

REQUEST FOR PROPOSAL
For Youth Employment & Training Program

Under the Provisions of the Workforce Innovation and Opportunity Act (WIOA)

Issued by: South Central Ohio Workforce Partnership (Area 20 Workforce Development Board)
Comprised of Fairfield County, Hocking County, Pickaway County, Ross County, and Vinton County

Contact: Bayley Fields
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RFP Dates of Importance

Date Issued: January 13, 2025

Intent to Bid (Notice Due): February 7, 2025 – 4:00 p.m.

A non-binding indication of interest that should be emailed to AREA20RFP@FairfieldCountyOhio.gov and include which county(ies) that will be served. This ensures those responding receive all subsequent e-mail correspondence regarding the RFP process and answers to all questions from others interested in bidding.

Question and Answer Period: February 10, 2025 - March 7, 2025 – 4:00 p.m.

There will be no Bidders Conference. Questions can be e-mailed to AREA20RFP@FairfieldCountyOhio.gov. E-mail subject line should be: WIOA YOUTH RFP QUESTIONS. Questions will be answered within two business days and responses will be published on the [SCOWorkforcePartnership Website](#) and will be emailed to all parties who submitted an Intent to Bid.

Proposals Due: March 14, 2025 – noon (12:00 p.m.)

Reviews & Interviews: March 17, 2025 - April 11, 2025

Intent to Award: April 24, 2025

Program to Begin: July 1, 2025

This RFP consists of **30 consecutively numbered pages**. A budget template will be provided via email on February 10, 2025 to those who submit an intent to apply. Please verify that you have a complete copy.

YOUTH EMPLOYMENT AND TRAINING PROGRAM

This Request for Proposal (RFP) seeks programs as described in the following materials for Workforce Innovation and Opportunity Act (WIOA) eligible **YOUTH** of Workforce Innovation and Opportunity Area 20 for Program Year 2025, beginning July 1, 2025 through June 30, 2026. The program is outlined in Section II. WIOA Youth Components (pages 5-6). The programs are for: Fairfield County, Hocking County, Pickaway County, Ross County, and Vinton County. There is a possible renewal of the contract for two consecutive one (1) year terms based upon satisfactory performance. Renewal will be approved by the Area 20 Workforce Development Board (WDB) at least 60 days prior to the start of the new Program Year.

Requirements for these programs are outlined in this RFP package. We welcome your submission of proposals for programs which will provide effective academic and work experience training. The evaluation criteria to be used in rating your proposal are also included in the RFP packet. We strongly urge you to review the criteria prior to completion of the RFP in order to understand how the proposals will be scored and awarded.

Bids can be made under the following service areas:

- All five counties in Area 20
- A combination of counties
- A singular county

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I. BACKGROUND

Under WIOA the counties of Fairfield, Pickaway, Hocking, Ross and Vinton have been designated as the Area 20 WDB. Fairfield County's Economic Development Department has been named the fiscal and administrative agent for the Area 20 WDB. Fairfield County, as the designated agents for Area 20 WDB, receives and disburses funds to prepare youth, underemployed, unskilled adults, displaced homemakers, and dislocated workers for entry (or re-entry) into the labor force. The WDB is composed of mandated and volunteer members with a minimum of 51% of its representatives coming from the local business community.

Area 20 is seeking proposals to provide employment and training services required to serve the eligible **YOUTH** population in compliance with all applicable federal, state, and local rules, regulations, and policies. This RFP is to provide prospective vendors/contractors with the information they need to prepare proposals that are complete and responsive to local education and training needs.

Successful interested parties to this RFP will be awarded a contract upon approval from the Area 20 WDB.

Those providers wishing to bid on services are to understand that the designated lead agency of the Comprehensive Case Management and Employment Program (CCMEP) may provide certain framework activities. Those lead agencies may also be required to fulfill activities that cannot be facilitated by the youth provider awarded the bid for that area. The lead agencies and their roles regarding framework activities are as follows:

- Fairfield County: Fairfield County Department of Job and Family Services
 - Fairfield County Department of Job and Family Services will provide, at minimum, eligibility determination, assessment, individual service plan development, and follow up.
- Pickaway County: Pickaway County Department of Job and Family Services
 - Pickaway County Department of Job and Family Services will provide, at minimum, eligibility determination, assessment, individual service plan development, and follow up.
- Hocking, Ross, and Vinton Counties: South Central Ohio Department of Job and Family Services
 - South Central Ohio Department of Job and Family Services will provide, at minimum, eligibility determination. The youth services provider for each county will need to include framework activities of assessment and individual service plan development. Youth service provider shall enroll and track participants in Aries.

