



Golden Sierra
Workforce Investment Board

Cultivating Workforce Development Solutions

www.goldensierrawib.com

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Request for Bids



Business Assistance, Layoff Aversion and Employee Retention Program

The Golden Sierra Workforce Investment Board (GSWIB) through the Golden Sierra Job Training Agency is seeking bids from qualified candidates for the "Vital Assets" business assistance, layoff aversion and employee retention program.

Primary funding for this project is provided by the American Recovery and Reinvestment Act of 2009 (ARRA). Prospective bidders of the Vital Assets program will be expected to provide or assist in the coordination and provision of "Rapid Response" activities as defined by the Workforce Investment Act of 1998 (WIA) for up to 24 months.

Examples of essential duties are described below but will include responding to Worker Adjustment and Retraining Notification (WARN) Act notifications in addition to providing outreach to businesses identified as "at-risk". The "At-risk" definition will include businesses identified by the Dunn and Bradstreet Business Risk Assessment Report purchased by the GSWIB at least once annually. Providing and documenting services to businesses identified by this report will be a primary responsibility of the awarded provider.

Qualified Candidates:

Eligible bidders for this request include **established** public or private economic development organizations currently providing services to businesses within Placer, El Dorado or Alpine Counties.

NOTE: PROVIDING ECONOMIC DEVELOPMENT SERVICES USING FUNDS PROVIDED FOR UNDER THIS REQUEST IS EXPRESSLY PROHIBITED. HOWEVER, THE VITAL ASSETS PROGRAM MAY FUND THE DIRECT SHARE OF SERVICES PROVIDED THROUGH THIS REQUEST WHEN PROVIDED IN CONCERT WITH ECONOMIC DEVELOPMENT ACTIVITIES.



******ALL BIDS MUST BE RECEIVED BY TUESDAY JUNE 30, 2009 NO LATER THAN 4:30 PM******

Golden Sierra Job Training Agency

Vital Assets Program

C/O: Jason Buckingham

11549 F Ave Auburn, CA 95603

Hand delivered or certified US Post only (postmarks not included).

No electronic or faxed proposals will be accepted.

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Definition of the Role of the Rapid Response System

The California Rapid Response System's role is to support the state's economy and local economies by:

- Assisting workers to quickly return to productive positions in the labor force;
- Assisting employers to explore alternatives to layoffs through human resource solutions;
- Reducing the economic and social burdens that unemployment adds to employers, workers, and the community; and
- Providing local communities, workforce investment partners, employers, and workers with timely and pertinent information to anticipate and profit from economic development opportunities.

Usage of Rapid Response Funds:

The attached matrix describes the required and allowable uses of Rapid Response funds. The State has expanded the list to include employer outreach and job development activities authorized by WIA regulations Section 667.262(b). These alternative uses of Rapid Response funds for allowable activities, including those covered by Section 667.262(b), do not mitigate the fact that it is the State's policy priority that the full scope of required Rapid Response activities as described in WIA regulations Section 665.310 must be provided in each local area.

The scope of services provided at Rapid Response events is not restricted to the activities described in WIA regulations sections 665.310, 665.320, and 667.262(b). **However, only costs of activities described there may be charged to the rapid response account.** The Bidders are encouraged to provide and arrange for providing many other services for the affected workers. Examples are assisting with Unemployment Insurance claims taking, financial assistance counseling and mental health counseling.

Required Rapid Response Activities

Section 665.310: What rapid response activities are required?

Rapid response activities must include:

