

Request for Proposals

For
**Workforce Investment Act (WIA)
On-the-Job Training/Subsidized Employment Services (OJT/SE)
Funded by Title I**

Fiscal Years 2012-2016

Release Date: March 4, 2011

Due Date: April 15, 2011



The terms and conditions of this Request for Proposals have been approved by the Governing Board of the Sacramento Employment and Training Agency (SETA)

**Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815
(916) 263-3800**

Sacramento Employment and Training Agency/ Sacramento Works, Inc
**Workforce Investment Act (WIA) Title I, Adult and Dislocated Worker
 On-the-Job Training/Subsidized Employment**
Fiscal Years 2012-2016

PLANNING CALENDAR
 (Dates and times are subject to change)

DATE	EVENT
Thursday, March 3, 2011	Governing Board Reviews/Approves Release of Request for Proposals
Friday, March 4, 2011 (1:00 p.m.)	Release of Request for Proposals
Monday, March 14, 2011 (9:30 a.m.)	Offeror's Conference
Friday, March 25, 2011 (4:00 p.m.)	Pre-qualification Requirements Due at SETA
Friday, April 15, 2011 (4:00 p.m.)	Proposals Due at SETA
Friday, May 13, 2011 (1:00 p.m.)	Publish Staff Recommendations
Wednesday, May 25, 2011 (5:00 p.m.)	Deadline to File Protest of SETA Staff Funding Recommendations
Thursday, June 2, 2011	Governing Board Makes Funding Decisions
July 1, 2011	Program Year Begins

All meetings will be held at the SETA offices, 925 Del Paso Blvd. Sacramento, CA 95815

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSALS
Workforce Investment Act (WIA)
On-the-Job Training/Subsidized Employment**

SECTION I

GENERAL INFORMATION/GUIDELINES

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSALS
Workforce Investment Act
On-the-Job Training/Subsidized Employment**

1. BACKGROUND

This Request for Proposals (RFP) was developed on the basis of the Workforce Investment Act (WIA) of 1998, and its implementing regulations published in the Federal Register, August 11, 2000. Funds for this RFP are provided to SETA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the Employment Development Department (EDD), pursuant to Title I of the WIA. CalWORKs funds from the County of Sacramento Department of Human Assistance (DHA) are also available through this RFP, and funded agencies will be required to comply with all applicable rules, regulations, and policies.

Respondents should be aware that SETA's activities, as well as those of any SETA-funded subgrantee or contractor, are subject to any modifications required by the WIA and its regulations, potential reauthorization of WIA, Federal or State legislation and their regulations, the Governor and/or the State Workforce Investment Board (WIB), the County of Sacramento DHA, the Local WIB, and SETA policies and procedures.

SETA will determine, in its sole discretion, whether to fund a proposal and/or any augmentation of funded programs under WIA. Applicants will be required to adhere to the statutes, regulations, or policies applicable to the funding that is provided. Subgrants awarded will be based on demonstrated need and the ability to meet the outcomes identified in this RFP. SETA is requiring a 20% match from applicants. Agencies that reduce the cost per participant by leveraging non-WIA and non-CalWORKs funding will receive preference for funding.

2. PURPOSE OF SOLICITATION

The purpose of this Request for Proposals (RFP) is to solicit, from qualified applicant agencies, proposals designed to prepare eligible adults and dislocated workers for participation in the labor force. This solicitation will provide an On-the-Job Training/Subsidized Employment (OJT/SE) activity that will increase the skills of the workforce and increase the productivity and competitiveness of the economy by developing a talent pool to meet the needs of local employers.

It is intended that the proposals funded will further the mission statements of SETA and Sacramento Works, Inc. The mission of SETA is: "To prepare people for success, in school, in work and in life." The mission of Sacramento Works, Inc., the Local Workforce Investment Board (LWIB) that provides policy direction and oversight for the WIA, is: "To partner with the workforce community to serve regional employment needs."

3. QUALIFIED APPLICANT AGENCIES

- Established community-based organizations
- Public agencies
- Private non-profit agencies/institutions
- Private for-profit agencies
- Educational institutions

4. AVAILABLE FUNDS

At this time, the amount of PY 2011-12 WIA Title I program funds available for allocation to OJT/SE services is unknown. The amount of funding estimated to be available for allocation under this RFP is:

- \$890,000 WIA
- \$2,000,000 CalWORKs

These amounts are subject to change.

5. TERM OF SUBGRANT

All subgrants will be awarded for a one-year term beginning July 1, 2011 and ending June 30, 2012. Subject to fund availability, SETA shall have the exclusive option to extend any subgrant awarded for four (4) additional one (1) year terms. If extended, the additional terms would be as follows:

- July 1, 2012 and ending June 30, 2013;
- July 1, 2013 and ending June 30, 2014;
- July 1, 2014 and ending June 30, 2015;
- July 1, 2015 and ending June 30, 2016.

All Proposals must include a first year budget. Funds will be allocated on an annual basis and subgrant agreements will include a maximum dollar amount which cannot be exceeded in each year. Unspent funds for each fiscal year will be returned to SETA.

6. EXTENSION OF SUBGRANTS

Every subgrant will contain a provision permitting SETA the sole option to extend or renew the subgrant for additional periods of time, up to a total of four additional years. SETA may exercise such options prior to July 1 in any given year through and including July 1, 2015. The decision to exercise the option to extend or renew, and the length of time for any extension or renewal, shall be made by SETA in its sole discretion. If SETA exercises its discretion to extend the subgrant for an additional term(s), based upon subrecipient performance and the existing conditions, SETA may, in its sole discretion, condition extensions on program performance or budget modifications. In addition, extended subgrants may be modified as identified

in paragraph 18 of the RFP.

7. PREQUALIFICATION REQUIREMENTS/SUBMITTAL DEADLINE

This is a mandatory requirement that MUST BE MET BY ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFP.

A copy of SETA's Pre-qualification Requirements is included in Section III of this RFP. Please note that the deadline for submission of all pre-qualification documents to the SETA Contracts Unit is **4:00 p.m., Friday, March 25, 2011.**

Any respondent who is a current provider for SETA or who has been a recent contractor of SETA and who has previously met pre-qualification requirements must contact Heather Luke, Contracts Analyst (916)263-4072 by 4:00 p.m., March 25, 2011 to advise SETA of its intent to respond to this RFP based upon the documentation already on file with the Contracts Unit.

Within 48 business hours (two working days), SETA staff will review all documentation submitted and contact, via telephone, those respondents who have submitted pre-qualification documents but failed to meet the requirements.

All respondents, whether SETA funded or non-SETA funded, will then have until 4:00 p.m., Monday, April 4, 2011, to submit any missing, incorrect, or incomplete pre-qualification documents.

FAILURE OF A RESPONDENT TO SUBMIT INITIAL PRE-QUALIFICATION DOCUMENTS OR TO NOTIFY STAFF OF ITS INTENT TO RELY ON PREVIOUSLY SUBMITTED DOCUMENTS BY 4:00 P.M. ON FRIDAY, MARCH 25, 2011 AND/OR THE FAILURE TO PROVIDE COMPLETE AND CORRECT PRE-QUALIFICATION DOCUMENTS BY 4:00 P.M. ON MONDAY, APRIL 4, 2011, WILL DISQUALIFY SUCH RESPONDENT FROM ANY FURTHER FUNDING CONSIDERATION FOR THE FUNDING PERIOD COVERED BY THIS RFP. POSTMARKS AND OTHER PROOFS OF MAILING WILL NOT BE ACCEPTED.

