SOUTHEAST GEORGIA Workforce Investment Board

Request for Proposal #13

for

Class-Size Training for Adults and Dislocated Workers

SCHEDULE OF EVENTS:

RFP Package Available	**September 1, 2009**
Bidder's Conference*	**September 10, 2009 – 8:30 am**
Deadline for Proposals	**October 6, 2009 – 2 pm**
Review & Selection Period	**October 6, 2009 – October 14, 2009**
Notification to Proposers	**October 15, 2009**
Contract Negotiations	**October 15 - November 2, 2009**
Program Begins	**November 2, 2009**

***Registration is requested for the Bidder's Conference to be held at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia   Please call Roberta Lovett at (912) 285-6097 or email her at rllovett@sgrc.us.**

For information and/or a proposal package, contact:

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Southern Georgia Regional Commission
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REQUEST FOR PROPOSAL

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I. INTRODUCTION AND OVERVIEW

The purpose of this Request for Proposal (RFP) package is to solicit proposals to provide services under the guidelines of the Workforce Investment Act (WIA) of 1998 and the American Recovery and Reinvestment Act of 2009. The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southeast Georgia Workforce Investment Board (WIB), requests proposals to operate class-size training for adults and dislocated workers.

Class-size training is training provided by an institution of higher education, such as a community college, or an eligible training provider designated by the WIB that offers training to multiple individuals in high demand occupations. For the purposes of this RFP, training areas that are considered in demand are in the areas of advanced manufacturing, “green jobs,” health care, and broadband communications. Any other areas proposed must provide in-depth justification of why the occupation is considered in demand. Other areas such as adult education and literacy services may be proposed as long as there is a tie-in with actual occupational skill attainment. These services must not be duplicative.

This RFP does not commit SGRC to award a contract or to pay any costs incurred in the preparation of proposal(s) in response to this request. SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

Generally, the service provider will perform the following tasks:

1. Provide numerous services to individuals, including eligibility determination, assessment, referral, Customer Service Plan development, counseling, case management, job development/placement; occupational skills training, payment of support services, etc.;

2. Coordinate and collaborate with other organizations, partners or agencies to develop resources and provide the services needed by individuals, i. e., financial assistance to attend school, career counseling, guidance counseling, transportation, etc.;

3. Perform programmatic tasks, such as entering data into the online Georgia Workforce tracking system (GWS), maintaining participant files, tracking performance outcomes of participants, etc.;

4. Tracking of obligations and expenditures;

5. Maintain and report financial data, including biweekly payments to participants, documentation of attendance in training by participants, documentation of expenditures, recording data in books of accounts, etc.;

6. Complete other tasks associated with program operation, such as personnel management, etc.

Funding Availability and Length of Project

Total funding available for adults is approximately $75,000 and dislocated workers is approximately $220,000. This funding must cover operational costs and participant costs associated with occupational training, i. e., instructor costs, training materials and participant support. Contracts as a result of this RFP process may be funded through June 30, 2011.

A bidder's conference will be held at the Waycross office of the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia 31503 on September 10, 2009 at 8:30 a.m. Please register by calling Roberta Lovett at (912) 285-6097 or by email at rllovett@sgrc.us.

Proposal Review

Two levels of review will be conducted. First, proposals will be reviewed to determine responsiveness. The following criteria must be met for a proposal to be considered responsive:

- Proposal must be received by the deadline
- Proposal must be in the required format
- Seven copies (original and six copies) must be submitted.

Second, responsive proposals will be evaluated for competitiveness. A committee will conduct individual reviews and score proposals using the Review Criteria form provided in this RFP package, (Page 31). A total score of 65 or higher on the Review Criteria and the Past Performance Evaluation combined is necessary for a proposal to be deemed competitive. The WIB will only consider competitive proposals (those scoring above 65); however, proposals with the highest score may not necessarily be selected.

Proposal Submission

Seven (7) copies, one with original signature(s) must be submitted. Proposals are due by 2 pm on Tuesday, October 6, 2009. Proposals must be officially received at the Southern Georgia Regional Commission office, 1725 South Georgia Parkway, West, Waycross, Georgia 31503. Proposals must be mailed or hand delivered to the SGRC. Proposals received via fax or email will not be considered.

The Southeast Georgia Workforce Investment Area serves the counties of Atkinson, Bacon, Berrien, Brantley, Charlton, Clinch, Coffee, Pierce and Ware. Program(s) may be operated in a single county, a combination of counties, or all counties.

Proposals must be mailed or hand-delivered to the SGRC. Proposals received via fax or email will not be considered.

Contact Person

Clarifying questions about this package and the RFP process may be directed to Roberta Lovett, Program Coordinator, Southeast Georgia RC, 1725 South Georgia Parkway, West, Waycross, Georgia 31503, (912) 285-6097 or by email at rllovett@sgrc.us.