II. WIOA YOUTH COMPONENTS

There are 14 (fourteen) required WIOA Youth components:

- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
- (2) Alternative secondary school services, or dropout recovery services, as appropriate. This includes a service offered by schools which provide specialized, structured curriculum inside or outside the public school system, including work-study and/or academic intervention for students with behavior problems, physical/mental disabilities, and at risk of dropping out.
- (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (a) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (b) Pre-apprenticeship programs;
 - (c) Internships and job shadowing;
 - (d) On-the-job training opportunities;
- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the state or in the local area involved, if the local workforce development board determines that the programs meet the quality criteria described in WIOA sections 122 and 123.
 - (a) Individual training accounts may be established for program participants that are out-of school youth age eighteen to twenty-four. Individual training accounts are established on behalf of the participant to purchase a program of training services from eligible training providers.
 - (b) By using an individual training account, a procured provider of CCMEP services would not have to be used to provide the occupational skills training.
 - (c) If an individual training account is used to fund occupational skills training, 85% of all individual training accounts for the program year must be for training in an occupation that is on the state in-demand occupation list. Upon request from a lead agency, ODJFS may waive the limitation on funding.
- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- (6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

- (7) Supportive services to enable a youth to participate in CCMEP. In accordance with rule 5101:14-1-05 of the Administrative Code, the failure to provide supportive services necessarily related to participation in an assigned CCMEP activity is good cause for failing to participate in the activity.
- (8) Adult mentoring for a duration of at least twelve months, that may occur both during and after participation in CCMEP
- (9) *Follow-up services for not less than twelve months after the completion of participation in CCMEP, which vary dependent on each program participant's needs, and are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:
 - (a) Leadership development and supportive services;
 - (b) Regular contact with a program participant's employer, including assistance addressing work-related problems;
 - (c) Assistance in securing better paying jobs, career pathway development, and further education or training;
 - (d) Work-related peer support groups;
 - (e) Adult mentoring;
 - (f) Other services necessary to ensure the success of the youth participant in employment and/or post-secondary education; and/or
 - (g) A referral to the county's PRC program for services necessary to ensure the success of program participants in employment and/or post-secondary education.
- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (11) Financial literacy education. This includes a program activity provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes but is not limited to the following:
 - (a) Supporting the ability of CCMEP participants to create household budgets, initiate saving plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
 - (b) Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
 - (c) Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
 - (d) Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
 - (e) Supporting activities that address the particular financial literacy needs of non-English speakers.
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

(14) Activities that help youth prepare for and transition to post-secondary education and training.

*Please note that Fairfield and Pickaway Countys' Department of Job and Family Services will provide follow up services.

Proposal must provide clear detailed description of how all services will be provided to applicants and document their delivery. Please include how you will leverage other partners and funding streams to serve both in-school and out-of-school youth. This may include youth that are not participating in any WIOA programming but have been identified through normal course of business as having needs.

Please note the following parameters for population to be served:

- These services are targeted towards 14-to-24 year old eligible youth for this RFP (14-to-21 years old for in-school youth and 16-to-24 years old for out-of-school youth).
- Seventy-five percent of all funding should be targeted toward out-of-school youth.
- At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing.

III. SPECIFIC AREAS OF INTEREST

A key outcome for this RFP is to solicit proposals from a broad spectrum of providers with an interest in the success of our Youth through the required WIOA elements. Area 20 has specific interests in, but not limited to:

- A. The availability to provide the required elements of WIOA Youth or verify the ability to provide through formal collaboration with other agencies or organizations*.
- B. An established relationship with local school districts to aid in the identification and service of Youth.*
- C. Incorporate services within the proposal to include foster children or other at-risk Youth in establishing life skills, educational and employment opportunities.
- D. Incorporating the use of OhioMeansJobs Centers within Area 20 making Youth familiar and comfortable with available services.

* Documentation regarding relationships and collaboration must include a letter of support, except when components will be provided by the Administrative Entity.

IV. GENERAL PROGRAM REQUIREMENTS

A. ELIGIBILITY FOR SERVICES

This Workforce Innovation and Opportunity Act program activity is designed for low-income youth who are 14 to 24 years of age and who meet WIOA eligibility criteria. Eligible youth is defined, under the Act section 15-03, as an individual who:

In-School Youth, who at the time of enrollment:

- a. Is attending school;

- b. Is not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21;
- c. Is a low-income individual; and
- d. Has one or more of the following barriers:
 - 1. Basic skills deficient;
 - 2. An English language learner;
 - 3. An offender;
 - 4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H.Chafee Foster Care Independence Program, or in an out-of-home placement;
 - 5. Pregnant or parenting;
 - 6. An individual with a disability; or
 - 7. An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area.

Out-of-School Youth, who at the time of enrollment:

- a. Is not attending any school;
- b. Is not younger than 16 or older than age 24; and
- c. Has one or more of the following barriers:
 - 1. A school dropout;
 - 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - 3. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
 - 4. An individual who is subject to the juvenile or adult justice system;
 - 5. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H.Chafee Foster Care Independence Program, or in an out-of-home placement;
 - 6. An individual who is pregnant or parenting;
 - 7. A youth who is an individual with a disability; or
 - 8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area.

Any proposer must understand that only **Eligible Participants** in accordance with WIOA rules and regulations may be enrolled in training services funded in whole, or in part, by the WIOA program.

B. PERFORMANCE OUTCOMES

The Workforce Innovation and Opportunity Act provides the following performance outcomes which coincide with the CCMEP primary performance measures. The performance standards apply to the cumulative results of all programs funded by Area 20 and are therefore normally to be applied to individual programs as well.