8. REQUIRED RESPONSE FORMAT

Interested applicants must respond to this RFP using the proposal response format provided in Section V of this RFP. In responding, **NO SUBSTITUTIONS IN FORMAT, DESIGN OR ACTIVITIES WILL BE CONSIDERED.**

9. OFFEROR'S CONFERENCE

SETA will conduct one (1) Offeror's Conference. The conference is provided so that proposers may have the opportunity to raise any questions they may have pertaining to the development of their proposals. The Offeror's Conference, which will include a review of the RFP and a question and answer period, will be held on:

Date: Monday, March 14, 2011
Time: 9:30 a.m.
Place: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Questions and answers (Q & As) from the Offeror's Conference will be posted on SETA's website under Public Information/Public Notices by Friday, March 18, 2011 at 1:00 p.m.

PLEASE BE ADVISED THAT QUESTIONS REGARDING THE PREPARATION OF INDIVIDUAL RESPONSES TO THIS RFP WILL NOT BE ANSWERED AFTER THE OFFEROR'S CONFERENCE.

10. PROPOSAL DEADLINE AND SUBMITTAL PROCEDURE

All proposals must be in the SETA office and time-stamped by the SETA receptionist no later than **4:00 p.m., P.S.T., Friday, April 15, 2011**. Proposals mailed to SETA must be received in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m., P.S.T. April 15, 2011. In accordance with the policy of the SETA Governing Board, proposals delivered after 4:00 p.m., P.S.T., April 15, 2011 will not be accepted. **NO EXCEPTIONS. NO APPEALS WILL BE ACCEPTED FOR LATE PROPOSALS.**

To be considered for funding, agencies must submit NINE (9) separate copies of their proposal developed in response to this RFP.

- (a) ONE (1) copy must have original signature(s) and be identified as the "Original."
- (b) SEVEN (7) separate reproducible copies clearly marked "Copy."
- (c) ONE (1) complete copy of document in electronic format.

Do not bind copies or use section dividers. Use binder clips or rubber bands to keep copies separate.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding agency. The proposal must also include documentation indicating by what authority (resolution) the person(s) is/are authorized to negotiate and contractually bind the responding agency, if selected.

The following process will apply to all proposals submitted:

- (a) All timely submitted proposals will be received and placed in an envelope. No determination will be made on the responsiveness to the RFP at the time of submittal.

- (b) No proposal will be accepted from any person after the submittal deadline.
- (c) Staff will inform the Governing Board of any non-responsive proposals to the RFP, and those wishing to address the above circumstances will be allowed to do so before the SETA Governing Board.
- (d) Testimony to the Governing Board will be given prior to final funding decisions in order to allow for consideration of all eligible proposals at one time.

11. SELECTION/EVALUATION PROCEDURE AND CRITERIA

Final selection of service providers is the responsibility of the SETA Governing Board.

In order to assist the SETA Governing Board in making funding decisions, SETA staff will evaluate each proposal and provide the SETA Governing Board with the results of their evaluations in the form of staff recommendations. The staff recommendations will be based upon an evaluation of each proposal submitted and the applicant agency's demonstrated ability to deliver programmatic results and accountability objectives outlined in this RFP. Additionally, an applicant agency's past program performance will be evaluated, if applicable. Agencies with no recent record of past performance with SETA must supply references that will be contacted by SETA staff. Information provided by such references will be evaluated and considered by staff in the formation of staff recommendations.

The following is a summary of the evaluation criteria:

I. Program Synopsis

The synopsis of the proposed program is linked to the participant outcomes and is clearly written. It includes:

- Specific and concise statements regarding the purpose of the proposed program
- A description of the proposed customer, the customer's needs, and proposed strategies to address the customer's needs
- A description of the geographic area to be served
- Specific outcome of goals and objectives to be achieved
- A description of how the outcome goals will benefit the community

II. Program Management/Evaluation

- The history, purpose, staffing, services provided and experience of the organization operating the proposed program is clearly described.
- The organization's internal fiscal system and fiscal controls are clearly described.

- The process used to evaluate and monitor the organization's program is clearly described.

III. Program Components

On-the-Job Training/Subsidized Employment (OJT/SE):

Proposer adequately described its ability to operate an OJT/SE program that included coordination with Sacramento Works Career Centers.

- Proposer demonstrated that it can develop jobs with prospective OJT/SE employers, maintain oversight of OJT/SE contracts, ensure that training to participants is appropriate, and that participants are prepared for full-time employment within critical occupational clusters recognized by the Sacramento Works, Inc.
- Proposer described ability to target special populations, specifically CalWORKs recipients.

Case Management and Customer Support:

- Proposer demonstrated its ability to coordinate customer recruitment, enrollment, and tracking with one or more of the Sacramento Works Career Centers and DHA.
- Proposer demonstrated its ability to assess for eligibility, customer skill levels, work experience, academic levels and support service needs.
- Proposer demonstrated its ability to track and report customer progress and outcomes.

IV. Demonstrated Performance

A. SETA-Funded Operators

In addition to the evaluation criteria outlined above, all proposers who are either current or recent SETA-funded service providers will be evaluated on their overall past program performance and ability to meet contractual performance standards for up to the last three fiscal years.

Evaluation of current performance will include the provider's ability to manage the OJT/SE program. Examples of evaluation criteria include:

- Achievement of quarterly planned enrollment goals
- Enrollment of target groups to planned levels in the contract
- Ability to serve "hard-to-serve" populations

- Submission of timely fiscal and MIS reports and contract documents to SETA
- Achievement of Adult and Dislocated Worker WIA Common Measures

The data used to evaluate programs will be provided by SETA's Program Monitoring, Fiscal, Contracts, and Management Information System Units.

B. Proposers with no past/current SETA-funded program operation experience

Other organizations not currently or previously funded by SETA, and service providers who received SETA funds prior to July 1, 2009, will be evaluated based on information obtained from references submitted in the "References" section of the RFP. References will be asked to provide an assessment of program performance and capabilities, including:

- Actual performance vs. planned goal
 - entered employment rate
 - positive termination rate
 - average wage at placement
- Customer satisfaction rate
- Type of program/service(s) funded.
- Participant characteristics (i.e., number served, age, target groups, etc.).
- Geographic area served.
- Grant amount and duration (including date(s) funded).
- Fiscal accountability.
- Reporting and record keeping performance/capabilities.

Please note that SETA reserves the right to directly contact all references for past program information.

12. PRICE/COST REASONABLENESS AND JUSTIFICATION

All proposals will be evaluated based on the reasonableness of costs. Budgets will be reviewed for the reasonableness of cost items in relation to the type and length of training and the number of participants projected to be served. Costs will be compared to the historical costs of similar RFP programs as well as the costs of other proposals submitted in response to this RFP.

Applicants will be evaluated on the average cost per participant. The average cost per participant is the total amount of funding requested divided by the number of participants to be served in a program year.

The proposed cost per participant must be reflected and fully justified in applicant's proposal. Merely stating that a program is serving a group with difficult barriers to overcome will not justify a high cost per participant. The proposal must include a description of the additional services that will be provided to overcome the barriers, and must identify the extra cost items in the budget needed to provide them.