II. GUIDELINES FOR SERVICE DELIVERY

A. CLASS SIZE TRAINING

A. Purpose and Services to be Provided

The purpose of the class-size training program is to provide participants with hands-on experience in the skills and competencies necessary to enable them to pursue and secure unsubsidized employment in local growth occupational areas. Projects must provide the following services:

1. Recruitment of applicants; determination of eligibility; verification of core and intensive services, registration in the GWS, documentation of all applicable information in the GWS, assessments to determine suitable training occupations, career guidance and counseling, implementation and ongoing update of the Customer Service Plan, case management, and class-size training instruction;
2. Class-size instruction should be in the areas of advanced manufacturing, "green jobs," health care, and broadband/telecommunications. Any other training occupations must provide in-depth justification of why the occupation is considered a growth area. Other areas such as adult education, literacy services, and customized training may be proposed as long as there is a tie-in with actual occupational skill attainment. These services must not be duplicative;
3. Assessing participant's progress during the training to assure participant success;
4. Participants will be eligible for support and the instructor will need to certify participant's attendance and/or programs for payment (see page 13 for support policy);
5. Maintain and report financial data, including payments to participants on a bi-monthly basis, documentation of participant attendance in training, documentation of expenditures, recording data in books of account, etc.;
6. Complete other tasks associated with program operation, such as personnel management, etc.; and
7. Follow-up services, as applicable, for not less than 12 months.

B. WIA Adults and Dislocated Workers Services Information

The service provider will be responsible for eligibility determination and documentation for new registrants. If an individual is to be served as an adult or dislocated worker, he/she must receive at least one core service, such as an initial assessment or job search and placement assistance, before receiving intensive services. The initial assessment provides preliminary information about the individual's skill levels, aptitudes, interests, and supportive service needs. The job search and placement assistance helps the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. The decision on which core services to provide, and the timing of their delivery, may be made on a case-by-case basis depending upon the needs of the participant. *A determination of the need for intensive services as established by the initial assessment or the individual's inability to obtain employment through the core services provided must be contained in the participant's case file.*

B. WIA ELIGIBILITY DETERMINATION

Service providers are responsible for determining and documenting eligibility for WIA adults and dislocated workers to be served. Eligibility determination must be completed in accordance with the Workforce Investment Act and regulations found in 20 CFR parts 660-671. SGRC staff will provide eligibility training for service provider staff.

Eligibility for Adults

1. must be a citizen of the United States or an individual authorized to legally work in the United States
2. must be in compliance with the Military Selective Service Act.
3. individuals who are **employed** at the time of registration must not be earning a "self-sufficient" wage (earnings at or below 175% of the poverty level) as established by the local workforce investment board.

Eligibility for Dislocated Workers

1. must be a citizen of the United States or individuals authorized to legally work in the United States
2. must be in compliance with the Military Selective Service Act. (citizenship and draft registration status must be verified and documented)
3. must reside in, or have been terminated or laid off from employment in, the nine-county service delivery area
4. must be a dislocated worker as outlined in WIA section 101 (9). Essentially, a "dislocated worker" is defined as an individual who:

- Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; **and**
- is eligible for or has exhausted unemployment compensation; **and**
- is unlikely to return to previous industry or occupation.

or

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment; **and**
- has shown attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or the employer was not covered under a State unemployment compensation law; **and**
- is unlikely to return to a previous industry or occupation.

or

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise.

or

- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

or

- Was self-employed (including as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of natural disasters.

or

- Is a displaced homemaker (an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment).

2. Performance Requirements – Adults and Dislocated Workers

The required performance rates and a brief explanation of performance goals are provided below for adults (18 years of age and older) and dislocated workers. Note that the "date of participation" is the day that an individual receives a program-funded service from WIA or Department of Labor (Employment Services, Trade Adjustment Act, Veterans' Employment and Training Services).

The service provider must plan to meet or exceed the following performance standards:

- Entered Employment……………………………………..…91%
- Employment and Credential Rate………………………76.6%
- Employment Retention Rate…...94%

- Average Earnings……………………………..………$9,941

a. Entered **Employment**

Of those who are not employed at the date of participation:

The number of participants who are employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

Operational Parameters:

- Individuals who are employed at the date of participation are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure).
- Individuals who, although employed, have either received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or are currently on active military duty and have been provided with a date of separation from military service are considered not employed and are included in the measure.
- Employment at the date of participation is based on information collected from the individual, not from wage records.

b. Employment and Credential Rate

Of those adults and dislocated workers who received training services and were employed in the first quarter after exit and received a credential/certificate by the end of the third quarter after exit divided by the number of adult or dislocated worker participants who exit during the quarter.

Operational Parameters:

- The numerator of this measure includes those who were employed in the first quarter after exit regardless of whether they were employed at participation.
- Credentials/certificates can be obtained while a person is still participating in services and up to three quarters following exit.

c. Employment Retention

Of those who are employed in the first quarter after the exit quarter:

The number of participants who are employed in both the second and third quarters after the exit quarter divided by the number of participants who exit during the quarter.

