

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 of 32
2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE U.S. Department of Labor ETA Office of Youth Services and Job Corps 61 Forsyth Street, SW, Room 6T95 Atlanta, Georgia 30303		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) POTENTIAL OFFERORS - FOR THE GADSDEN JOB CORPS CENTER FOR CENTER OPERATIONS, AND CAREER TRANSITION SERVICES			9A. AMENDMENT OF SOLICITATION NO. 94023000	9B. DATED (SEE ITEM 11)
CODE			10A. MODIFICATION OF CONTRACT/ORDER NO.	
FACILITY CODE			10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment;  (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATE (If required) - **Not Applicable**

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. **IMPORTANT:** Contractor  is not, is required to sign this document and return **N/A** copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
1. This amendment is issued to amend the RFP, provide potential offerors the questions and responses and other pertinent information from the Pre-Proposal conference held **December 11, 2003**. All potential offerors not in attendance at the Pre-proposal conference who require copies of the attachments provided at the conference or to this amendment must request this information in writing to the contracting officer.

Remove	Replace	Comments
C-4	Page C-4	Item C.3, paragraph 2 is corrected to include Alabama.
C-8	Page C-8	The Vocational trade offerings corrected – Carpentry is provided by Gadsden Community College (GCC) and the total paid for the last year to GCC.
C-10	Page C-10	Item D corrected to reflect “relocating to the following geographic are is applicable.
G10	Page G-10	Item G.7 amended.
J-25	Page J-25	The percentage of full time vocational students is corrected to read 24%.
J-33	Page J-33	Attachment J-11 VST – Carpentry training by GCC number of slots changed.
J-48	Page J-48	The Website for the Region II CDSS plan has changed.
J-72	Page J-72	The Attachment number was corrected to J-25.
L-1	Page L-1	<b><u>Paragraph L.1new sentence this Center is designated as Historically Poor Performing</u></b>
L7	Page L-7	Item a. Outreach there are 2 questions. Question 2 has been corrected.
L-15	Page L-15	Item (h) has been amended to add a Section B requirement in Word format.
L-20	Page L-20	Item 9 the paragraph is amended to add a Section B requirement in Word format

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or Print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) D. E. SCOTT, CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. Date Signed	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. Date Signed

The Contracting Officer:

1. Has designated the Gadsden Job Corps Center as a “Historically Poor Performing Center”
2. Will limit the competitive range for this procurement to the top 3 scoring proposals.

The following information was discussed at the pre-proposal conference by the Deputy Regional Director:

- It is expected that bidders will fully articulate how they will improve the center’s performance.
- It is expected that bidders will also fully explain how they propose to craft their relationship with the college.
- Questions must be submitted in writing. Official responses to all questions will be contained in Amendment #1.
- Bidders were informed the Contracting may limit the competitive range in accordance with FAR 52.215-1.

Questions

Responses

1. When is the Recreation/gym scheduled to be completed?	Fall, 2005
2. Where are the current off center recreation programs provided?	1. Carver Student Activity Community Center (gym) 2. Gadsden Community College (GCC) the gym and pool are available by appointment and availability only 3. YMCA pool is used by appointment. 4. Gadsden Sports Complex is used for field activities 5. Martin Luther King Quest for Excellence Facility is used for basketball.
3. Who are the recreation programs provided by?	See response to question #2
4. Does city bus service run from Job Corps Center to Community College?	Yes.
5. Does Gadsden City Bus Service provide services for the center?	Yes.
6. Does the College provide any recreation facilities?	Yes. The GCC has an indoor gym and pool which are available by appointment and availability only. The GCC pool is presently under renovation.
7. Does the center have cable television services?	Yes.
8. What is the location of gymnasium the center uses? Pool?	GCC’ gym and pool are available by appointment and availability only. The YMCA pool is also used.