13. PUBLISH STAFF FUNDING RECOMMENDATIONS

Staff funding recommendations will be published and made available on the SETA website, www.seta.net, on Friday, May 13, 2011 at 1:00 p.m.

14. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP shall be written, must specify in detail the grounds of the protest, the facts and evidence in support thereof and the remedy sought. The written protest must be delivered to the Clerk of the Boards at SETA within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy

Any proposer desiring to protest a funding determination concerning this RFP or the recommendations of SETA staff must file a protest, in writing, with the SETA Governing Board by May 25, 2011 at 5:00 p.m. The SETA Governing Board shall resolve any protest based upon the written protest and any oral or written response thereto provided by staff. Any SETA Governing Board resolution shall be made prior to any funding determination under this RFP. The SETA Governing Board's decision shall be deemed final.

SETA adheres to the provision of Sections 54950.5, *et. seq.*, of the California Government Code, generally known as the Brown Act. Pursuant to Sections 54954.2 and 54954.3, members of the public may address the SETA Governing Board on any matter under its jurisdiction.

15. START-UP AND PROGRAM OPERATION

The anticipated start date of SETA's PY 2011-12 OJT/SE program will be July 1, 2011, contingent upon successful proposers meeting SETA's insurance requirements and receipt of board approvals.

16. LIMITATION

SETA shall not pay for any costs incurred by the responding agency in the preparation of proposals. Completion of pre-qualification requirements or the RFP does not, in any way, obligate SETA to award a subgrant.

SETA reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best

interest of SETA to do so. If only one responsive proposal is received, SETA will deem this competition to have failed. In such an event, SETA may, in its sole discretion, proceed with sole source procurement or cancel this RFP and proceed with a new competitive procurement.

SETA will require successful respondent agencies to participate in subgrant negotiations and to submit any programmatic, financial, or other revision of their proposal as may result from negotiations prior to any subgrant finalization. SETA shall reserve the right to terminate, with or without cause, any subgrant entered into as a result of this RFP process.

17. FORMAL SUBGRANT

All successful proposers will be required to enter into a standard form subgrant agreement with SETA. A copy of the most recent form of this subgrant agreement is available for review at SETA. Subgrant agreements entered into under this RFP will be in similar form, subject to modification required by recent amendments in the WIA, the State Plan, and their Planning Guidelines or Regulations.

Proposers are advised that in order to assist the efforts of the LWIB in targeting its programs, the SETA Governing Board, as the Chief Elected Official for the Sacramento Workforce Investment Area, will require that all recipients of funds from SETA publicize the fact that the program it operates is funded, in whole or in part, by SETA and DHA. All subgrants will contain a provision requiring the subrecipient to abide by this requirement.

18. MODIFICATION OF SUBGRANTS

Any subgrant funded pursuant to this RFP may be unilaterally modified by SETA upon written notice to subrecipient under the following circumstances:

- (a) Subrecipient fails to timely meet its performance standards as set forth in the subgrant, or
- (b) The Federal or State Government increases, reduces, or withdraws funds allocated to SETA under WIA Title I, or
- (c) The DHA withdraws CalWORKs funds allocated to SETA for subsidized employment, or
- (d) There is a change in Federal or State law or regulations or the policies and procedures of the Governor and/or the State Workforce Investment Board or SETA are amended, revised or modified.

19. SUBCONTRACTING

Subcontracting to another entity for the provision of training services is not allowable. All training services provided with SETA and/or CalWORKs funding must be provided by the respondent's staff. Subcontracting for specialized, technical portions of training services, may be permitted. In such instances, proposers must clearly delineate in the proposal any plans to subcontract, identify with clarity the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). SETA reserves the right to approve the form and content of all subcontracts.

20. NONDISCRIMINATION REQUIREMENTS

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity. Furthermore, each successful proposer agrees to ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity.

SECTION II

SWCC PRINCIPLES/GOALS

ALLOWABLE ACTIVITY
Other Required Program Elements

PERFORMANCE MEASURES

I. SACRAMENTO WORKS ONE-STOP CAREER CENTER (SWCC) PRINCIPLES/GOALS

As published in the Sacramento Works, Inc., Strategic Business Plan, the goal of the SWCC system is to promote a thriving local economy by creating, attracting and sustaining higher wage jobs in the region, preparing the local workforce to compete for higher paying jobs, and identifying resources and income-supports for workers in low-wage jobs.

To attain this goal, SETA and Sacramento Works, Inc. have developed the SWCC System to engage the business community, educators, labor and workforce development professionals to collaborate in creating opportunities to train and employ job seekers in occupations that are in demand by area employers. On-the-Job Training/Subsidized Employment (OJT/SE) providers funded by this Request for Proposals (RFP), will be expected to collaborate with one or more SWCCs to recruit candidates.

The values of the **SWCC system** are as follows:

1. The SWCC provides talent engagement, talent development and talent marketing services.

- The SWCC develops neighborhood support networks.
- The SWCC provides talent marketing services to local employers and business associations.
- The SWCC provides access to services to individuals who are limited English-speaking, recipients of public assistance, and ex-offenders.
- The SWCC is accessible and provides services to individuals with physical and mental disabilities.
- Memorandums of Understanding (MOUs) and local policy guidance manuals and directives are used within the One-Stop setting to ensure that front-line staff has all program and service information.
- All on-site partners are trained to provide talent engagement, talent development and talent marketing functions of the career centers.

2. Mutual accountability is expected for system performance.

- All partners and staff are cross-trained in anticipated outcomes for each partner.
- Team-building efforts are included as staff development activities.
- Job seeker customer satisfaction surveys indicate high levels of customer satisfaction.
- The One-Stop staff report enrollments, updates, placements and exits of customers.
- The performance goals and measures are met or exceeded.

Existing locations of the Sacramento Works One Stop Career Centers are:

SWCC	Address	Phone#
1. Broadway	915 Broadway, Sacramento, CA 95818	324-6202
2. Citrus Heights	7011 Sylvan Road, #A, Citrus Heights, CA 95610	676-2540
3. Franklin	7000 Franklin Blvd., Suite 540, Sacramento, CA 95823	262-3200
4. Galt	1000 C Street, Suite 100, Galt, CA 95632	209/744-7702
5. Hillsdale	5655 Hillsdale Blvd., Suite 8, Sacramento, CA 95842	263-4100
6. La Familia	5523 – 34 th Street, Sacramento, CA 95820	452-3601
7. Lemon Hill	5451 Lemon Hill Avenue, Sacramento, CA 95824	433-2620
8. Mark Sanders	2901 – 50 th Street, Sacramento, CA 95817	227-0301
9. Mather	10638 Schirra Avenue, Mather, CA 95655	228-3127
10. Rancho Cordova	10381 Old Placerville Rd., Sacramento, CA 95827	255-3255
11. South County	8401 Gerber Road, Suite A, Sacramento, CA 95828	525-4717
12. Urban League	3725 Marysville Blvd. Sacramento, CA. 95838	286-8623

II. ALLOWABLE ACTIVITY

The activity solicited under this RFP will adhere to those services anticipated for inclusion in SETA’s 2011-12 WIA Plan Modification. Proposals funded under this RFP must comply with all applicable SETA WIA Directives. All Directives are available at SETA’s web-site: www.seta.net.