Operational Parameters:

- This measure includes only those who are employed in the first quarter after the exit quarter (regardless of their employment status at participation).

- Individuals who are not employed in the first quarter after the exit quarter are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure).
- Employment in the first, second, and third quarters after the exit quarter does not have to be with the same employer.

c. Average Earnings

Of those who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who exit during the quarter.

Operational Parameters:

- Wage records will be the only data source for this measure. Acceptable wage record sources are a state's Unemployment Insurance wage records, Federal employment wage records, military employment wage records, and other administrative records.
- Individuals whose employment in either the first, second, or third quarter after the exit quarter was determined solely from supplementary sources and not from wage records are excluded from the measure.

B. OUTREACH AND RECRUITMENT

Service providers are responsible for conducting outreach activities and recruiting eligible applicants. Radio spots, public service announcements, newspaper advertisements, fliers, and other methods of outreach may be used. Additionally, the one-stop partners must be encouraged to refer applicants.

A. Special Populations

Veterans' Preference

A veteran is defined as "an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable." **Public Law 107-288, Section 4215 (a) (2) (3) requires that veterans receive priority in all WIA programs. *Collection of the individual's Form DD-214 will be necessary to document veteran status.***

General provisions under this law include the following:
- Veterans' status must be captured in the registration process.
- Veterans' priority cannot be waived.
- Eligibility is not affected but qualified veterans must be given priority over otherwise qualified non-veterans.
- A homeless veteran is an individual who served in the active military, naval or air service, who was discharged or released under conditions other than

dishonorable, and who lacks a fixed, regular and adequate nighttime residence. Does not include individuals who are imprisoned or detained. Service of 180 days or more is not required.

C. ASSESSMENT AND CUSTOMER SERVICE PLAN DEVELOPMENT

A comprehensive assessment, along with the development of a customer service plan, is required for each customer served in the program. The academic levels, skill levels, and service needs of each participant must be evaluated during the assessment process. The assessment shall include a review of basic skills, prior work experience, occupational skills and interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs (WIA Section 129(c)(1)(A)). However, if a recent assessment (or partial assessment) has been conducted prior to registration, applicable portions of the prior assessment should be utilized to prevent duplication.

Within 30 days of registration, it is mandatory that participant's be assessed to determine reading and math levels, or basic skills levels. Service provider staff will conduct assessment. SGRC staff will provide training regarding assessment. The Test of Adult Basic Education (TABE) may be used to assess basic skill levels. Level 2 of the Career Decision Making System, Revised (CDM) may be used to identify interests, abilities, and values. The Career Ability Placement Survey (CAPS) may be administered to identify aptitudes. The tests may be administered during group sessions or on an individual basis. Again, if comparable tests have been recently administered, results of the comparable tests are acceptable. Requests to routinely use other testing instruments to assess reading and math levels, interests, and aptitudes will be given consideration. However, the SGRC will furnish the TABE, CDM, and CAPS at no cost to the contractor. During assessment, staff of the service provider will conduct a one-on-one, face-to-face interview with the participant. Topics of discussion will include test results, employment goals, training options (WIA and non-WIA), and the participant's family/support network.

Based on the assessment outcomes, the case manager/service coordinator and the participant will work together to develop a customer service plan to serve as a management tool to guide, track, and document the participant's progress in attaining goals.

D. SERVICE PROVIDER/STAFF DUTIES

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling, service coordination, job development, placement services, and post-employment services, when applicable. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years experience working directly with the public. The individual will be responsible for entry of participant data into the on-line GWS. He/she will also document all pertinent information, including attendance, in participant files. He/she must provide follow-up services for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. He/she will be responsible for collecting, compiling, and reporting requested performance data. He/she must possess the ability to collaborate and coordinate services with numerous partner agency representatives and to communicate with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds.

E. PARTICIPANT TRACKING IN THE GEORGIA WORKFORCE SYSTEM

The service provider is responsible for the correct completion and entry of online GWS forms to record eligibility, registration, assessment results, exit, and follow-up information. Also, the GWS will be utilized to record case management notes and to document the provision of services. Staff of the SGRC will provide GWS training for service provider staff.

F. REFERRALS

Applicants and participants must be referred to appropriate services. Referrals and the result of the referrals must be documented.

G. PROGRAM ACTIVITIES

1. <u>Case Management/Service Coordination/Counseling</u>

Whenever possible, a single individual should provide case management throughout a participant's WIA participation period. Case management (or service coordination) is the planning, coordination, and monitoring of the steps needed for an individual to reach the desired goals stated in the Customer Service Plan. The case manager must contact participants ***at least once per month*** to provide counseling or other services, if needed, and to document progress and/or assist with problems. More frequent contacts are recommended. Follow-up services must be made available for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. Case management notes regarding contacts and counseling must be consistently documented in the GWS and in the customer file.