Questions

Responses

<p>9. Does Gadsden community College provide all training materials and equipment for trades?</p> <p>How should we price line 04?</p>	<p>No. Materials (uniforms, books, etc.) are provided by Gadsden Job Corps Center. GCC provides some equipment (nursing beds and other lab items, and computers in the business technology I and II trades).</p> <p>Line 04 of the 2110 should be priced in accordance to PRH guidelines. Less the equipment identified above.</p>
<p>10. Page C8 RFP lists 46 ACT slots are these full time students?</p>	<p>No. This varies based on the number of credit hours taken by each student.</p>
<p>11. PG L5- RFP lists 140 page tech prop submission limit for center with OA/CTS. Does this mean 100 pages for center operations and 40 pages for CTS or 140 total (combined) pages?</p>	<p>100 pages for center 40 pages for CTS</p>
<p>12. Reference: Page C8 Who provides training materials/text books, etc?</p>	<p>Gadsden Job Corps Center pays for books and materials for the vocational trade on center. The cost for books for ACT students is paid directly to the GCC book store based on the courses selected by students each tri-mester (three months) or mini-mester (five week courses).</p>
<p>13. Page J25 RFP lists 64% students in full time trade. Is this number correct? Does this include the ACT student?</p>	<p>No. the percentage has been changed to 24%. Please see revised page J-25. No, this does not include the ACT students</p>
<p>14. Are carpentry and culinary arts taught by center staff?</p>	<p>Carpentry class is taught by a GCC Instructor. Culinary Art students are taught by a center staff person.</p>
<p>15. Where are the Act Programs taught? Non traditional college courses?</p>	<p>The ACT Program is taught by GCC. Yes, there are non traditional college courses if the student qualifies.</p>
<p>16. Reference page C8, What is Business Technology class? This is not Job corps terminology.</p>	<p>Business technology is a GCC term and the trade is taught by the college on a per slot basis. It is the equivalent of the old "business clerical" term used in Job Corps.</p>
<p>17. Who pays for salaries and fringe benefits for vocational instructors for programs offered by Gadsden State Community College?</p>	<p>GCC pays all salaries and fringe benefits for their employees.</p>
<p>18. L7: Are there three (3) questions or is Question 2 part of Question 3? Please clarify.</p>	<p>There are 2 questions. Please see revised page L7 included in this amendment.</p>
<p>19. Page J25: Staff Resources Forms, C, Day Instructional Staff: Please define "other personnel" in Sentence No. 2 :</p>	<p>The intent is to account for every student, where they are assigned and to whom they are assigned. A Offeror may have students assigned to non instructional staff this is a business decision.</p>
<p>20. Page J 72: should this page still be Attachment J-25?</p>	<p>Yes. Please see revised page J-72 attached to this amendment.</p>

Question

21. The six (6) vocational offerings are offered through the Gadsden Community College. Since the Gadsden Community College is a vocational provider for this RFP, we request the following:

- a. A copy of the MOU
- b. The cost for the on-Center and Off-Center programs (which includes ACT)

Responses

Tuition cost to GCC for Vocational training slots are paid on a per slot basis based on the number in the RFP. Tuition cost is \$84.00 per vocational training slot which are billed by GCC 8 times throughout the year. The slots may be filled as many times as needed with students at no additional costs *(example: 1 Business Technology slot over a 4 month period may be occupied by 3 students but we only pay GCC for 1 slot)*. Total paid to GCC for Vocational slots for the last year was \$647,804.

The cost for ACT paid over the last year was \$110,791. The ACT cost per trimester (3 months) and mini-mester (5 weeks) will vary based on the number of credit hours each student elects to take. The cost for credit hours is paid to the GCC during each Tri or Mini mester. Student credit hours range from 9 to 16 hours and 15 credit hours is considered full time. The current cost per credit hour is \$84.

The salient portion of the MOU is attached to this amendment.

22. The Bricklaying vocation is a pilot program. How long has this program been a pilot and what is the status for continuing this vocation offering with three (3) students assigned?

This program has been a pilot for 1 year (2003) and will end January 4, 2004. GCC will no longer offer the course. The 3 students have completed their training.

23. On page C-4 of the RFP, Section C.3, No. 2, Direct Outreach and Admissions, second paragraph, it reads that the “youth screened for the Gadsden Job Corps Center shall come from: Florida, North and South Carolina, Georgia and Tennessee” Based on the GAP revision provided in the recent Regional Conference, the Gadsden center has a sizable number of students from the state of Alabama. The state of Alabama was not mentioned in the RFP language. Please clarify.

The outreach will follow the recently issued GAP which requires the majority of the students to come from the State of Alabama. Please see revised page C4 included in this amendment.

24. The RFP lists 10 slots on a weekly basis for Carpentry (20 slots total) but the VTRC lists a total of 24 slots. Which is correct number of total slots for this vocation?