On-the-Job Training/Subsidized Employment (OJT/SE):

The On-the-Job-Training/Subsidized Employment (OJT/SE) activity offered through the SWCC system is a work activity intended to engage prospective employers in providing appropriate and meaningful training opportunities for eligible CalWORKs recipients, low-income individuals and dislocated workers. It is designed to place customers into full-time jobs in high skill occupations on a “hire first” basis where supervision and training are provided by the employer. The activity will prepare customers with the necessary work skills to obtain full-time employment and become self-sufficient.

OJT/SE service providers will be required to use a standardized OJT/SE contract form developed by SETA. The training period for an OJT/SE contract must be limited to the amount of time required for a customer to become proficient in the occupation for which training is being provided, with a minimum of 240 hours and a

maximum of 960 hours. In determining the length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the customer, prior work experience, and the customer's action plan. All OJTs/SEs must be at least 32 hours per week, unless the customer is a CalWORKs recipient in a two-parent family, in which case 35 hours per week are required.

It is expected that 85% of the customers enrolled in the OJT/SE activity will complete training. Additionally, 75% of OJTs/SEs must provide training in occupations that have been determined by Sacramento Works, Inc. to be critical occupational clusters for the region. Details on occupations included in these clusters can be found on SETA's website at www.seta.net.

Proposals must be consistent with the goals and principles approved by Sacramento Works, Inc., apply the one-stop principles described in this RFP, and coordinate their services with one or more SWCCs. All OJT/SE customers must develop a strategy for providing Pre-employment Skills activities to those customers who are in need. In addition, successful proposers will be required to coordinate services with the SETA Liaison to the County Department of Human Assistance (DHA) for customer CalWORKs eligibility, referrals to employers, notification of customer progress, and placement in unsubsidized placement. Finally, all successful proposers must ensure that OJT/SE services provided to eligible CalWORKs recipients are consistent with Welfare-to-Work Plans and/or other service agreements between DHA and respective CalWORKs recipients.

OTHER REQUIRED OJT/SE PROGRAM ELEMENTS:

1. Outreach and Recruitment

Although some customer referrals may come directly from the SWCCs, all successful proposers will be required to develop a strategy to conduct outreach and recruitment for qualified OJT/SE candidates.

2. Eligibility Determination and Documentation Collected at Enrollment

All customers, prior to participation in an OJT/SE activity, must be determined eligible for WIA and be registered. Eligibility documentation collected for registration will include Right to Work, age/birth date and, if applicable, Selective Service registration. Documentation of eligibility verification will be completed through the SacramentoWorks.org system. Successful proposers will be required to coordinate eligibility and registration with the SWCCs.

3. Case Management

Case management is essential in maximizing OJT/SE customer success. Effective case management utilizes a number of steps to assist customers in obtaining and retaining employment. These steps are as follows:

a) Assessment

It is the responsibility of the OJT/SE service provider to assess its

customers prior to enrollment. Areas to be taken into account during assessment include current/family situation, work experience, skill levels, interests, academic levels, occupational skills, aptitude, financial resources and service needs. The assessment can be a recent assessment of the customer, where appropriate, such as one previously developed by SWCC staff.

Assessment is ongoing through OJT/SE participation and is essential in identifying any additional barriers that customers may need to overcome in order to successfully complete training and enter and retain unsubsidized employment.

b) Suitability

Suitability determines whether enrollment into OJT/SE is necessary and appropriate and will lead to a successful outcome based on the results of an assessment.

c) Individual Employment Plan (IEP)

The development of an IEP within the SacramentoWorks.org electronic database and tracking system will be a coordinated effort between the OJT/SE service provider, its customers, and a SWCC. It is acceptable for OJT/SE providers to utilize customer IEPs already developed in SacramentoWorks.org. The customer's employment plan must include, at a minimum:

- An employment goal
- Achievement objectives
- Identified barriers
- Financial assessment
- Service(s) based on the assessment
- Ongoing case notes (monthly contact with customer is required)
- Justification for training or support services

OJT/SE service providers must ensure that OJT/SE services reflected within CalWORKs clients' IEPs are consistent with Welfare-to-Work Plans and/or other service agreements between DHA and respective CalWORKs recipients.

d) Supportive Services

The purpose of supportive services is to ensure that there is necessary support for the customer to successfully achieve his/her goals. This may include transportation assistance, childcare, and ancillary support such as clothing, uniforms, work-related tools, etc. To the greatest extent possible, OJT/SE providers should address supportive service needs through partnerships and the leveraging of resources.

Note: DHA will be responsible for the provision of supportive services to eligible CalWORKs recipients enrolled in OJT/SE.

e) **Participation Documentation**

OJT/SE service providers will be required to attend training provided by SETA on the SacramentoWorks.org tracking system and coordinate with the SWCCs to update client information in the SacramentoWorks.org system.

f) **Follow-up Services**

Follow-up is a key component of the case management process. Regular and frequent interaction with an OJT/SE client following the completion of training is essential in ensuring that the client is progressing toward his/her employment goals, and, if not, determining what services or intervention can be provided to overcome barriers that may be impeding his/her progress. This would include assistance in securing unsubsidized employment in the event an OJT/SE employer fails to satisfy its commitment to permanently hire a client upon completion of the OJT/SE.

4. OJT Reimbursement

The allowable wage reimbursement to OJT employers will range from 50% to 90%, depending on the size of the employer, the complexity of training, and the skill level of the trainee.

Employer reimbursements for eligible CalWORKS recipients may be up to one hundred percent (100%) of the wage paid during the OJT/SE. This represents the extraordinary costs of training and additional supervision associated with employing a CalWORKS recipient.

Applicants should prepare their budgets for employer reimbursement using the average number of hours and the average wage reimbursement planned for their program.

5. Reporting Requirements

SETA has established specific reporting processes to administer its programs. These include, but may not be limited to:

- 1) Monthly Fiscal reports;
- 2) SacramentoWorks.org electronic database, and tracking system;
- 3) Monthly submission of training completions and placements into unsubsidized employment; and,
- 4) Other reports as mandated by the EDD, DHA, or SETA.

Training on the SacramentoWorks.org tracking system and other reporting requirements will be provided to successful applicants by SETA.

III. PERFORMANCE MEASURES

The Common Performance Measures for the On-the-Job Training program are:

1. **Entered Employment** –the number of customers who are employed in the first quarter after completion/exit.
2. **Employment Retention** - the number of customers who are employed in quarters 1, 2 and 3 after completion/exit.
3. **Average Earnings** –the average earnings of those participants who were employed in quarters 1, 2, and 3 after exit.

ANTICIPATED PY 2011-2012 WIA COMMON MEASURES – These measures are subject to change.

OJT/SE Training Performance Measures	Goals
Entered Employment Rate	72%
Employment Retention Rate	80%
Average Earnings	\$11,500 or \$11.06 per hour

Local Evaluations

Funded programs will also be accountable to provide information on the progress of the program in relation to other indicators of success identified by SETA. Indicators of success will incorporate the values and standards identified in this application. At a minimum the local evaluations may include:

- Actual cost per participant served and placed
- Number of employers utilized
- Wage at placement
- OJT completion rate (set at 85%)
- Training in Sacramento Works, Inc.'s recognized Critical Occupational Clusters (set at 75%)
- Documentation of case management services in the SacramentoWorks.org shared electronic database and tracking system
- Customer/employer satisfaction
- Submission of timely and accurate reports to SETA, both Fiscal and MIS

SECTION III

APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS

INSURANCE REQUIREMENTS

APPLICANT AGENCY PREQUALIFICATION REQUIREMENTS

Each applicant agency must submit one complete copy of each item outlined below that applies to the applicant agency. Should the applicant be a joint venture or consortium, each party to such joint venture or consortium shall comply with the appropriate section in addition to submitting a copy of the "Declaration of Partnership or Joint Venture", Attachment #9. SETA contracts staff will assist applicant agencies in meeting the prequalification requirements, but it is the applicant's ultimate responsibility to verify with SETA that current documents are on file. Verification can be obtained by contacting the SETA Contracts Unit at 263-4072.