- | |
|---|
| <p>(a) Immediate and on-site contact with the employer, representatives of the affected workers, and the local community, <u>which may include an assessment</u> of the:</p> <ol style="list-style-type: none">(1) Layoff plans and schedule of the employer;(2) Potential for averting the layoff(s) in consultation with State or local economic development agencies, including private sector economic development entities;(3) Background and probable assistance needs of the affected workers;(4) Reemployment prospects for workers in the local community; and(5) Available resources to meet the short and long-term assistance needs of the affected workers. |
| <p>(b) The provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment and training activities, including information on the Trade Adjustment Assistance (TAA) program and the North American Free Trade Agreement (NAFTA)-TAA program (19 U.S.C. 2271 et seq.);</p> |
| <p>(c) The provision of guidance and/or financial assistance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community. The committee may devise and oversee an implementation strategy that responds to the reemployment needs of the workers. <u>The assistance to this committee may include:</u></p> <ol style="list-style-type: none">(1) The provision of training and technical assistance to members of the committee;(2) Funding the operating costs of a committee to enable it to provide advice and assistance in carrying out rapid response activities and in the design and delivery of Workforce Investment Act (WIA)-authorized services to affected workers. Typically, such support will last no longer than six months; and(3) Providing a list of potential candidates to serve as a neutral chairperson of the committee. |
| <p>(d) The provision of emergency assistance adapted to the particular closing, layoff or disaster.</p> |
| <p>(e) The provision of assistance to the local board and chief elected official(s) to develop a coordinated response to the dislocation event and, as needed, obtain access to State economic development assistance. Such coordinated response may include the development of an application for National Emergency Grant under 20 CFR Part 671. (WIA Sections 101(38) and 134(a)(2)(A).)</p> |

Allowable Rapid Response Activities

Section 665.320: May other activities be undertaken as part of rapid response?

A State or designated entity may provide rapid response activities in addition to the activities required to be provided under Section 665.310. In order to provide effective rapid response upon notification of a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation, the designated entity may:

- | |
|--|
| <p>(a) In conjunction, with other appropriate federal, State and local agencies and officials, employer associations, technical councils or other industry business councils, and labor organizations:</p> <ol style="list-style-type: none">(1) Develop prospective strategies for addressing dislocation events, that ensure rapid access to the broad range of allowable assistance;(2) Identify strategies for the aversion of layoffs; and(3) Develop and maintain mechanisms for the regular exchange of information relating to potential dislocations, available adjustment assistance, and the effectiveness of rapid response strategies. |
| <p>(b) In collaboration with the appropriate State agency(ies), collect and analyze information related to economic dislocations, including potential closings and layoffs, and all available resources in the State for dislocated workers in order to provide an adequate basis for effective program management, review and evaluation of rapid response and layoff aversion efforts in the State.</p> |
| <p>(c) Participate in capacity building activities, including providing information about innovative and successful strategies for serving dislocated workers, with local areas serving smaller layoffs.</p> |
| <p>(d) Assist in devising and overseeing strategies for:</p> <ol style="list-style-type: none">(1) Layoff aversion, such as prefeasibility studies of avoiding a plant closure through an option for a company or group, including the workers, to purchase the plant or company and continue it in operation;(2) Incumbent worker training, including employer loan programs for employee skill upgrading; and(3) Linkages with economic development activities at the federal, State and local levels, including federal Department of Commerce programs and available State and local business retention and recruitment activities. |

Section 667.262: LWIAs may also use Rapid Response funds to support the following activities:

(a) Under WIA Section 181(e), WIA Title I funds may not be spent on employment generating activities, economic development, and other similar activities, unless they are directly related to training for eligible individuals. For purposes of this section, employer outreach and job development activities are directly related to training for eligible individuals.

(b) These employer outreach and job development activities include:

- (1) Contacts with potential employers for the purpose of placement of WIA participants;
- (2) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers;
- (3) WIA staff participation on economic development boards and commissions, and work with economic development agencies, to:
 - (i) Provide information about WIA programs,
 - (ii) Assist in making informed decisions about community job training needs, and
 - (iii) Promote the use of first source hiring agreements and enterprise zone vouchering services,
- (4) Active participation in local business resource centers (incubators) to provide technical assistance to small and new business to reduce the rate of business failure;
- (5) Subscriptions to relevant publications;
- (6) General dissemination of information on WIA programs and activities;
- (7) The conduct of labor market surveys;
- (8) The development of on-the-job training opportunities; and
- (9) Other allowable WIA activities in the private sector. (WIA Section 181(e).)