2. <u>Job Development/Job Placement</u>

Service provider staff will assist with job development and placement. However, to prevent excessive contacts with employers, staff will coordinate all efforts related to job development and placement with staff of the local DOL career center and placement personnel at local technical colleges. The service provider will work with career center staff and one-stop partners to establish and maintain relations with area employers and facilitate the location of suitable employment sites. Issues such as hours, wages, budgeting, satisfaction, and potential for advancement will be taken into consideration.

3. <u>Support Payments to Participants</u>

The Southeast Georgia WIB has chosen to provide supportive payments for registrants who are attending training classes. The supportive payment may be used for childcare, transportation, meals, and any other supportive service the participant chooses.

Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the service provider by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the GWS). The service provider must maintain documentation to support the payments.

WIA participants will receive a support payment, based on attendance, while attending occupational skills training as follows:

Participant: $25/day
Participant who has physical and legal custody of 1 child under the age of 13: $35/day
Participant who has physical and legal custody of 2 children under the age of 13: $45 day -- Total support payments will not exceed $225 per week.

4. <u>Payments for Tuition, Books, and Miscellaneous Required Purchases</u>

Tuition and book fees for WIA participants will ordinarily be covered by the Hope fund; however, in the absence of Hope or other financial assistance, WIA funds may cover tuition and book fees. If other funds are not available for items required by the instructor for all class participants and purchasable through the school (i. e., uniforms, lab equipment, tools, etc.), WIA funds may be used for these expenses. When and if this happens, the payment will be made by the service provider directly to the appropriate school. The service provider will be responsible for making the arrangements, ensuring that the school will bill the service provider, making the necessary arrangements for the participant, etc.

In the absence of other funding, additional costs related to a participant's employment (i. e., work boots, drug screenings, etc.) may be paid by WIA funds contracted as a result of this RFP; however, equipment required for an individual to become self-employed will not be covered by WIA funds. Funds for these purchases will be determined when a contract is awarded and negotiated.

III. GENERAL REQUIREMENTS FOR PROPOSERS

This section includes the requirements for proposers and contractors. Proposers should read it carefully before developing a proposal.

A. FUNDING

A proposal funded under this Request for Proposal package will be funded under provisions of the Workforce Investment Act, Public Law 105-220 and the American Recovery and Reinvestment Act of 2009. Funding is contingent upon the availability of WIA funds. Proposers must comply with requirements of the American Recovery and Reinvestment Act, Public Law 105-220, the Workforce Investment Act (WIA), as amended, USDOL Regulations 20 CFR Parts 626-631 and 637, and 29 CFR, OMB Circulars A-87, A-21, A-102, A-122, A-110, and/or A-133.

The Workforce Investment Board (WIB) reserves the right to fund proposals under funding sources (if available) other than the sources identified in this Request for Proposal package.

B. CODE OF CONDUCT

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. Proposers found violating this code of conduct will not be funded. No officer, employee, or agent of the proposer shall:

1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or

2) Participate in the selection, award, or administration of a procurement supported by WIA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:

    a. the officer, employee, or agent;
    b. any member of his or her immediate family;
    c. his or her partner; or
    d. a person or organization, which employs, or is about to employ, any of the above.

C. FINANCIAL REQUIREMENTS

Proposers must complete Appendix A, Statement of Financial Capability, and submit it with the proposal. The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Proposers must demonstrate the ability to repay disallowed costs. Proposers must provide assurance that all financial personnel are bonded. Resumes/qualifications of all financial and accounting personnel must be submitted with the proposal. Financial resources and capacity must be fully explained in the proposal. A pre-award survey of new contractors will be conducted prior to the execution of a contract.

D. AUDIT

One copy of the proposer's most recent audit must be attached to the proposal with an original signature. It is not necessary to attach a copy of the audit to each copy of the proposal. Prior to contract negotiation, SGRC staff and/or the SGRC's auditor will review the audit. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the most recently completed fiscal year.

Any proposer that is awarded a contract and expends more than $500,000 must submit, within 90 days of the close of its fiscal year, an audit in compliance with OMB Circular A-133. This includes commercial (private-for-profit) organizations. WIA regulations 20 CFR 667.200(b) (2) (ii) require that commercial organizations that expend more than $500,000 threshold of OMB Circular A-133 conduct either an organization-wide or a program-specific audit. The cost for the audit may be included in the proposal budget.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits.

E. PROGRAM INCOME

Program income earned on any contract must be used to further program objectives only. Program income is defined as income received by the service provider directly generated by an activity or earned only as a result of the contract. Such earnings include fees from services performed or from conferences, sale of commodities or items fabricated, income from the use or rental of real or personal property acquired with grant funds, revenues earned by a governmental or private non-profit contractor in excess of actual costs incurred in providing services, and interest income.