20 is correct. The last vocational training report card has not incorporated the slot changes at this center.

25. The RFP lists 15 slots on a weekly basis for culinary Arts (30 slots total) but the VTRC lists a total of 20. Which is the correct number of total slots for this vocation?

15 is correct. The last vocational training report card has not incorporated the slot changes at this center.

Questions

Response

<p>26. The RFP lists 12 slots on a weekly basis for information technology (24 slots total) but the VTRC lists a total of 30. Which is the correct number of total slots for this vocation?</p>	<p>24 is correct. The last vocational training report card has not incorporated the slot changes at this center.</p>
<p>27. Is the number of total ACT slots 92 with 46 students assigned on a weekly basis or is the total number of 46 slots combing both weeks?</p>	<p>The total number of ACT slots is 46.</p>
<p>28. It was observed that the Gadsden Job Corps center site is housed on the Gadsden State Community College campus. In this regard, we request a college of the Maintenance Agreement between DOL/Gadsden Job Corps Center and the Gadsden State Community College.</p>	<p>Please refer to the attached MOU Section # <u>6. Facility Requirements, Equipment and Support Services</u> , item B regarding Maintenance of the facility. There is no separate Maintenance agreement.</p>
<p>29. Reference the telephone system: Has Gadsden been converted to voice over IP? If not, is it scheduled? When scheduled? How many lines are currently coming in the Center or scheduled to come in to the Center from the utility?</p>	<p>The center has a digital telephone system. There are two lines coming into the center. The main line and the 1 800 line.</p>
<p>30. Please clarify the trade breakdown for us. During the walkthrough there appeared to be two carpentry trades pointed out. One ran by the college and one center ran. Is this correct, and if so what is the slot breakdown?</p>	<p>Yes, there are two carpentry trades. There are no slots in the one operated by the college. The one operated by the center (with a college instructor) has 20 total slots. This information is contained in the MOU.</p>
<p>31. We are a small business meeting the NAICS Code 611519. On page L13 it states that a subcontracting plan does not apply to Small Business. If we solicit the support of a large business subcontractor to provide services in a particular department or areas, would we need to submit a subcontracting plan describing their responsibilities?</p>	<p>No. Sub-contracts are not required for a Small Business. In accordance with Section L of the RFP it is requested that the small business provide a listing of subcontracts anticipated regardless of the business size. The subcontract list should at a minimum include the subcontractor's functions, tasks, and positions proposed.</p>
<p>32. On page M7 no. 4. Subcontracting plan... it states that a small business automatically receives 5 points for the evaluation category, Subcontracting Plan. Does this mean 5 points will be awarded if a small business is involved not as the Prime, but as a subcontractor? If so is there any point award given for a small business being the Prime even though the contract is unrestricted?</p>	<p>No. Yes. 5 points are awarded automatically only if the Small Business serves as the Prime Contractor.</p>
<p>33. If no subcontracting plan is submitted do you automatically lose 5 points?</p>	<p>No. Small Businesses will automatically receive 5 points, with or without a subcontract plan. Large businesses will be evaluated based on the criteria in Section M and the documentation provided.</p>

Question

34. Could you tell me when the MOU between The Center and the Gadsden State Community College will be available?

I am still a little unclear on the \$84 per vocational trade slot paid to the college.

Response

The MOU is an attachment to this amendment.

Please refer to the response to question 21 regarding costs for GCC.

Indoor recreational functions are currently located in the basement of Building 4, the Female Dormitory. Space for outdoor recreation is very limited and consists of one single basketball court north of the female dormitory. Students are bussed off-site for the majority of outdoor recreation activities. These include swimming instruction and large field sports such as softball, football, soccer, etc.

A new Gymnasium/Recreation Building has been funded. Design of the new gymnasium will include space for Arts and Crafts, weight room, and toilets/lockers/showers.

### **C.3 PROGRAM CONTENT**

#### **A. Outreach and Admissions**

The contractor shall perform outreach and admissions activities as required by this contract, which ensure that the Job Corps program maintains a positive public image, maintains a ready supply of eligible and committed applicants, and works in partnership with individuals, communities, organizations, employers and State and local workforce development systems.

