforce.
10. Describe your organization's approach to offering a wide range of training services to participants. Include a description of how a customer's enrollment into training will be determined.
11. Describe any applicable past or current experience participating in pre-apprenticeship or apprenticeship programs, including the specific occupations or sectors that were targeted.
12. Describe how services will be provided to business customers and how you will build partnerships within the business community.
13. Describe how customer feedback will be captured and reported for both job seeker customers and business customers.
14. Describe how job seeker and business services will be coordinated within your organization as well as with partner organizations, including Wagner-Peyser staff.
15. Describe how and what follow-up services will be offered to the individual and to the employer after a customer exits from the program.
16. Discuss how your organization will encourage customers to remain engaged and on their targeted career paths after exiting from the program.
17. Describe how your organization will utilize technology to improve services to customers and businesses
18. Describe your organization's abilities to use Ohio's Workforce Case Management System (OWCMS) to track participants' progress through enrollment, placement, and retention. Include how performance will be reviewed.
19. Describe how your organization will ensure that WIOA funds are tracked and reported according to local, state and federal rules and regulations.