The service provider must account for program income and report this income to the SGRC monthly. The service provider may retain the program income, provided it is used only for purposes that are authorized under the contract. If contractors cannot use the program income as described above, it must be paid to the SGRC with the submission of the closeout invoice.

F. INVOICES AND PAYMENT

The proposer who is awarded a contract will submit a monthly invoice to the SGRC to collect funds earned against the contract. The SGRC will provide the invoice form. The invoice is due by the 10th calendar day of the following month. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the SGRC no later than 15 calendar days after the end of the contract period.

G. ASSURANCES, CERTIFICATIONS, AND INDEMNIFICATION

The proposer who is awarded a contract must sign a standard contract document. The document specifically outlines federal laws and regulations, including the reporting requirements of the American Recovery and Reinvestment Act of 2009, along with the responsibilities of the service provider. Proposers may request a sample copy for review. Any proposed changes must be submitted with the proposal.

H. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES

Service providers shall comply with the Civil Rights Act of 1964 and its amendments which state that no person in the United States shall, on the grounds of race, color, religion, gender, national origin, age, handicap or political affiliation or belief be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity from which the recipient receives federal financial assistance.

I. PREVENTION OR FRAUD/MISAPPLICATION OF FUNDS/GROSS MISMANAGEMENT

To ensure the integrity of WIA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost participants," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of participants for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, unsuitable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the SGRC may cancel the contract.

J. OUTREACH, RECRUITMENT, ELIGIBILITY DETERMINATION, AND ASSESSMENT OF PARTICIPANTS

Service providers will be responsible for outreach, recruitment, eligibility determination, and assessment of participants, where applicable. Eligibility determination shall be in compliance with the WIA and the Southeast Georgia area's local policies and procedures.

K. SELECTION OF PARTICIPANTS

Operating within the parameters of WIA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

L. PAYMENTS TO PARTICIPANTS

Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the proposer by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the GWS). The service provider must maintain documentation to support the payments.

M. GEORGIA WORKFORCE SYSTEM (GWS) AND PARTICIPANT OBLIGATIONS TRACKING

Service providers will be responsible for entering data into the statewide online GWS. Service providers are responsible for collecting, verifying, and transmitting timely, accurate, and complete data including application information, registration information, customer service plan, program/activity changes, case management notes, and exit information. Statewide online forms will be utilized.

The State of Georgia is operating an online ITA tracking system for obligations and expenditures. This system is not presently being utilized in Southeast Georgia; however, it may be implemented at a future date. If so, service provider staff would be expected to utilize the system.

N. MONITORING AND EVALUATION

The SGRC staff will monitor and evaluate programs and activities throughout the contract period. A minimum of one on-site visit will occur during the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow SGRC staff full access to all files and records relating to WIA programs. The SGRC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions.

Service providers must develop corrective action plans and respond in writing to required corrective actions.

O. INTERNAL MONITORING

Service providers must periodically monitor all of their activities. Programmatic, performance, financial, and compliance monitoring must be completed and documented. Proposers must explain their monitoring plans, including how, when, and who will monitor WIA activities in their organization.

P. RETENTION OF RECORDS

Service providers shall maintain copies of all financial records, including cancelled checks, invoices, purchase orders, payroll register, books of account, and any other financial record. Appropriate records of a client's participation in a WIA program, including verification of eligibility, referral information, etc. must be maintained. Service providers shall retain such records for a period of six (6) years from the end of the contract and/or the end of the program year in which the participant exited.

The service provider may give participant records to the SGRC for storage at the end of the contract period. In the event of litigation or audit involving any records relative to the contract, the service provider will retain the records until resolution of the audit or litigation.

Q. TYPE OF CONTRACT

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

R. SUBCONTRACTS

If a proposer anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget.

S. FIDELITY BOND INSURANCE

A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against loss. Bond coverage shall be for $50,000 and must be maintained during the life of the contract.

T. TRAINING SESSIONS AND MEETINGS

The SGRC holds training sessions and meetings periodically. In addition to providing training, these meetings are to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIA programs in the local area. At least one staff member representing each service provider must attend these meetings.

U. APPEAL PROCEDURES

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southeast Georgia WIB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

V. DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

Proposers must complete and include Appendix B, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, in each proposal submitted to the SGRC.

W. LOBBYING

Proposers must complete and include Appendix C, Certification Regarding Lobbying, in each proposal submitted to the SGRC.

X. NON-DUPLICATION OF SERVICES

Funds provided under the Workforce Investment Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

IV. SUBMISSION REQUIREMENTS FOR RFP #13

ELIGIBLE CONTRACTORS

Local boards of education, technical institutes, community-based organizations, faith-based organizations, institutions of higher learning, community action agencies, private-for-profit companies, private non-profit companies, state agencies, and governmental agencies are eligible applicants.