- 1. Outreach:** The contractor shall promote positive public awareness about the Job Corps program and shall ensure that the center is an active partner within the local community and with the State's workforce investment system. The contractor shall provide support to Outreach and Admissions contractors to ensure that the Center is maintained at overall design capacity. The contractor shall establish relationships with and mechanisms to involve the local community, employers and business organizations in the operation of the Job Corps center through center industry councils and business and community liaison activities. Public education and community/employer involvement shall be conducted in accordance with PRH, 1.1.
- 2. Direct Outreach and Admissions: (applies to centers with direct outreach goals and  is  is not applicable to this contract)**

The contractor's performance shall be measured against the goals established by the Director of Job Corps each year in the Outreach and Admissions Outcome Measurement System.

Youth screened for the Gadsden Job Corps Center shall come from: Alabama, Florida, North and South Carolina, Georgia and Tennessee.

The contractor shall be expected to recruit and screen sufficient numbers of applicants to generate arrivals in accordance with the delivery schedule in Section F.

- a. **Eligibility Determination and Screening Factors:** The contractor shall assess, verify, and document applicant eligibility for the Job Corps program, in conformity with the criteria and procedures listed in PRH, 1.2 and Exhibit 1-1.

**11. GED Certificate/High School Diploma:** The contractor shall provide students with the skills and knowledge necessary to pass the examination for the General Educational Development Certificate (GED) or to obtain their High School Diploma (HSD). The contractor shall make every possible effort to assure that students attain their GED or HSD. Specific requirements for the GED/HSD program are found in PRH, 3.11.

**12. English as a Second Language (ESL) ( is  is not applicable to this contract):** If applicable, the contractor shall provide students with limited English proficiency the opportunity to develop English language and acculturation skills. Specific requirements for ESL are contained in PRH, 3.12

**13. Vocational Training:** The contractor shall provide individualized competency-based vocational training for students. Training shall provide students with the skills required for entry-level employment in specific careers approved by the Department of Labor. Specific requirements for vocational training are listed in PRH, 3.13.

The following vocational programs are currently offered at the center:

Vocational Offerings	Training Slots	
	On Center	Off Center
*Carpentry	10	
*Heating Ventilation and Air Conditioning	12	
*Business Technology Class 1	15	
*Business Technology Class 2	15	
*Health Occupations Training		15
*Information Technology		12
*Brick Laying (Pilot) – <i>Will end in January 2004</i>	3	
Culinary Arts	15	
<b>*Advanced Career Training</b>		<b>46</b>
<b>Totals (each week)</b>	<b>70</b>	<b>72</b>

**\*Indicates programs offered by Gadsden State Community College. As indicated some of the vocational classes are taught at the center location and the others are taught at the Broad Street campus of the Gadsden Community College.**

Tuition cost for Gadsden State Community College (GCC) for the last year is:  
 Vocational Slots \$647,804 and ACT \$110,791 total paid \$758,595.

**21. Recreation and Leisure Time:** The contractor shall provide students a comprehensive program of recreational activities and events which promotes productive and socially acceptable use of leisure time. Activities shall be provided that build self-esteem and enhance the Job Corps experience by providing opportunities for all students to participate in enjoyable and safe activities. The program shall meet all the requirements of PRH, 3.21.

**22. Student Government and Leadership:** The contractor shall develop and support a activities which enable students to learn and practice skills in leadership, citizenship, and self-government. The activities shall include a student benefit fund, to be managed by student government with the assistance of center staff. Requirements for content and structure are contained in PRH, 3.22.

**23. Driver Education:** The contractor shall provide driver education training to all students who do not already possess driver's licenses. Students shall be provided the skills and knowledge necessary to pass the State examination and shall be given the opportunity to acquire a driver's license while enrolled. Specific requirements for driver education are contained in PRH, 3.23.

**24. Career Transition Readiness:** The contractor shall develop and implement systems and procedures to assist students to effectively transition from center life to the workforce. Requirements are detailed in PRH 3.24.

D. Career Transition Services

**Post-Center Career Transition Services:** (is is not applicable to this contract):

The contractor shall provide or arrange for post-center career transition services for all eligible students:

enrolled at the Gadsden Job Corps center.

returning to the following geographic area: as noted in the Section J Attachment -21

relocating to the following geographic area: as noted in the Section J Attachment - 21

For purposes of this procurement the contractor should anticipate an annual inflow of new students for provision of career transition services in the numbers shown below. These are the anticipated numbers of new graduates and new former enrollees who will be assigned to the contractor each year.