Examples of the Categorization of Rapid Response Activities

Activity	Code	Required	Allowable	Prohibited
Conducting planning meeting with employer	20CFR665.310(a)	X		
Assessing layoff aversion potential	20CFR665.310(a)2	X		
Devising layoff aversion strategies with employer	20CFR665.320(d)		X	
Providing layoff aversion technical assistance to employer	20CFR667.262(b)		X**	
Providing information about services available in the One-Stops and setting up systems to provide on-site access to information and services	20CFR665.310(d)	X		
Conducting business services workshops	20CFR667.262(b)		X**	
Providing training orientation on industry specific opportunities (ex: Biotech)	20CFR665.310(d)	X		
Conducting orientation meeting with employees	20CFR665.310(b)	X		
Providing TAA orientation	20CFR665.310(b)	X		
Delivering/mailling Rapid Response informational materials	20CFR665.310(b)	X		
Coordinating Labor-Management/Workforce Transition Committee	20CFR665.310(c)	X		
Providing resources for food, shelter, clothing and other emergency assistance	20CFR665.310(d)	X		
Attending Regional Roundtable	20CFR665.320 (b)/(c)/(d)		X	
Attending conferences	20CFR665.320 (b)/(c)/(d)		X	
Collaborating with EDD/LMID to research business activity	20CFR665.320(b)		X	
Training affected workers to upgrade skills for another position in company				X
Reaching out to businesses	20CFR665.320(a)3 or (d)1		X	
Completing UI applications				X
Providing access to CalJobs and SkillsMatch on-site, using company's or mobile facility	20CFR665.310(b)	X		
Enabling participants to register with One-Stop Center on-site	20CFR665.310(b)	X		
Conducting interview technique workshops				X*
Conducting job search assistance and resume writing workshops				X*
Job fair or information expo focused on one or more dislocation events, at or not at the dislocation site	20CFR665.310(b)	X		
Job fair or information expo not related to a dislocation event				X

* Local Workforce Investment Areas may conduct group workshops (e.g. job search assistance and/or resume writing workshops) as part of on-site Rapid Response to business closures or significant layoffs and charge the cost to their Rapid Response funds if they have determined, in consultation with the local Job Service manager, that Job Service staff are not available to conduct such workshops.

** Allowable per State policy decision as part of employer outreach and job development activities authorized by WIA regulations Section 667.262(b) if funded with formula-allocated Rapid Response funds or, if specifically authorized, by yearly directive describing the use of Rapid Response Competitive-Priorities funds for that program year.

EXAMPLE SCOPE OF WORK

1. **PARTIES**

This contract is by and between the Golden Sierra Job Training Agency (GSJTA) and the _____.

2. **PURPOSE**

The parties agree to enter into this contract for the purpose of delivering allowable Workforce Investment Act (WIA) Business Services and Rapid Response (RR) activities from _____ to _____. This contract will adhere to all provisions of WIA and the American Recovery and Reinvestment Act (ARRA) of 2009 and the parties will follow all regulations and guidance issued by the U.S. Department of Labor, the State of California and the GSJTA. The goal of this contract is twofold. One is to serve and to establish a relationship with businesses and employers in the GSJTA region, especially small employers. The second goal is to promote the California State Workforce Investment Board's priorities of:

- **Lay-off Aversion Service:**
Develop plans to identify and assist employers at risk of employee reduction.
- **Innovation:**
Create innovative efforts to expand, or redesign local RR systems to become more responsive to local business.
- **Small Business Services:**
Innovate ways to connect the services of the regional One-Stop Career Centers to the small business employer.
- **Regional Impact:**
Support efforts to share innovated WIA Business Services/RR models to the GSJTA region and the wider regional economy.

There are legislative and regulatory limitations on the use of WIA funds. WIA cannot fund direct one-on-one business services or economic development activities. For example, WIA cannot create, or fund, a business loan package. However, WIA funding can direct a business to local loan providers and can provide generic information on how to submit a viable loan package. Another example is that WIA funding can assist an employer in developing layoff aversion strategies but cannot implement the strategy.

3. FUND LEVELS

The approved funding for this contractor is:

WIA RR-ARRA Fund \$ _____.