DUE DATE

Proposals responding to this WIA Request for Proposal package #13 are due by 2 pm, ***Tuesday, October 6, 2009***. Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia 31503. **Proposals must be mailed or hand delivered to the SGRC. Proposals received via fax or email will not be considered.**

Proposals received after the deadline will be determined non-responsive and will not be considered for funding. (Proposals delivered at 2:01 p.m. on the deadline date will be determined non-responsive.)

NUMBER OF COPIES

Seven (7) copies, one with original signature(s), <u>must</u> be submitted. ***If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.***

PROPOSAL FORMAT

The proposal <u>must</u> be in the following format. ***If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.***

A. <u>Proposal Cover Sheet</u>

The first page of the proposal must be the <u>Proposal Cover Sheet (</u>see page 25 of this package). An official legally authorized to act on behalf of the proposing agency must sign the Proposal Cover Sheet. The signature of this individual will serve as certification that the cost data contained in the proposal is accurate and complete.

B. <u>Project Narrative</u>

The project narrative section should be limited to two pages and should be double-spaced using a font size of 12. In narrative form, summarize and describe the project in general terms.

C. <u>Services/Activities to be Provided</u>

The proposal must explain the following services/activities and how service delivery will be accomplished. Specify when the service/activity will occur, how it will occur, where it will occur, who is responsible, and any other information that will clearly explain the services and activities to be provided.

1. Outreach and Recruitment
2. Case Management/ Service Coordination/ Counseling

3. Job Development/Job Placement
4. Support Payments to Participants
5. Assessment and Customer Service Plan Development
6. Payments for Tuition, Books, and Miscellaneous Required Purchases
7. Service Provider/Staff Duties (including data entry into GWS)
8. Participant Contact
9. Referrals

D. <u>Performance and Outcomes</u>

Identify planned performance for the program.

E. <u>Program Management</u>

1. Give a *brief* history and background of your organization. Include the purpose of your agency and the number of years of educational or job training experience.

2. Identify the job titles and required qualifications for staff that will be working in any aspect of the program. Attach job descriptions and the approximate number of hours annually to be spent each week in WIA activities.

3. Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.

4. Provide a summary of your organization's past performance in the provision of similar/related services. Explain the type of service or program that was provided. List the name of the contracting agency, the dates of the contract(s), the amount of contracted funds, and the amount of expended funds. Describe the targeted population. Outline performance outcomes pertinent to the program described (i.e., number served vs. number planned to be served, completion rate, entered employment rate, retention rate, GED attainment rate, etc.). Provide the name and title of a reference with the ability to verify the past performance information. Furnish contact information for the reference, including an address and phone number.

5. Identify local office locations and provide telephone numbers. Identify the planned location of participant files during the contract period and after the contract ending date.

6. Identify any subcontractors to be used, the service(s) they will perform, and the cost for such services.

F. Financial Management

1. Complete Appendix A – Statement of Financial Capability and attach to the proposal.

2. Provide information about your financial resources. Provide the qualifications and technical skills of your financial staff.

3. Describe your financial management system, internal controls, and provisions for audit and record retention. Include your accounting procedures, type of accounting system used, and fiscal year. Identify where financial records will be maintained and who (by title) will prepare financial invoices for submission to the SGRC. Furnish business references. Include any other information that will clearly describe fiscal accountability and capacity. Include the name, address, and telephone number of the bank that will handle the program's account.

4. Fully explain any indirect rate, cost pools, and cost allocation plans.

5. Submit a list of owners, members of Board of Directors, and other officers of the corporation or organization.

6. Attach a copy of your fidelity bond and a copy of your most recent audit. It is not necessary to attach a copy of the audit to copies of the proposal. **Only one copy of the audit is needed, which should be attached to the proposal with the original signature.** If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the most recently completed fiscal year.

7. Attach a copy of your business license.

8. Briefly explain your procurement practices or attach a copy of your written procurement procedures if funds will be used to purchase goods and/or services.

9. Complete and include the applicable budget forms (pages 26-30) of this RFP.

G. Coordination/Linkages/Collaboration

Describe coordination arrangements with partner agencies and/or other agencies that will assist with this project. Describe how the program will interact with one-stop partners identified in the Workforce Investment Act. Include any individuals, by title, to be involved with coordinating this program to ensure success.

Other appropriate linkages that will enhance the provision of services should be established and explained. Such linkages are highly encouraged and may be established with local technical colleges, business and labor organizations, volunteer groups, and other training, education, employment, and social service programs.

The Workforce Investment Act stresses the development of a genuine local workforce development *system*. Hence, strong proposals will give careful attention to the accomplishment of the goals of coordination, no duplication, maximization of resources, and seamless service delivery. Letters of support may be attached.

H. Certification Regarding Debarment

Complete the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form (Appendix B of the RFP) and attach to the proposal.

I. Certification Regarding Lobbying

Complete the Certification Regarding Lobbying form (Appendix C of the RFP) and attach to the proposal.