FAILURE TO SUBMIT AND/OR RESPOND TO THESE PREQUALIFICATION REQUIREMENTS NO LATER THAN THE DEADLINE NOTED IN SECTION I OF THE RFP WILL DISQUALIFY APPLICANT AGENCY FROM ANY FURTHER FUNDING CONSIDERATION.

A. DISCLOSURE/CERTIFICATION FORMS PREQUALIFICATION REQUIREMENTS (Applicable to all Applicants)

All applicant agencies must submit the following four (4) attachments (Attachments #1 through #4). Each attachment must be signed (**original signature**) by an authorized representative(s) of the respondent agency.

1. **Attachment #1 - Fair Political Practices Commission Disclosure Forms**
2. **Attachment #2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
3. **Attachment #3 - Certification Regarding Lobbying**
4. **Attachment #4 - Certification Regarding Drug-free Workplace Requirements**

B. INSURANCE PREQUALIFICATION REQUIREMENTS (Applicable to all new Applicants)

Applicant agencies that are not currently funded must submit Insurance Prequalification Attachments #5 and #6.

1. **Attachment #5 - Insurance Prequalification.** All new applicant agencies must submit an Insurance Prequalification form (Attachment #5). The attachment must be signed by an authorized representative(s) of the respondent agency.
2. **Attachment #6 - New Applicant Insurance Questionnaire.** Applicant agencies that are not currently funded by SETA must complete and submit the New Applicant Insurance Questionnaire (Attachment #6) stating the type of insurance and name of company they will use if funded.

C. ADMINISTRATIVE PREQUALIFICATION REQUIREMENTS

1. **FOR PUBLIC AGENCIES**

- (a) I.R.S. Employer Identification Number
Note: This is a nine-digit number beginning with 94 for most agencies.
- (b) Names and mailing addresses of current Governing Body
- (c) Certification of Accounting System (Attachment #7). To be completed and signed by applicant agency's chief financial officer. **MUST HAVE ORIGINAL SIGNATURE.**

2. **FOR NON-PROFIT CORPORATIONS**

- (a) Articles of Incorporation (include all amendments)
Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.

(I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.
- (b) Federal Tax Exempt Status Verification (to include final determination letter, if applicable)
Note: This is a letter granting tax exemption from the Internal Revenue Service. This exemption is separate from the State exemption and requires a separate filing with I.R.S. If newly incorporated, provide copy of application to include notice of I.R.S. receipt.
- (c) I.R.S. Employer Identification Number
Note: This is a nine-digit number beginning with 94 for most corporations.
- (d) State Tax Exempt Status Verification
Note: This is a letter granting tax exemption from the State of California Franchise Tax Board. This exemption requires a separate filing from the Federal since the state does not automatically recognize the Federal Determination.
- (e) Names and mailing addresses of current local Board of Directors.

- (f) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

3. **FOR PRIVATE FOR-PROFIT CORPORATIONS**

- (a) Articles of Incorporation (include all amendments)

Note: Secretary of State registration stamp must be shown on original articles as filed and any amendments.

(I) If incorporated in a state other than California, include State of California Certificate of Qualification allowing you to operate here or a current Certificate of Status.

- (b) I.R.S. Employer Identification Number

Note: This is a nine-digit number beginning with 94 for most corporations.

- (c) Names and mailing addresses of current Board of Directors.

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

- (e) If doing business in other than corporate name, provide a copy of current fictitious business name statement.

4. **FOR PRIVATE FOR-PROFIT PARTNERSHIP**

- (a) Declaration of Partnership or Joint Venture (Attachment #9).

- (b) If operating under a "doing business as" entity, provide a copy of current fictitious business name statement.

- (c) I.R.S. Employer Identification Number

Note: This is a nine-digit number beginning with 94 for most organizations.

- (d) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

5. **FOR PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP**

- (a) If doing business in other than sole-proprietorship name, provide a copy of current fictitious business name statement.

- (b) I.R.S. Employer Identification Number

Note: This a nine-digit number beginning with 94 for most entities.

- (c) Certification of Accounting System (Attachment #8). To be completed and signed by public accountant or certified public accountant. **MUST HAVE ORIGINAL SIGNATURE.**

D. FOR ALL PRIVATE APPLICANTS PROPOSING POSTSECONDARY AND/OR VOCATIONAL EDUCATION CLASSROOM TRAINING (OCCUPATIONAL SKILLS)

1. An Institutional Approval Document issued by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education.

-OR-

2. Proof of accreditation issued by the Western Association of Schools and Colleges or other proof of accreditation deemed acceptable by SETA, such as accreditation by one of the following:
 - (a) A degree-granting institution accredited by a national or regional accreditation agency recognized by the U.S. Department of Education or by the Committee of Bar Examiners for the State of California;
 - (b) A degree-granting institution, unaccredited and unapproved, authorized by filing of public disclosure information (May not issue diplomas under this authority);
 - (c) A licensed hospital, issuing diplomas in connection with the operation of the hospital;
 - (d) An institution accredited, approved, or licensed as a school by a state board, department or agency; or
 - (e) An institution or program (non-degree) accredited by a national or regional accreditation agency recognized by the U.S. Department of Education.

-AND-

3. School Catalog approved by the appropriate certifying or accrediting agency or proof that such approval is not granted by such agency.

E. FOR ALL APPLICANTS PROPOSING GED

1. Documentation of Authority to grant GED in California.

CONTRACT POLICY

Should applicant's proposal be selected for funding, applicant agency must be able to comply with the following requirements:

A. Audit

Before any funds are issued under any subgrant/agreement, funded agency shall submit to SETA a copy of the reports generated in connection with the most recent audit of its financial systems. These reports shall be in a form which complies with requirements of Office of Management and Budget (OMB) Circular A-133.

B. Insurance

Prior to contract execution and commencement of program performance, SETA shall receive from each funded agency's insurer a certificate of insurance, and applicable endorsements issued by the funded agency's insurance carrier, indicating all of the coverage outlined in Attachment #10 consisting of 6 pages.

SETA is very exacting with regard to the insurance requirements. If an agency's insurance is not in place prior to the start of the program, the agency will not be allowed to start. If an agency's insurance expires during the course of the program and new certificates/endorsements are not received prior to the expiration date, payment will be suspended immediately. Performance will be suspended shortly thereafter if the agency's new insurance certificate(s) is/are not filed with the SETA Contracts Unit.

Note: Insurance endorsements must be requested from the insurance underwriter by your insurance agent/broker. This process may take up to two months, so proposers should plan accordingly.

C. Resolution

SETA has a standardized resolution which will be required of all public agencies and incorporated entities. The applicant agency's Governing Body or Board of Directors will be required to adopt the appropriate resolution for the purpose of appointing specific individuals authorized to both sign and negotiate the contract. The resolution requires the original signature of the Governing Body's or Board of Director's secretary and the affixation of the corporate seal. Should incorporated entities not have a seal, it will be necessary to obtain one prior to contract execution.