    (36) Graduates.

    (21) Former enrollees.

The contractor's performance shall be measured against the goals established by the Director of Job Corps each year in the Career Transition Service Outcome Measurement System.

If consideration and analysis of the above factors indicate a new contract is most advantageous to the Government, the option shall not be exercised. If the analysis of the above factors results in a favorable determination that is advantageous to the Government, the option may be exercised.

A. Request for Change In Option Price

If, after exercise of the option, the contractor has reason to believe the total cost to the Government shall exceed the estimated cost as stated in the option, the contractor shall notify the Contracting Officer in accordance with FAR Clause 52.232-22, Limitation of Funds. If the Contracting Officer determines that an increase in the option year price is required, and is not caused by a change in the scope of work, such price increase, if made, shall not include an increase in fee. If the price increase requested is a result of a scope of work change, an equitable fee adjustment shall be considered.

**G.6 LIQUIDATED DAMAGES FOR FAILURE TO COMPLY WITH REGULATIONS FOR SEPARATING STUDENTS**

The contractor agrees to comply with the current requirements for separating students from the program. The contractor agrees further that the refundable cost to the Government for each day a student is retained (counted in the reported on-board strength) in violation of Job Corps requirements, is determined by dividing the "annual student cost" ("cost per student year"), as stated in the contract, by 365. If the annual student cost is not stated for any given year, it shall be computed by dividing the total contract amount for the year by the total planned average on-board strength.

**G.7 LIQUIDATED DAMAGES FOR PLACEMENTS FOUND TO BE INVALID**

The contractor shall be held financially responsible for the costs associated with placements found to be invalid, and shall be required to reimburse the government in the amount of \$ \_\_\_\_\_ per invalid placement. *Offerors should provide an explanation of these costs were developed in the Business Management Proposal.*



**VOCATIONAL SKILLS TRAINING (VST)**

The following vocational training programs qualify for VST funding at the \$750 per training slot per year:

<b>Vocational Training Program</b>	<b>Training Slots</b>
<b>*Carpentry</b>	<b>20</b>
<b>*Heating Ventilation and Air Conditioning</b>	<b>24</b>
<b>*Brick (pilot)</b>	
<b>Total</b>	<b>44</b>

\*Training provided by Gadsden State Community College

**REGION III, CAREER DEVELOPMENT SERVICE PLAN**

*(Is available on the Job Corps Training Resource Center Web site  
[www.insideregion3.com](http://www.insideregion3.com)*

*\*First time users must sign-up for a Password and Userid*

ATTACHMENT J-25 (Page 5 of 8)

<b>9 Deputy Center Director Education and Training Manager</b>	<b>Base Year 1</b> <b>Base Year 2</b>	
<b>10 Center Director Dentist Doctor of Medicine</b>	<b>Base Year 1</b> <b>Base Year 2</b>	
<p>1/ Job Corp compensation targets also incorporate 23% allowance for employer paid fringe benefits. In cell e.3, offerors are to enter the amount of employer paid fringe benefits in the proposal as a percentage of salary costs. The fringe benefit compensator will then reduce target salaries when the fringes are above 23% and increase target salaries when the fringes are below 23%.</p>		

## **SECTION L. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

### **L.1 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a **Cost Plus Incentive Fee** contract resulting from this solicitation.

**This Center has been designated by the Contracting Officer to be Historically Poor Performing.**

### **L.2 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with the quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provisions by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at the following addresses:

[www.arnet.gov/far/fac](http://www.arnet.gov/far/fac)  
[www.far.npr.gov](http://www.far.npr.gov)  
[www.gsa.gov/forms/far](http://www.gsa.gov/forms/far)

#### **Federal Acquisition Regulation (48 CFR Chapter 1) Solicitation Provisions**

<b>PROVISION</b>	<b>DATE</b>	<b>TITLE</b>
52.204-6	(Jun-99)	Data Universal Numbering Systems (DUNS)
52.215-1	(Feb-00)	Instructions to Offerors – Competitive
52.215-20	(Oct-97)	Requirements for Cost or Pricing Data of Information Other Than Cost or Pricing Data

The offeror shall submit cost and pricing data and supporting attachments prepared in the format outlined in Attachment “J-1” of this solicitation

52.222-24	(Feb-99)	Preaward Onsite Equal Opportunity Compliance Review
52.222-46	(Feb-93)	Evaluation of Compensation for Professional Employees
52.237-1	(Apr-84)	Site Visit
52.237-10	(Oct-97)	Identification of Uncompensated Overtime

**a. Outreach**

By responding to the following questions, describe your outreach, and public education plan to maintain a positive public image and develop strong community partnerships.