4. NOTICES

All notices to be given by the parties hereto shall be in writing and served by depositing same in the U.S. Post Office, postage prepaid and return receipt requested. Notices, reports and payment shall be sent to the following individuals and addresses:

GSJTA

-----contractor-----

Jason Buckingham

Executive Director

11549 F Avenue

Auburn, CA 95603

530-823-4635

5. ACTIVITIES

Specific activities and program deliverables to meet the goals of this contract are:

- Provision of information on WIA Business Services/RR activities and One-Stop services to _____ employers via on-site or in-person visits.
- Conducting _____ Business/Labor Market surveys to determine employer hiring and business retention needs.
- Identifying innovative strategies for averting layoffs.
- Devising layoff aversion strategies for _____ employers.
- Enhancing WIA outreach materials/products to the business community.
- Provision of RR information to _____ employers via mailings or electronic means.
- Services resulting in the retention or creation of _____ jobs.
- Providing or maintaining on-line or web-based venues to assist local business by connecting them to business service referrals (can also include an on-line small business discussion/assistance forum).
- Enhancement of collaborations between workforce, education, economic development and business/commerce groups.
- Attending periodic RR Layoff Aversions Roundtable meetings to share best practices (dates and times to be established by GSJTA).
- Providing verbal reports to the GSWIB or Governing Body as requested.

6. REPORTING

In addition to required GSJTA fiscal reports, the contractor will submit to GSJTA a monthly program report detailing its progress in meeting program deliverables, including a numerical and narrative summary. GSJTA will determine the monthly submittal times for these reports. This report will be done on a form agreed to by the contractor and GSJTA. The contractor may be required to make a report (either verbal or written) to the GSJTA Governing Body and/or the Golden Sierra Workforce Investment Board.

The contractor will document on-site employer visits by use of the State EDD 121 Form, or other format agreed to by GSJTA. This contact is subject to GSJTA program monitoring and fiscal review. At times, GSJTA personnel, (or its designee) may also accompany contractor on its employer's visits.



BIDDER'S RESPONSE INFORMATION/CHECKLIST

Bidder's may use their own response format; however, the response must include the following information:

Contact Information

1. Name of organization
2. Region of services
3. Contact information
4. Statement of authorization

History of Organization

5. Description of organization.
6. Description of your organization's connection to local business and business services.
7. Description of your organization's relationship with county or city economic development efforts.
8. Describe your ability to manage or your history with managing, grant based programs (provide examples).

Services/Deliverables

9. What services from the "Examples of the Categorization of Rapid Response Activities" matrix do you propose to provide?
10. How will you coordinate with or communicate services to businesses with other partners (i.e. WIA mandated partners)?
11. Specific activities and program deliverables to meet the goals of this contract are:
 - Provision of information on WIA Business Services/RR activities and One-Stop services to _____ employers via on-site or in-person visits.
 - Conducting _____ Business/Labor Market surveys to determine employer hiring and business retention needs.
 - Identifying innovative strategies for averting layoffs.
 - Devising layoff aversion strategies for _____ employers.
 - Enhancing WIA outreach materials/products to the business community.
 - Provision of RR information to _____ employers via mailings or electronic means.
 - Services resulting in the retention or creation of _____ jobs.



- Providing or maintaining on-line or web-based venues to assist local business by connecting them to business service referrals (can also include an on-line small business discussion/assistance forum).
- Enhancement of collaborations between workforce, education, economic development and business/commerce groups.
- Attending periodic RR Layoff Aversions Roundtable meetings to share best practices (dates and times to be established by GSJTA).
- Providing verbal or written reports to the GSWIB, its subcommittees and the Governing Body regarding the award deliverables at regularly scheduled meetings.

Budget

12. All expenses associated with these activities will be paid on a reimbursable contract via regularly scheduled invoices. Scheduled invoice periods to be negotiated. Allowable expenses include costs associated with staff time and benefits, materials – including outreach materials for this project but excluding novelties, supplies associated with providing effective and efficient services which may, with prior approval, include technology necessary to complete the requested services.

Please outline and explain your budget including any in-kind contributions that may be made.

Full Amount for Proposal:

Number of Full-Time Equivalents (FTEs) and their titles associated with the provision of Vital Assets services

Annualized amount of Request:

Annualized wages associated with FTEs:

Annualized amount associated with benefits:

Average cost per business served:

Average cost per job created/retained:

Other annualized expenses, materials etc. – (Describe and identify costs)

Rating

Rating for this proposal is heavily weighted on items 7, 8, 10 & 11 with the following point values associated with each item:

Item 6: 15 points

Item 7: 25 points

Item 8: 25 points

Item 9: 15 points

Item 10: 25 points

Item 11: 30 points

Item 12: 15 points

Bids received will be rated by a committee of no less than two. Bids must meet at least 130 of the 150 total available points in order to be considered for award.