D. Prohibitions

No member of the immediate family of any officer, director, executive or employee of funded agency or SETA shall receive favorable treatment for enrollment in services provided by, or employment with, funded agency, nor shall any individual be placed in a funded employment activity if a member of that individual's immediate family is directly supervised by or directly supervises that individual. In addition, neither funded agency nor any of funded agency's subcontractors shall hire, or cause or allow to be hired, a person into an administrative capacity, staff position or on-the-job training position funded through the award of any grant, if a member of that person's immediate family is employed in an administrative capacity for SETA, funded agency, or any employment contractor of funded agency. However, where an applicable federal, state or local statute regarding nepotism exists which is more restrictive than this provision, funded agency and funded agency's subcontractors shall follow the federal, state or local statute in lieu of this provision.

- (a) The term "member of the immediate family" includes: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandfather, grandmother, aunt, uncle, niece, nephew, step-parent, and step-child.
- (b) The term "administrative capacity" refers to positions involving overall administrative responsibility for a program, including members of SETA's Governing Board and any of its affiliated Boards or Councils and members of the governing body or board of directors of funded agency, or where that individual would be the supervisor of an individual paid with funds provided through the award of any grant or performing duties under the grant award.
- (c) The term "staff position" refers to all staff positions providing services through the award of any grant.

COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 84308

In order to comply with the provisions of California Government Code Section 84308 and the Regulations of the California Fair Political Practices Commission, each respondent must fully complete the "Party Disclosure Form". Additionally, all participants (as defined in the attached "Participant Disclosure Form") identified by the respondent in the proposal must file the "Participant Disclosure Form". If other individuals or entities become or are identified as parties or agents during the time the Workforce Investment Board or Sacramento Employment and Training Agency is considering a respondent's proposal, additional Party Disclosure Forms must be filed with the Sacramento Employment and Training Agency. Participants who are later identified will be requested to file a "Participant Disclosure Form".

Government Code Section 84308

PARTICIPANT DISCLOSURE FORM

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by participants in a proceeding involving a license, permit, or other entitlement for use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or any candidate for such a position. This prohibition starts on the date you begin to actively support or oppose an application of a license, permit, or other entitlement for use pending before the Workforce Investment Board or Sacramento Employment and Training Agency, and continuing until three months after a final decision is rendered on the application or proceeding by the Workforce Investment Board or Sacramento Employment and Training Agency.

No Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate may solicit or receive a campaign contribution of \$250 or more from you and/or your agent during this period if the board member or candidate knows or has reason to know that you are a participant.

- II. The attached disclosure form must be filed if you or your agent have contributed \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate for the Workforce Investment Board or Sacramento Employment and Training Agency during the 12 month period preceding the beginning of your active support or opposition. It will assist the board members in complying with the law.
- III. If you or your agent have made a contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision in the proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the fact that you are a participant to the proceeding.

This form should be completed and filed the first time that you lobby in person, testify in person before, or otherwise directly act to influence the vote of the members of the Workforce Investment Board or Sacramento Employment and Training Agency.

1. An individual or entity is a "participant" in a proceeding involving an application for a license, permit or other entitlement for use, including a subgrant or contract, if:
 - A. The individual or entity is not an actual party to the proceeding, but does have a significant financial interest in the decision of the proceeding before the Workforce Investment Board or Sacramento Employment and Training Agency.

AND

- B. The individual or entity, directly or through an agent, does any of the following:
 - (1) Communicates directly, either in person or in writing, with a member of the Workforce Investment Board or Sacramento Employment and Training Agency for the purpose of influencing the member's vote on the application or proposal;
 - (2) Communicates with an employee of the Workforce Investment Board or Sacramento Employment and Training Agency for the purpose of influencing a member's vote on the application or proposal; or
 - (3) Testifies or makes an oral statement before the Workforce Investment Board or Sacramento Employment and Training Agency during a proceeding on a license, permit or other entitlement for use for the purpose of influencing the decision of the Workforce Investment Board or Sacramento Employment and Training Agency.
2. A proceeding involving "a license, permit or other entitlement for use" includes all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
3. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.

4. To determine whether a campaign contribution of \$250 or more has been made by a participant or his or her agent, campaign contributions made by the participant within the preceding 12 months must be aggregated with those made by the agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Workforce Investment Board or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact HEATHER LUKE, Employment and Training Analyst II, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Participant Disclosure Form SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

Participant's Name: _____

Participant's Address: _____

(Street)

(City)

(State)

(Zip)

(Phone)

Title of Request for Proposals for which proposal is hereby submitted:

Workforce Investment Board or Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount: _____

(Use additional sheet, if necessary)

No contributions made.

DATE: _____

(Signature of Participant and/or Agent)

Government Code Section 84308

PARTY DISCLOSURE FORM

Information Sheet

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement of use, including a subgrant or contract, pending before the Sacramento Employment and Training Agency.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or any candidate for such position. This prohibition begins on the date your proposal is filed or the proceeding is initiated, and the prohibition ends three months after a final decision is rendered by the Workforce Investment Board or Sacramento Employment and Training Agency. In addition, no Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholders as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution of \$250 or more to any Workforce Investment Board or Sacramento Employment and Training Agency board member or candidate during the 12 months preceding the decision on the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

ATTACHMENT #1

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity or corporation, both the business entity or corporation and the individual are agents.
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different Workforce Investment Board or Sacramento Employment and Training Agency board members or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1 - 18438.8. For more information, contact HEATHER LUKE, Employment and Training Analyst II, Sacramento Employment and Training Agency, 925 Del Paso Blvd., Sacramento, California, 95815-3608, (916) 263-4072, or the Fair Political Practices Commission, 428 J Street, Suite 620, Sacramento, California, 95814, (916) 322-5660.

Prepared based upon the forms recommended by the Legal Division of the Fair Political Practices Commission 8/85.

Party Disclosure Form

SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY

Party's Name: _____

Party's Address: _____

(Street)

(City)

(State)

(Zip)(Phone)

Title of Request for Proposals for which proposal is hereby submitted:

Workforce Investment Board or Sacramento Employment and Training Agency board member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Board Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount: _____

Name of Board Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount: _____

(Use additional sheet, if necessary)

No contributions made.