1. The percentage of program participants that are in education, occupational skills training, or unsubsidized employment at exit.
2. The percentage of program participants that are in education, occupational skills training, or unsubsidized employment during the second quarter after exit.
3. The percentage of program participants that are in education, occupational skills training, or unsubsidized employment during the fourth quarter after exit.
4. The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. CCMEP program participants who attain a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
5. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
6. Effectiveness of serving employers: Retention percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.
7. Measurable skill gains: the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Gains will be based on attainment of one of the following: 1) gain in at least one educational functioning level; 2) secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards; 3) satisfactory or better progress report towards established milestones from the employer/training provider who is providing training; or 4) successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

- C. Providers are expected to meet minimum performance outcomes as required by the U.S. Department of Labor as negotiated by the Ohio Department of Job and Family Services and the Area 20 WDB. The minimum performance standards are listed below for 2nd and 4th quarter employment, education and training after exit as well as credential attainment. The other performance measures currently do not have any set standards to meet. Performance standards are subject to change pursuant to state or federal regulation. Performance measurement will be monitored by the county's lead CCMEP agency as well as the WDB.

CCMEP WIOA and CCMEP Youth	Negotiated Standard	Success Level
Employment, Education, or Training 2 nd Quarter After Exit	66.0%	59.4%
Employment, Education, or Training 4 th Quarter After Exit	66.0%	59.4%
Median Earnings 2 nd Quarter After Exit	\$3,200	\$2,880
Credential Attainment	50.0%	45.0%
Measurable Skill Gains	55.0%	49.5%

V. FUNDING

The exact amount of Youth funds for program year 2025 (July 1, 2025 to June 30, 2026) is not available at this time. However, based on estimated data from the Ohio Department of Job and Family Services and estimates from the lead CCMEP agency on the amount they expect to include in a contract with the youth services provider, the anticipated amounts are as follows:

Fairfield County	\$150,000
Pickaway County	\$ 70,000
South Central JFS	
Hocking	\$100,000
Ross	\$100,000
Vinton	\$50,000

In identifying your budget, please note any framework services or elements that will be provided by the county's lead CCMEP agency.

- Fairfield County: Fairfield County Department of Job and Family Services
 - Fairfield County Department of Job and Family Services will provide, at minimum, eligibility determination, assessment, individual service plan development, and follow up.
- Pickaway County: Pickaway County Department of Job and Family Services
 - Pickaway County Department of Job and Family Services will provide, at minimum, eligibility determination, assessment, individual service plan development, and follow up.
- Hocking, Ross, and Vinton Counties: South Central Ohio Department of Job and Family Services
 - South Central Ohio Department of Job and Family Services will provide, at minimum, eligibility determination. Youth service provider shall enroll and track participants in Aries. The South Central Ohio Department of Job and Family Services may opt to assume responsibility for some of these activities and it can be factored into contract negotiations with the winning bidder.

The counties' CCMEP lead agencies may decide to allocate other grant funds, including TANF funds, to the awardee of this contract. Below are the TANF funds that could be available from the county lead agencies:

Pickaway County	\$100,000
Fairfield County	\$120,000
Hocking County	\$250,000
Ross County	\$150,000
Vinton County	\$100,000

Please include in your proposal any enhancements that you will make to your services if awarded additional funds.

VI. ELIGIBLE SERVICE PROVIDERS

Public, private non-profit and private for-profit entities, including public school systems and community-based organizations are eligible to submit proposals. Service providers must have a proven record of accomplishment in providing the types of services solicited through this proposal and experience in working with the target population specified.

VII. REQUEST FOR PROPOSAL PROCESS

All proposals that conform to the enclosed instructions and eligibility criteria will be reviewed. The bid does not commit Area 20 or its representatives to award a contract or to pay for costs incurred in the preparation of the RFP, or to otherwise procure services or supplies. Area 20 reserves the right to accept or reject any or all proposals in full or in part.

Proposals will be reviewed for accuracy, consistency and completeness. Additional information to aid in review and selection may be requested. The respective governing board must approve all contracts. The proposals, including attachments, will become part of the contract of the bidder(s) receiving awards.

Interested parties should read the entire contents of this RFP since the provisions contained therein may affect your organization's decision to submit an RFP. All questions should be answered completely, honestly, and to the best of your organization's ability, and all directions should be followed. Proposals should not include brochures or other materials that are not requested.

A. PROPOSAL SUBMISSION

Proposals must be submitted to:

Bayley Fields
4465 Coonpath Rd. NW
Carroll, OH 43112

Phone: (740) 652- 7498
Fax: (740) 681-4780
Email: AREA20RFP@FairfieldCountyOhio.Gov

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M. (NOON) ON
March 14, 2025. FAILURE TO MEET THIS DEADLINE WILL RESULT IN
THE REJECTION OF YOUR PROPOSAL.**

B. PROPOSAL FORMAT

Each proposal must be submitted in the following format:

Proposals must be typewritten and single-spaced on 8.5" x 11" plain white paper. In order to conduct a blind rating process, proposals must be submitted in three separate sections: **(a) Program Narrative, (b) Performance Outcomes, and (c) Organizational Information.** The first two sections, the Program Narrative and Performance Outcomes, must not contain any reference to the organization submitting the proposal. Proposals not meeting this requirement will be rejected.