J. Georgia Security and Immigration Act of Georgia

Complete The Georgia Security and Immigration Compliance Act of 2006" Subcontractor Affidavit (Appendix D of the RFP) wherein service provider agrees to comply with all of the requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at http://www.dol.state.ga.us, as further set forth below.

Service Provider Agreement to Verify the Work Eligibility of its New Hires through the U.S. Department of Homeland Security's ***"Employment Eligibility Verification (EEV) / Basic Pilot Program."*** ***SERVICE PROVDER*** agrees to verify the work eligibility of all *of* ***SERVICE PROVIDER'S*** newly hired employees through the U.S. Department of Homeland Security's ***Employment Eligibility Verification (EEV) / Basic Pilot Program***, accessed through the Internet at https://www.vis-dhs.com/EmployerRegistration, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia.

PROPOSAL COVER SHEET
For Class-Size Training for Adults and Dislocated Workers or
Customized Training for Adults and Dislocated Workers
Contract Period November 2, 2009 through June 30, 2010

Southeast Georgia Workforce Investment Board

Proposing Agency:

____

Mailing Address:

____

____

Contact Person: ______________________________ Title: ______________________________

Telephone: ______________________ Fax: _____________ E-mail: ____________________

Check all that apply:

________ Minority owned

________ Female owned

________ Less than 500 employees

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL PACKAGE

(Agency name) ____ does hereby accept all the terms of the Request for Proposal Package and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Typed or Printed Name of Authorized Person: ____

Signature of Authorized Person: __________________________________Date:______________

BUDGET SUMMARY

Line Item	***Total Cost***
Salary	
Fringe	
Travel	
Office Supplies	
Telephone	
Postage	
Rent*	
Utilities*	
Bond	
Audit	
Copying	
Indirect	
Advertising	
Participant Support	
Participant Materials	
Other (Identify)	
Other (Identify)	
Other (Identify)	

NOTE: Complete pages 29-30 to explain costs on this budget page.

PERSONNEL SUMMARY

Position Title	Hourly Wage	Hours Charged to This Project	Total Amount Charged	Will this person charge time to another fund source?
TOTAL (Enter on salary line item on Budget Summary)				

FRINGE BENEFITS

Benefit	Salary Base	%	Amount Charge To Contract
FICA/Medicare			
Worker's Comp.			
Health Insurance			
Retirement			
U. I.			
Life Insurance			
Other (Identify)			
TOTAL (Enter on fringe line item on Budget Summary)			

TRAVEL

Mileage	Amount Charged to Contract
____ Miles x ____ Per Mile	
Lodging and Meals	
____ Nights x ____ Per Night	
____ Per Diem x ____ Days	
TOTAL	

PARTICIPANT PAYMENTS

Participant Payments	Amount	X # of Weeks	x # of Participants	Total
Training Costs Payments				
Support Payments				
Other (Identify)				
TOTAL (Enter on participant payments line item on Budget Summary)				

PARTICIPANT MATERIALS SUMMARY

ITEM DESCRIPTION	Quantity	Unit Cost	Total Costs
TOTAL (Enter on participant materials line item on Budget Summary)			

OTHER COSTS EXPLANATION

Explain how the amounts for line items were determined. Explain allocations, if applicable. Use additional sheets if necessary.

Office Supplies: ____

____

Telephone: ____

____

Postage: ____

____

Rent: ____

____

Utilities: ____

____

Bond: ____

____

Audit: ____

____

Copying: ____

____

Indirect: ____

____

Advertising: ____

____

Other (Identify): ____

____

Other (Identify): ____

____

Other (Identify): ____

____

Other (Identify): ____

____

REVIEW CRITERIA

Proposer Name: ______________________ Program: ___________________________

Proposal #_____________________ Total Score__________________________

Financial Management Criteria ________X 4 =_______

1. Did the proposer include all the requested financial management/budget information?
2. Does the proposer have adequate financial resources?
3. Does the proposer have acceptable internal controls?
4. Was the budget information mathematically correct?
5. Will the accounting system and procedures adequately account for and report financial data?

Program Management Criteria ________X 4 =_______

1. Does the proposer have a history of providing employment and training services?
2. Did the proposer include all the requested program management information?
3. Does/will the staff have the necessary qualifications?
4. Do the monitoring procedures ensure that the activities and services will be in compliance with WIA and the contract?
5. Will the proposer have an office in the Southeast Georgia area?

Performance Criteria ________X 5 =_______

1. Does the proposer have sufficient educational and job training experience?
2. Was the requested past performance information provided?
3. Does the proposer's past performance indicate the capacity to perform the activities and services described in the proposal?
4. Is the proposed performance equal to or greater than the performance requested in the RFP?
5. Will the activities/services described in the proposal lead to achievement of the required performance measures?