DATE: _____

(Signature of Party and/or Agent)

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
Governing Board

Chair

Supervisor Don Nottoli

County of Sacramento
700 "H" Street
Sacramento, CA 95814
Phone: 874-5465
Fax: 874-7593
e-mail: nottolid@saccounty.net

Vice Chair

Sophia Scherman

Public Representative
Elk Grove City Hall
8400 Laguna Palms Way
Elk Grove, CA 95758
e-mail: scherman@sophia-elkgrove.com

Supervisor Jimmie Yee

County of Sacramento
700 "H" Street
Sacramento, CA 95814
Phone: 874-5481
Fax: 874-7593
e-mail: jyee@saccounty.net

Council Member Bonnie Pannell

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-7008
Fax: 808-7680
e-mail: bpannell@cityofsacramento.org

Council Member Jay Schenirer

City of Sacramento
915 "I" Street, 5th Floor
Sacramento, CA 95814
Phone: 808-7005
Fax: 808-7680
e-mail: jschenirer@cityofsacramento.org

Current as of February 3, 2011

**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 INSTRUCTIONS FOR 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 to 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 is 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 which 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 into 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 Transactions", 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 it 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 its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
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.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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 any agency, a Member of Congress, 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 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, an officer or employee of Congress, or an 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 undersigned shall require that the language of this certification be included in the award documents for subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signature

Typed Name and Title of Authorized Signatory

Organization

Date

DISCLOSURE OF LOBBYING ACTIVITIES

ATTACHMENT 2

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<p>3. Report Type:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change	
		<p>For Material Change Only: year _____ quarter _____ date of last report _____</p>			
<p>4. Name and Address of Reporting Entity:</p> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____			<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> Congressional District, if known: _____		
<p>6. Federal Department/Agency:</p>			<p>7. Federal Program Name/Description:</p> CFDA Number, if applicable: _____		
<p>8. Federal Action Number, if known:</p>			<p>9. Award Amount, if known: \$ _____</p>		
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p>			<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>		
<p>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>					
<p>11. Amount of Payment (check all that apply):</p> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			<p>13. Type of Payment (check all that apply):</p> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____		
<p>12. Form of Payment (check all that apply):</p> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> (attach Continuation Sheet(s) SF-LLL-A, if necessary)					
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>			<p>Signature: _____ Print Name: _____ Title: _____ Telephone No. _____ Date _____</p>		
<p>Federal Use Only:</p>				<p>Authorized for Local Reproduction Standard Form - LLL</p>	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of a covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., Request for Proposals (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered federal action.
- (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page ____ of

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTSCertification Regarding Drug-Free Workplace

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (B) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The subrecipient's policy of maintaining a drug-free workplace;
 - (3) Any available counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (C) Making it a requirement that each employee to be engaged in the performance of any subgrant be given a copy of the statement required by paragraph (A);
- (D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (E) Notifying the Sacramento Employment and Training Agency (hereinafter referred to as the SETA), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every subgrant officer or other designee on whose subgrant activity the convicted employee was working, unless the SETA has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected subgrant;
- (F) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) and (F).

The subrecipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific subgrant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

(Name of Organization)

BY: _____
(Signature of Authorized Representative)

(Typed Name and Title)

(Date)

**INSTRUCTIONS FOR CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS**

1. By signing and/or submitting this application or subgrant agreement, the subrecipient is providing the certification required by 20 CFR §667.200(d) and 29 CFR Part 98.
2. The certification is a material representation of fact upon which reliance is placed when the Sacramento Employment and Training Agency (hereinafter referred to as the SETA) awards the subgrant. If it is later determined that the subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the SETA, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under subgrants, for subrecipients other than individuals, need not be identified on the certification. If known, they may be identified in the subgrant application. If the subrecipient does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient must keep the identity of the workplace(s) on file in its office and make the information available for inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the subgrant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority while in operation, employees in each local office, etc.).
5. If the workplace identified to the agency changes during the performance of the subgrant, the subrecipient shall inform the SETA of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Subrecipient's attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a subrecipient directly engaged in the performance of work under a subgrant, including:

- (i) All *direct charge* employees;
- (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the subgrant; and,
- (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the subgrant and who are on the subrecipient's payroll. This definition does not include workers not on the payroll of the subrecipient (e.g., volunteers, consultants or independent contractors not on the subrecipient's payroll).

INSURANCE PREQUALIFICATION

We do not presently have a contract with SETA.
Our completed NEW APPLICANT INSURANCE QUESTIONNAIRE is attached.

IT IS ACKNOWLEDGED THAT IT IS OUR ORGANIZATION'S SOLE OBLIGATION TO PROCURE INSURANCE COVERAGE IN CONFORMANCE WITH SETA'S REQUIREMENTS.

AUTHORIZATION IS HEREBY GIVEN TO SETA TO CONTACT OUR ORGANIZATION'S INSURANCE AGENT(S) OR BROKER(S) AND/OR INSURANCE COMPANIES IN ORDER TO CONFIRM THAT OUR ORGANIZATION'S INSURANCE COVERAGE MEETS SETA'S REQUIREMENTS.

(Name of Corporation/Entity)

(Signature of Authorized Representative)

(Typed Name and Title)

(Date)

ALL NEW AGENCIES APPLYING FOR FUNDING MUST SUBMIT THIS DOCUMENT. IF THIS DOCUMENT IS NOT SUBMITTED, THE AGENCY WILL NOT BE CONSIDERED FOR FUNDING.

NEW APPLICANT INSURANCE QUESTIONNAIRE

Name of Corporation/Entity: _____
Address: _____
Phone Number: _____
Contact Person: _____

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Bond Limit: _____
- D. Deductible: _____
- E. Expiration Date: _____

2. PROPERTY COVERAGE

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Property Limit: _____
- D. Deductible: _____
- E. Valuation: Replacement Cost Actual Cash Value
- F. Expiration Date: _____

3. GENERAL LIABILITY COVERAGE

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Limit: _____
- D. Deductible: _____
- E. Coverage Form: Occurrence Type Claims Made Type
- F. Expiration Date: _____

4. VEHICLE LIABILITY COVERAGE

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Limit: _____
- D. Deductible: _____
- E. Expiration Date: _____

5. PROFESSIONAL LIABILITY (IF ANY)

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Limit: _____
- D. Expiration Date: _____

6. WORKERS' COMPENSATION

- A. Insurance Company: _____
- B. Policy Number: _____
- C. Expiration Date: _____

7. INSURANCE BROKER OR AGENT

- A. Name of Agency: _____
- B. Address: _____
- C. Phone Number: _____

Date: _____

Ms. Kathy Kossick
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am the Chief Financial Officer of _____
(name of applicant agency)
_____ and, in this capacity, I will be responsible for providing financial services adequate to
ensure the establishment and maintenance of an accounting system for _____
(name of applicant agency)
_____.

The accounting system and internal control procedures will be adequate to safeguard the assets of such
agency, check the accuracy and reliability of accounting data, promote operating efficiency, and provide
compliance with prescribed management policies of the agency.

(Signature of Financial Officer)

(Typed Name of Financial Officer)

(Title)

FOR USE BY: PRIVATE NON-PROFIT CORPORATIONS
PRIVATE FOR-PROFIT CORPORATIONS
PRIVATE FOR-PROFIT PARTNERSHIP
PRIVATE FOR-PROFIT SOLE-PROPRIETORSHIP

ATTACHMENT #8

Date: _____

Ms. Kathy Kossick
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815-3608

Dear Ms. Kossick:

I am a duly licensed or Certified Public Accountant and have been engaged to examine and report on the adequacy of the financial accounting system of _____
(name of applicant agency)
_____ which is a private _____ organization located in
(non-profit/for-profit)

(name of city)

I have reviewed the accounting system that this organization has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the organization, check the accuracy and reliability of accounting data, promote operating efficiency, and provide compliance with prescribed management policies of the agency.