The proposal should contain:

- Letter of Transmittal
- Section I. Program Narrative Section
- Section II. Performance Outcomes Section
- Section III. Organizational Information
- Section IV Budget Forms

All above documents are to be secured as one package.

Incomplete proposals shall be found non-responsive and eliminated from further consideration.

Interested parties are advised that conditions or factors affecting the terms of this RFP may be amended due to changes in WIOA policy, at the local, state, or federal level, with changes becoming effective prior to the projected start date of the services solicited. Proposal(s) approved for funding because of this solicitation may require alteration in order to comply with policy changes. Area 20 and its representatives will cooperate with every approved proposer to ensure that all services operated are in line with the Workforce Innovation and Opportunity Act (WIOA) and applicable policies and regulations. **All programs approved for funding are subject to final negotiations.**

C. REVIEW OF PROPOSALS

The Area 20 Youth Services RFP Committee will review and evaluate each proposal and will recommend the best program(s) based on the quality of the curriculum or services proposed, demonstrated effectiveness, the cost effectiveness of the program, expected performance, and organizational capabilities.

The weighted value of each section of the proposal shall be determined by the attachment defining the proposal evaluation criteria.

Programs best meeting the needs of the targeted population are most likely to be funded. ***NOTE:*** *No CCMEP Lead Agency staff member or Area 20 WDB member will answer questions from interested parties relative to an RFP during the review process.*

D. SELECTION ANNOUNCEMENT

Successful bids should be announced on April 24, 2025. Interested parties will be notified in

writing of the rating results. Interested parties may receive a copy of their tabulated rating results and other considerations by requesting them in writing from:

Contact: Bayley Fields
4465 Coonpath Rd. NW
Carroll, OH 43112
Phone: (740) 652-7498
Fax: (740) 681-4780
Email: AREA20RFP@FairfieldCountyOhio.gov

A copy of all proposals selected for possible contracts will be available electronically after selection notices have been mailed.

E. CONTRACTS

All contracts awarded as a result of this solicitation will be on **performance cost reimbursement base agreement**. A cost reimbursement agreement reimburses the contractor for actual costs, such as instructor salaries, supplies, space, etc. The contracting agency may withhold payments based on performance outcomes as referenced in IV B above.

In addition, all WIOA contracts have performance criteria, as identified earlier in these instructions. Contractor performance will be monitored during the contract period to determine actual versus planned performance levels.

F. PROPOSER COMPLAINTS

Interested parties with complaints about or recommendations for changes in the RFP procedures may request a review. These requests must be in writing and must be received within 10 business days of selection announcement. Address your complaint/ recommendation to:

Contact: Rick Szabrak
4465 Coonpath Rd. NW
Carroll, OH 43112
Phone: (740) 652-7162
Fax: (740) 681-4780
Email: AREA20RFP@FairfieldCountyOhio.gov

VIII. **POLICIES AND SPECIAL CONDITIONS**

A. FAILED CONTRACTS

Any contract entered into with a Contractor as a result of this RFP whereby the Contractor fails to meet the minimum performance criteria specified in the Contract shall be considered a "failed contract." Under the terms of the contract, Area 20 and its representatives may be entitled to de-obligate funds within the contract or to a refund of all or a portion thereof of any WIOA funds paid the Contractor under the contract. The Contractor may be barred from receiving any further contracts from an Area 20 System member county for a minimum period of one year.

B. PROGRAM INCOME

Program income is income received by the Contractor directly generated by the contract for services, or earned only as a result of the contract. The Contractor may retain these funds only if such income is added to the funds committed to the contract under which it was earned and such income is used for WIOA purposes and under the terms and conditions applicable to the use of the contract funds. Program income shall be used prior to the submission of the final report for the funding period of the program year to which the earnings are attributable. This provision applies only to public and private non-profit organizations and does not affect any profit negotiated with for-profit institutions.

C. FINANCIAL STABILITY

It is the policy of Area 20 that the Contractor demonstrates financial stability. Financial stability is demonstrated by meeting two of the following criteria:

1. Year-end net assets for a two-year period preceding the contract of no less than 2.5% the contracted amount;
2. Sufficient income from non-WIOA sources or agency cash reserves to provide a minimum of 15 days cash flow;
3. A minimum of 25% of the Contractors annual budget will be made up of funding from non-WIOA sources. In order to demonstrate compliance with this policy, the bidder will need to provide two of the following:
 - a. An Audited Statement of Financial Position and Statement of Activities.
 - b. An audited Statement of Cash Flow as well as projected cash flow analysis for the contract year.
 - c. An audited Statement of Activities.

D. CONTRACT EXTENSIONS

Area 20 and its representatives reserve the right to extend contract period (with no additional money) or award additional contracts for an additional program year cycle up to two times. The funding of programs and services, which have demonstrated satisfactory performance during their initial contract periods, will not have to respond to a new Request for Proposal Solicitation.

E. CONTRACT MODIFICATIONS

Area 20 and its representatives reserve the option to modify initial contract amounts as necessary.

F. CONFLICT OF INTEREST

1. No lead CCMEP Agency member, county staff, Area 20 WDB member, or authorized agents of the same may participate in the review or selection, or award of any contract with whom that party or any member of his/her family, employer, company, organization or agency has a financial interest or other interest in the entity selected for the award. Participation includes discussions, lobbying, rating, scoring, recommending, explaining, or assisting in the

design or approval of the procurement process. Participation also includes negotiation of any contract on behalf of the organization that he or she represents.