Program Design Criteria ________X 4 =_______

1. Did the proposer clearly and completely describe the program design?
2. Were the planned services thoroughly explained?
3. Were the planned training activities thoroughly explained?
4. Did the program design include a combination of services/activities?
5. Did it appear that a needed service or training activity was not included in the program design?

Cost Criteria ________X 3 =_______

1. Does the cost seem reasonable?
2. Does the cost per participant compare favorably to other similar proposals?
3. Could the services/activities be provided at the cost proposed?
4. Does the proposed cost seem adequate for the number of individuals to be served?
5. Does any line item in the budget seem unusually high?

STATEMENT OF FINANCIAL CAPABILITY

Proposer Name and Address: ____

____

Information in this statement must be completed by an independent certified public accountant or by the financial officer of the proposer if proposer is a state or local educational agency.

A. The proposer is a corporation: Yes: ____ No: ____
If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office.
A copy of the registration certification is attached: Yes: ____ No: ____
If no, please explain: ____

B. Proposer is licensed in the county or city in which they are doing business:
Yes: ____ No: ____
A copy of the license is attached: Yes: ____ No: ____ (not applicable for state or local educational agencies).
Explain if proposer does not have license attached: __________________________
____

C. Proposer has a current fidelity bond and a copy is attached: Yes: ____ No: _____
Explain if proposer does not have a current fidelity bond attached: ______________
____

D. Financial Condition as of the end of most recent fiscal year.

1. Cash $_______________
2. Current Assets $_______________
3. Current Liabilities $_______________
4. Net Working Capital $_______________ (number 1 + 2 – 3 = 4)

E. The proposer's Fiscal Year end is ____________________, 20____.

F. Workmen's Compensation Current? Yes: ____ No: ____

Name of Carrier: ____

Policy Number: ____

Period Covered by Policy: ____

Address of Carrier: ____

____

G. Has OSHA placed a fine on proposer (civil or criminal) in the past 24 months?
Yes: ____ No: ____ if yes, explain: ____

H. Are Federal, State and Unemployment Taxes Paid and Current: Yes: _____ No: _____

Federal Employer Identification Number: ______________________________________

Georgia Unemployment Insurance Number: _____________________________________

Georgia Withholding Tax Number: ____

In the past five (5) years, has the proposer had any Federal or State Tax levies?
Yes: ____ No: ____ if yes, describe the nature, circumstance of the levy, county filed, and the date paid/resolved.

____
____
____
____

I. Circle the appropriate answer(s) to indicate the financial arrangements that are available to facilitate performance during initial phases of the contract.

1. Own Resources Yes: ____ No: ____
2. Bank Credit Yes: ____ No: ____

(If yes, name of bank and amount – include any Line of Credit):

________________________________ ________________________
(Name of Bank) *(Amount of Credit)*

3. Other Income Source Yes: ____ No: ____ (Specify source and amount)

________________________________ ________________________
(Source) *(Amount)*

________________________________ ________________________
(Source) *(Amount)*

J. The latest Audit statement was prepared on ______________________, 20_____ and covers the period of ____________________, 20____, through ____________________, 20_____. Name of auditor if audit conducted: ___________________________________.

(Please attach a copy of the most recent audit with proposal.) If the same CPA firm has audited company records for the past five (5) years, please check here ___. If a different CPA firm has audited during the past five (5) years then complete the information below:

First Year End	Firm Name and Address
______________________	____
______________________	____

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business):

____
____
____
____

Information confirmed by: ____
(CPA Firm Representative or Financial Officer of Proposer)

K. Typed or printed name of individual authorized to act on behalf of agency:

___________________________________ ________________________________
Name Title

____
Phone Number

Signature of Authorized Person: ____
Signature Date

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART TO THE CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

____

Name and Title of Authorized Representative

____

Signature *Date*

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds are providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6 The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Trans-actions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of it principals. Each participant may but is not required to check the <u>List of Parties Excluded from Procurement of Nonprocurement Programs.</u>

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Appendix C

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief that:

1) No federal appropriated funds have been paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a agency, a Member 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, and the 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 any agency, 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 Undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact 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.

____
Name of Proposer/Contractor Organization

______________________________ ______________________________
Name of Certifying Officer Signature of Certifying Officer

____
Date

*NOTE: "All" in the final rule is expected to be clarified to show that it applies to covered contract/grant transactions over $100,000 (per OMB).

Appendix D

The "Georgia Security and Immigration Compliance Act" of 2006

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ___________ ________________________________on behalf of the Southern Georgia Regional Commission has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

____
EEV/Basic Pilot Program*
User Identification Number

_______________________________ _____________________________
BY: Authorized Officer or Agent Date
of Subcontractor

____
Title of Authorized Officer or Agent
of Subcontractor

____
Printed Name of Authorized Officer or
Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS
________ day of ___________________, 200______.

Notary Public: ______________________________

My Commission Expires: ______________________

*As of the effective date of O.C.G.A.13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).