(Signature of Accountant)

(Typed Name of Accountant)

(License Number and Expiration Date)

(Name of Firm)

(Typed Name)

DECLARATION OF PARTNERSHIP OR JOINT VENTURE

The undersigned do hereby declare as follows:

1. The business organization known as _____

is a _____
(General partnership or joint venture)

2. The following represents a complete list and disclosure of all the individual _____

(General partners or joint ventures)

Name

Mailing Address (City, State, Zip)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Each of the undersigned does hereby declare under the penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

ATTACHMENT #9 (cont.)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

Executed this _____ day of _____, 20____ at _____, _____
(City) (State)

(Signature)

(Typed Name)

INSURANCE REQUIREMENTS

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Applicable to all SETA-funded programs)

(Pursuant to SETA Governing Board Action on 4/21/88)

(Revised 5/3/2007)

Prior to contract execution, commencement of program performance and disbursement of any funds, SETA shall receive from each funded agency's insurer an ORIGINAL, computer-generated, or faxed certificate of insurance and copies of required endorsements.

GENERAL REQUIREMENTS:

1. CERTIFICATES OF INSURANCE MUST INCLUDE:

- A. Insuring Company's Name;
- B. Full Mailing Address of Insurance Company's Issuing Branch Office;
(this item may be added to certificate by SETA staff)
- C. Policy Number(s);
- D. Policy Effective and Expiration Date(s);
- E. Policy Limits;
- F. Deductible(s) or statement that "No deductible is applicable";
- G. As respects General Liability Coverage, statement that "occurrence type" coverage rather than "claims made type" coverage is provided;
- H. Certificates must include an original signature or an original stamp of the agent's signature.
- I. Notice of Cancellation:

When completing certificates of insurance, the following wording must be stricken from the standard statement:

"Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail ___ days written notice to the certificate holder named to the left, ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~"

NOTE: Upon receipt of an acceptable certificate and endorsements, a cover letter will be sent to each insurance carrier indicating SETA's reliance on the certificate as evidence that insurance was indeed issued and is currently in force. A copy of the letter will be sent to both the broker/agent and the operator.

SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Continued)

2. **REQUIRED INSURANCE ENDORSEMENTS: MUST HAVE POLICY NUMBER TYPED ON ENDORSEMENTS.**

3. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require a funded agency to reduce or eliminate such deductibles or self-insured retentions as respects SETA, its officers, employees and volunteers.

NOTE: No SETA funds may be used to fund or otherwise pay for any deductibles, self-insured retentions and/or self-insurance.

4. SETA reserves the right to require funded agencies to obtain additional insurance coverage should the program activities provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities.
5. SETA reserves the right to require funded agencies to provide SETA with complete copies of all insurance policies including endorsements.
6. All coverages shall be procured through a carrier satisfactory to SETA. If any coverage is canceled, revoked, reduced, or in any manner questioned or compromised, SETA shall not make any further disbursements to funded agency until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.
7. In the event insurance coverages expire at any time or times during the term of the subgrant, the program operator agrees to provide, at least thirty (30) calendar days prior to said expiration date, a new certificate(s) of insurance evidencing insurance coverage(s) as provided for herein for not less than the remainder of the term of the subgrant. New certificates of insurance are subject to review for content and form by SETA.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES (Not applicable for WSP and/or LTPL applicants)

A. Required Limits:

Amount of grant if less than \$25,000; or
\$25,000 or twenty percent (20%) of the total amount of the grant, whichever is greater

B. Required Endorsements:

1. "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear"; and,
2. "This insurance shall not be canceled, limited, or non-renewed until after fifteen (15) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

2. PROPERTY COVERAGE (Not applicable for WSP and/or LTPL applicants)

A. Required Coverage:

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all risks", as well as insurance covering boiler and machinery and compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

Such insurance shall name SETA as an additional insured as its interests in the property may appear and shall include a waiver of subrogation in favor of SETA.

B. Required Endorsements:

1. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply"; and,
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring liability arising from premises; operations; independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the funded agency's business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Claims-made policies are not acceptable.

B. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS
(Continued)

4. VEHICLE LIABILITY COVERAGE

A. Required of all Program Operators

B. Required Coverage:

Coverage must include all of the following:

- a. Non-Owned Auto Liability
- b. Hired Auto Liability
- c. Owned Auto Liability (If the program operator owns autos)

C. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

D. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,
3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

5. PROFESSIONAL LIABILITY COVERAGE (Not applicable for WSP and/or LTPL applicants)

A. Required of all program operators who employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

B. Required Limits:

Not less than \$1,000,000 per occurrence.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

6. WORKERS' COMPENSATION

A. Must cover all employees and participants employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical insurance.

B. Required Endorsement:

"This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

7. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the funded agency stating that:

- A. It agrees to SETA's insurance requirements as stated above;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded contract.

A sample letter will be provided.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
REQUEST FOR PROPOSALS
Workforce Investment Act (WIA)
On-the-Job Training/Subsidized Employment**

SECTION IV

**INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION
SPECIAL INSTRUCTIONS
COMMON ERRORS**

INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION

- A. Read each Section of this RFP carefully.
- B. Section V of the RFP must be utilized as the proposal format for those agencies/organizations responding to the RFP.
- C. Provide the information required of each section as concisely and completely as possible. Be specific and, where appropriate or deemed necessary, provide examples that clarify descriptions.
- D. Provide information **in the exact order as it is requested** on the standard RFP response format provided. Include the title of each section.

SPECIAL INSTRUCTIONS WHEN SUBMITTING PROPOSALS

- 1. NO STAPLES
- 2. STANDARD TYPE (12 point Arial or Times New Roman or larger)
- 3. 8.5 X 11 PAPER ONLY
- 4. SINGLE SIDE ONLY
- 5. ORIGINAL MUST HAVE ORIGINAL SIGNATURE (S) AND BE IDENTIFIED AS THE "ORIGINAL"
- 6. BLACK INK ON WHITE PAPER
- 7. ONE "ORIGINAL" PLUS SEVEN (7) COPIES OF PROPOSAL AND ONE (1) ELECTRONIC COPY
- 8. PROPOSAL PACKET MUST ALSO INCLUDE A COPY IN ELECTRONIC FORMAT ON A DISKETTE OR COMPACT DISK, EXCLUSIVE OF ANY LETTERS OF COMMITMENT
- 9. DO NOT BIND COPIES OR USE SECTION DIVIDERS
- 10. ONE (1) INCH MARGINS OR GREATER.
- 11. NUMBER THE PAGES AND LABEL THE EXHIBITS
- 12. DO NOT INCLUDE DOCUMENTS, ATTACHMENTS OR LETTERS THAT HAVE NOT BEEN SPECIFICALLY REQUESTED IN THIS RFP.

COMMON ERRORS TO BE AVOIDED WHEN RESPONDING TO THE RFP

In an effort to assist all agencies responding to SETA's Request for Proposals (RFP), we have identified a number of recurring errors commonly made by respondents in the preparation of proposals. We encourage respondents to review this listing of common errors in order to avoid repeating the mistakes of previous applicants. The listing is as follows:

1. Failure to prequalify by the Prequalification deadline (which is different from the RFP deadline).
2. Failure to submit the proposal by the RFP deadline.
3. Failure to submit the required number of copies.
4. Failure to follow PROPOSAL FORMAT provided by, and required in, the Request for Proposals (RFP).
5. Failure to submit "unbound" copies of proposals.
6. Failure to number pages and label exhibits.
7. Failure to submit a complete copy of the document in electronic format.
8. Failure to address or provide all items requested under References.
9. Failure to submit resolution (Exhibit A).
10. Failure to submit budget narrative.
11. Unclear Budget Summaries:
 - a. Discrepancies between line items and totals;
 - b. Blank categories with no explanation given;
 - c. Discrepancies between narrative and budgetary figures and/or totals.