2. No lead CCMEP Agency member, county staff, Area 20 WDB member or agents of the Fairfield County, Pickaway County, or South Central Ohio Job and Family Services will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

3. All interested parties, as a part of the RFP process, must disclose any family or business relationships with any lead CCMEP agency, county employees, Area 20 WDB member, or authorized agents of the same.

4. If a conflict, real or apparent, does exist, it must be declared and described and the individual(s) concerned (lead CCMEP Agency member, county employee, Area 20 WDB member, or authorized agents of the same) must exclude themselves from participation in the procurement process. All such declarations will be in writing and submitted to:

Contact: Bayley Fields
4465 Coonpath Rd. NW
Carroll, OH 43112
Phone: (740) 652-7498
Fax: (740) 681-4780
Email: AREA20RFP@FairfieldCountyOhio.gov

5. No WIOA funds will be paid to any proposer or contractor who influences, or attempts to influence, a lead CCMEP Agency member, county staff, Area 20 WDB member, or authorized agents of the same in connection with the awarding of any contract for WIOA services, to include the extension, continuation, renewal, amendment, or modification of the same.

6. With the exception of those individuals named in this RFP, no lead CCMEP Agency member, county staff, Area 20 WDB member, or authorized agents of the same shall solicit or receive any written or oral communication from any potential contractor regarding any proposal under consideration. Potential contractors who attempt to improperly influence the process will be disqualified.

7. All staff positions funded in whole or in part by WIOA funds will be filled solely based on merit, qualifications, and experience. All hiring practices are to be consistent with local, state, and federal standards.

IX. PROGRAM DESIGN REQUIREMENTS

A. General Program Requirements

1. The successful service provider must be capable of establishing linkages with local Boards of Education.
2. The successful service provider must have a process for collecting/evaluating their clients' satisfactions with all aspects of the program to ensure needs are being met.
3. The services provided under each component must clearly complement each other as evidenced by the Individual Service Strategy.
4. The successful service provider must assess each participant to determine deficiency and service need based on available services to be considered for funding.
5. Wages will be based on a standardized pay scale and may take into account such factors as a participant's past performance, attendance, and the number of years participating in the program. The assumption is that the longer a youth remains in the program, the more skills they acquire. Therefore, they should be given additional responsibilities and higher wages than a participant entering the program for the first time. It is strongly encouraged that this kind of an incentive system be used in lieu of fixed monetary payments for outstanding performance and attendance. Increases in wages for performance and attendance are more realistic when considering the scope of work.
6. The participant's Individual Service Plan must be updated to reflect both summer and in-school or out-of-school activity(s) and must indicate how these activities will enhance the participant's ability to achieve their education and/or employment goal(s).
7. All participants enrolled, must receive an objective assessment and have a Service Strategy completed in accordance with local, state, and federal guidelines. The objective assessment must, at a minimum, include basic skills, pre-employment/work maturity skills, and supportive service needs.
8. All participants assigned to work experience activity must participate in an orientation prior to the first day of work.
9. Ability to leverage partners and other funding sources to serve youth, including referral services to partners. This should be a major focus for serving in-school youth in which there is limited funding.
10. The service provider must ensure that there is programming in local schools that serves to connect students to local careers and develop job skills. This may come from existing internal programming or via partnerships with other local workforce development providers.
11. The service provider must incorporate the annual goals established by their local OhioMeansJobs center.
12. The service provider must submit quarterly reports through the template provided by

their local OhioMeansJobs center, and must also have at least one (1) representative attend all regional and county Youth Committee meetings for Area 20 and their respective county(ies).

B. Allowable Activities (Not all inclusive)

1. **Occupational Skills Training** - Any training normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and knowledge required to perform a specific job. A recognized accredited certificate should be obtained or awarded at the end of the activity.

2. **Academic Enrichment** - Any training designed to upgrade a participant's basic math, reading, language, citizenship. Success or improvement shall be documented through a recognized standardized testing method.

3. **Work Experience** - A subsidized work activity designed to enhance the employability of a participant through the development of good work habits and basic work skills. The work activity can be either part-time or full-time with public or private non-profit entities and related to the participant's career objective. (Encouraged but Optional)

4. **Pre-Employment Work Maturity Skills/Career Counseling** - Activities designed to increase a participant's knowledge of the labor market, career planning and decision making, and job search techniques. These activities should be provided in conjunction with other training activities.

These are not the only allowable activities but rather those most frequently needed by the target group identified in the RFP.

B. Proposals that include occupational skills training must show evidence that such training is in occupational areas for which a labor shortage exists within the local labor market area or is tied to an in-demand job as defined by the Area 20 WDB or the State of Ohio.

X. PROGRAM NARRATIVE SECTION

SUMMARY

Provide a summary of the program being proposed. **Include which county(ies)** will be served by your organization. (One page maximum)

PROGRAM DESIGN

Briefly address each of the following items **separately and in order**. If an item is not applicable or no effort is planned for a particular section, identify the item and indicate "N/A". Please reference the items below in your proposal and make sure you respond to each one. Specific, rather than generalized, information should be provided.

1. Objectives/Activities

- a) Identify the objectives of the program. Must address the program requirements specified above. If occupational training is to be provided, you must include the types of jobs trainees will find upon completion of the program. The placement information should be provided by DOT Codes (Dictionary of Occupational Titles) or OES Codes (Occupational Employment Statistics).
 - b) Identify how you will meet the program objectives.
 - c) Describe the activities to be provided and the major outcomes of each.
 - 1) Provide a detailed description of the curriculum that will be utilized.
 - 2) Identify the hours per day, hours per week, and number of weeks each activity will be offered.
 - 3) Identify the minimum and maximum number of hours of instruction that will be provided each participant enrolled in each activity.
 - 4) Identify the participant to instructor ratio for each activity.
 - d) Staffing of Program - one of the keys to operating successful employment and training programs includes maintaining adequate staffing of programs with competent personnel and the support of management staff. Proposal must include detailed information for staffing positions and percent of time related to this contract that will be maintained by your agency throughout the period of the contract. Include a statement identifying how many weeks your agency will need to fill any staff vacancies that occur during the operation of the program.
2. Provide a detailed flow chart of your program design. This flowchart should visually display the various activities to be provided and in the order they will be provided.
 3. Provide a detailed description of the procedures/tools to be used to measure the following:
 - a) Participant's competency levels prior to and upon completion of training program.
 - b) Participant's progress during their participation in the training program.
 4. Describe what efforts you will make to assist the awarding member county in recruiting the target groups identified in this proposal.
 5. Describe your qualifications and experience in working with the target groups identified in this proposal.
 6. Describe the qualifications of the staff or faculty responsible for teaching the training program(s) proposed in your proposal.
 7. Describe your enrollment schedule, training location(s), and operating hours for the training

proposed, to include miles from the nearest bus line, and alternative modes of transportation available to participants and availability to accommodate those with identified disabilities.

8. Describe your job placement activities, to include pre-employment skills training, job search assistance, job development activities, and staff used for placement activities.
9. Describe your plans to provide case management services to WIOA participants enrolled in your training programs(s) and how does your training program(s) lend itself to the coordination of other services, (i.e., work experience, tutoring) in conjunction with the training proposed in your proposal.
10. Describe any non-WIOA supportive services that will be available to enrolled participants. This should include leveraging partners, specifically for in-school youth, and leveraging other funding sources to support participants as well as other identified youth with barriers.
11. Describe how you will evaluate the program, including participant progress and satisfaction, overall program effectiveness, and overall quality.
12. Identify how you will enhance the program if you receive any additional funds from non-WIOA sources.

REMINDER! NO ORGANIZATIONAL ID CAN BE REFERRED TO IN THIS SECTION

PERFORMANCE OUTCOMES SECTION

EXPECTED PERFORMANCE

Indicate your expected outcomes for this program on an annual basis, as follows: (Refer to Page 9 for clarification)

Outcome	# of participants	% of participants
Number of participants to serve (in school)		
Number of participants to serve (out of school)		
1. Percentage in education, training or unsubsidized employment during 2 nd qtr after exit.		
2. Percentage in education, training or unsubsidized employment during 4 th qtr after exit.		
3. Percentage of program participants in an education or training program while enrolled in CCMEP who obtain a post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit.		
4. Median earnings of program participants in unsubsidized employment 2 nd qtr after exit.		
5. Percentage of program participants in unsubsidized employment during the 2 nd qtr after exit who during the 4 th qtr after exit are employed with the same employer.		
6. The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognize equivalent during participation in or within one year after exit from CCMEP.		
7. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.		

Outcomes may be included as part of the proposal. Specifically, you may wish to address how each of the 14 required Youth WIOA elements, or each element you will administer, will be monitored as reasonable expectations based on your proposal.

PAST PERFORMANCE

Indicate your performance for the past three years in operation of employment and training program(s). If this is the first year providing the program services proposed, then indicate your performance in a similar program and **explain why this is an appropriate comparison.**

If this is your first year for providing the proposed training program and you are using past performance data from a similar program, please explain why this is an appropriate comparison:

Budget Information Summary – A standard Area 20 budget Summary (provided February 10th) must be included with the proposal. All costs and expenses for the duration of the contract must be included.

Program Planning Summary - Please provide a detailed program planning summary with program dates corresponding with the Budget Summary. Participant data must be *cumulative* from one period to the next.

Detailed Support For In-Kind Costs - Please provide a detailed summary of any in-kind cost including the provider, expected dates of services and value of the service.

**REMEMBER! NO ORGANIZATIONAL ID CAN BE REFERRED TO IN THIS SECTION.
(This may result in disqualification)**

APPENDICES

1. Organizational Information Cover Sheet
2. Certification Letter from Signatory Authority
3. Management Assurances
4. Affirmative Action Policy Statement
5. Other Funds Available Disclosure Form
6. Certification Regarding Debarment and Suspension
7. Instructions for Certification
8. Justification for Training
9. Service Provider Conditions/Requirement
10. Proposal Evaluation Criteria

ORGANIZATIONAL INFORMATION COVER SHEET
(Required for all Proposals)

Name of Organization: _____

Address of Organization: _____

Contact Person: _____

Phone Number: _____

Total Number of Staff: _____

Federal ID Number: _____ Corporation No. _____ (if applicable)

Type of Organization: (Check the most appropriate one)

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Public Post-Secondary Education |
| <input type="checkbox"/> Public School System | <input type="checkbox"/> Private Post-Secondary Education |
| <input type="checkbox"/> Private Non-Profit Organization | <input type="checkbox"/> Technical/Trade School |
| <input type="checkbox"/> Private For-Profit Organization | <input type="checkbox"/> Private Consultant |
| <input type="checkbox"/> Other (specify) _____ | |
-

PLEASE COMPLETE THE FOLLOWING:

1. Have you contracted with any member county listed in this RFP or any other Employment & Training office in the State of Ohio in the past 3 years? Yes No

If Yes, Which Office(s): _____

For What Service(s): _____

For What Year(s): _____

2. Proposer is required to submit the following documents to be considered for funding from WIOA Area 20. Attach documents to this Organizational Information Cover Sheet.

- A. *Certification Letter from Signatory Authority
- B. *Service Provider Conditions/Requirements (Include Certification of Accountability)
- C. *Management Assurances
- D. *Affirmative Action Policy Statement
- E. *Other Funds Available Disclosure Form
- F. *Certification Regarding Debarment and Suspension
- G. Organizational Chart
- H. Participant Grievance Procedure
- I. *Justification for Training

* See Appendices for these forms

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for a WIOA funded program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should Area 20 or its representatives desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the WIOA program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the Workforce Innovation and Opportunity Act (WIOA) rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name and Title

Social Security Number OR Taxpayer ID Number

Authorizing Official's Signature

Date

MANAGEMENT ASSURANCES

Area 20 and its representatives will enter into contracts only with organizations that provide reasonable assurance in their applications that they are capable of managing, operating, monitoring and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient capability to operate the program.
2. Assurance that any proposed work sites meet the requirements of the lead CCMEP Agency, Area 20 WDB policies, WIOA rules and regulations.
3. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel and those of any affiliates or subsidiaries who have operational or fiscal responsibilities for the WIOA program services contracted for.
4. Making available a list of all programs for which they are receiving financial assistance during the last three years and that they have substantially complied with the requirements, procedures and objectives of such programs.
5. Assurance that no information available showing substantial non-compliance with WIOA regulations, or if there is, they shall include an acceptable plan to correct such deficiencies.
6. Assurance that all personnel will have the basic training in the applicable WIOA requirements and regulations for the program being funded prior to the program beginning.
7. Assurance that internal policies meet state and federal guidelines regarding EEO and provide for fair and reasonable employment practices.
8. The proposer agrees to pay for "Reasonable Accommodations" for handicapped persons as defined in 29 CFR part 37.4

Authorized Representative's Signature

Date

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____
Name of Organization

to provide equal employment opportunity (EEO) to all persons regardless of race, color, creed, religion, sex, age, national origin, physical or mental handicap, political affiliation, belief, marital status, arrest or conviction record, public assistance status, or veteran's status. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Train in all job classifications regardless of the above differences.
2. Make program decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, upgrading, demotion, and promotions.

The success of an Affirmative Action program requires maximum cooperation between the management and its employees.

To obtain these objectives, _____
Name

will serve as the Equal Employment Opportunity Representative for our organization. The above named person will be responsible for working with Area 20 staff on all EEO matters and for monitoring and evaluating this organization's success in achieving Affirmative Action goals.

Authorized Representative's Signature

Date

OTHER FUNDS AVAILABLE DISCLOSURE FORM

Identify any other funds, which may be used to pay for the training cost or employment of the WIOA student. Indicate the **TOTAL COST OF TRAINING** and the impact of the other funds on the cost to WIOA funds from Area 20. If there are no other funds available then the proposer should check the box below. (Other grant includes state and federal grants, such as the Ohio Instructional Grant and PELL Grant, as well as scholarships)

No other funds are available that can be used to support the training and/or services proposed in this proposal. Therefore, the training and services proposed cannot be provided without the WIOA funds requested from Area 20.

Authorized Representative's Signature

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

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 THE INSTRUCTIONS ON THE NEXT PAGE OF THE RFP).

- 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 Signatory Authority for Proposing Agency

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 whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous due to 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 further 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 Voluntarily 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 normal, 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.

JUSTIFICATION FOR TRAINING

Please describe how you determined the need for the training in this proposal in terms of the demands for such training in the local labor market area. (Please list your sources of labor market information.) Also, include as part of this section, its relevance as participants move into the workforce post-program with opportunities for participants at 3 and 5 years.

SERVICE PROVIDER CONDITIONS/REQUIREMENTS

In submitting this proposal, the provider agrees to the following conditions and requirements of the request for proposal and any subsequent contracts awarded as a result of the same:

1. Interested parties are to follow the guidelines contained in this document when preparing their response to the proposal.
2. Proposals must be prepared in accordance with applicable federal, state, and local laws and regulations governing WIOA. (A copy of the Workforce Innovation and Opportunity Act and its implementing regulations can be obtained through the jfs.ohio.gov/owd/wioa website.)
3. All proposals submitted will be subjected to the following procedures:
 - a) Proposals will be reviewed by raters consisting of staff and other individuals selected for their experience in working with the program target groups.
 - b) Recommendations will be determined by the Area 20 Youth Committee, and then submitted to Area 20 Workforce Development Board for recommendation to contract.
 - c) Interested parties will be notified, in writing, as to whether their proposals were approved or not.
 - d) Interested parties who are approved for funding must enter into a formal contract for services.
 - e) Budget/contract negotiations will be conducted by awarding member county or its designated representative(s).
 - f) All contracts for services must be approved by the governing boards.
 - g) When determined in the best interest of Area 20 and its representatives, contracts will be awarded to that proposer(s), whose proposal, including any amendments to the proposal developed through negotiations, is most advantageous to Area 20 and its representatives. While price is always a factor, it may not be the controlling or most significant factor. The proposer(s) that is awarded a contract must be responsive to the RFP and must be judged responsible.
4. The Request for Proposal (RFP) does not commit Area 20, its member counties or Area 20 WDB to award a contract or to pay cost incurred in the preparation of a proposal. Area 20 reserves the right to accept or reject any or all proposals received, to negotiate services, service mix and costs with interested parties, and to cancel in part or in entirety this RFP. The funding levels given are tentative and subject to change. Area 20 representatives will review each proposal with respect to price, provider's administrative program capabilities, and conformance to the RFP criteria.
5. This RFP does not commit Area 20, its representatives or the Area 20 WDB to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or suppliers prior to issuance of a signed contract.
6. The contents of proposals submitted by successful interested parties will become part of the awarded contract and funding will be contingent upon their agreement to the provisions included herein and the formal contract.
7. Successful interested parties will not receive any new contracts until all financial transactions and

closeout packages are completed for contracts already ended for similar services.

8. Contractors will be prohibited from disseminating products developed under contract with Area 20 and its representatives without prior written consent.
9. All press releases, brochures, flyers, print ads, posters, public service announcements, reports and newsletters related to services under this Agreement shall recognize Area 20, the lead CCMEP agency, its member counties or Area 20 WDB as a funding source and shall require prior consent by Area 20 or its representatives.
10. Contractors must participate in program evaluation and monitoring conducted by Area 20 or its authorized representatives. This may include the disclosure of information defined as "proprietary" by the contractor in the event such information is required by state/federal auditors and reviewers.
11. The Contractor shall operate and comply with the program described in the curriculum of this proposal, which will be included as a part of the contract. Any deviation from the curriculum and staffing as defined in this proposal must be approved, in writing, by Area 20 or its representatives. Changes will be made a part of the contract. Failure to gain such written approval shall constitute a breach of contract. Area 20 and its representatives reserve the right to impose sanctions, up to and including termination of the contract, in the event of a breach of contract.
12. Any expenditures or performances, which exceed the amount agreed upon, are the Contractor's sole responsibility and shall not entitle the Contractor to additional payments or benefits under the contract.
13. The Contractor shall inform Area 20 and its representatives, in writing, regarding the receipt of additional funding which will have an effect upon the quality or cost of providing training/services under the contract. Area 20, upon receipt of this information, maintains the right to disapprove or negotiate costs.
14. If a contract is determined disallowed after payment has occurred, the Contractor shall repay the amount of the disallowance to Area 20 or its representatives within 30 calendar days from the date of notice, or on a written alternative schedule previously determined. If the Contractor violates or permits violation of contract terms or conditions, the Contractor shall repay to Area 20 or its representatives the amounts of funds directly related to the violation.

Whichever is applicable, the Contractor shall include one of the following with RFP: a certification of Accountability by an independent accountant, latest audited financial statement prepared by an independent accountant with applicable footnotes, or a copy of the most recently completed audit.

Authorized Representative's Signature

Date

PROPOSAL EVALUATION CRITERIA

	POINTS	APPLICANT RESPONSE	COMMENTS
1	(Required for consideration)	Complete and signed	
2	Max = 5	Clear program design and explanation for meeting participant goals and outcome measures	
3	Max = 10	There is a logical rationale presented for how this program/service will comprehensively achieve its stated goals	
4	Max = 10	Program description thoroughly addresses how, when, where, by whom, and in what context services will be provided	
5	Max = 15	Provider has a successful history of designing and delivering high quality, enrichment, education and recreational programs.	
6	Max = 10	Evaluation strategies are appropriate and sound	
7	Max = 10	Deliverables are realistic and specific	
8	Max = 5	Budget summary is complete, realistic, and can easily be related to program narrative	
9	Max = 5	Program/service costs are deemed appropriate and reasonable.	
10	Max = 15	Proposal leverages funds and/or expands existing, successful programs.	
11	Max = 10	Ability to leverage partner organizations to serve youth population.	
12	Max = 5	Proposal is well organized, concise, and easy to read.	
	Total Points Possible =100		

Average Cost per Student: \$ _____

Adjustment - Overall familiarity with targeted population and past performance:

-5 -4 -3 -2 -1 0 1 2 3 4 5

Adjusted Total

Adjustment Comments: _____

Provider: _____ County: _____

Evaluator: _____

Signature: _____ Date: _____