- 1) What methods will you use to promote a positive public image for the program?
- 2) How will you establish and maintain mutually beneficial partnerships with communities, organizations, local and distant employers and State and local workforce development systems? How will those relationships benefit students?

**b. Admissions ( applicable  not applicable)**

By responding to the following questions, describe your methods and techniques to attract, qualify and enroll sufficient applicants and support student retention at assigned centers.

- 1) How will you organize and deploy resources to ensure effective coverage of the geographic area covered by the contract?
- 2) What specific techniques will you use to attract and recruit eligible applicants?
- 3) What methods and procedures will you use to ensure applicant eligibility and readiness for program participation?
- 4) What methods will you use to prepare applicants for successful enrollment?
- 5) How will you introduce the concepts and structure of CDSS, and make use of the PCDP in the admissions process?
- 6) What methods will you use to ensure applicant commitment to and retention in Job Corps?
- 7) What systems and procedures will you use to ensure achievement of arrival goals?

- (f) An Accounting System Certification, which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, check the accuracy and reliability of the accounting data, promote operating efficiency, and permit compliance with Government requirements and accounting procedures with respect to cost-reimbursement type contracts. An independent, certified or duly licensed public accountant shall execute the statement.
- (g) Explanation of corporate services to support General & Administrative expense.
- (h) Section G tables and documents. The offeror will include an explanation of how costs were determined for item G.7 Liquidated Damages for Placements found to be Invalid.

2. Staff Salary Structure and Compensation Plan

(a) Total Compensation Plan

This plan shall include a description of salaries and fringe benefits, and any bonuses, monetary awards, and other contingent payment plans for all staff charged directly to this contract. The narrative must explain the policy under which these payments will be dispersed.

Offerors shall justify proposed salary levels using prevailing wage rate data from the local labor market, the National Job Corps Staff Compensation data as described below, or a combination of both.

Offerors may propose adjustments to staff compensation expense due to vacancy savings, overtime expense, night differentials, holiday differentials and so forth.

In developing staff compensation plans, offerors shall consult the National Job Corps Staff Compensation Table (Attachment J-25). This table reflects independent, expert advice that has been given to the Department of Labor concerning the average salary levels that centers must offer in order to be fully competitive within their respective local labor markets. The data in the table that is attached to this RFP has been adjusted for inflation to reflect salary levels that will be appropriate at the beginning of the contract performance period, and to reflect labor cost conditions in the center's locality. The amounts shown on the table reflect the average annual salary ranges for each category of position along with an allowance for employer paid fringe benefits equaling 24.8% of base salary costs.

3. Option Extension Information – OA/CTS

The Business Management Proposal shall include estimated costs, including G&A, overhead and fixed fee for three 1-year extensions of this contract. The Government shall have the unilateral right to exercise options to extend the contract for additional year(s) pursuant to Clauses 52.217-08 and -09 of the Schedule, "Option to Extend." Such extensions shall herein after be referred to as "options."

The offerors will explain how the costs for each option year were estimated. A budget for each option year will be submitted on an ETA 2110 OA/CTS. The contractor understands that the estimated costs for operating the Job Corps outreach/admissions and career transition services program in each of the option years will be based on the agreed-to budget for ongoing expense in the preceding year, with an appropriate adjustment for price inflation using the same inflationary factor that is reflected in the Congressional Job Corps appropriation for the budget or program year in which the option year begins. The amounts proposed in the Option Years are therefore considered provisional. For the purposes of this RFP, the inflationary rate used in projecting costs shall be **2.1%**

The facility shall be provided as Government-furnished property at no cost to the contractor.

9. The offeror shall complete the following items in Sections B and G of the RFP and provide the information on diskette or CD in word 2000 format or earlier.

**B Tables on pages B1 and B2**

- G.1 A Estimated Cost, Fixed Fee and Incentive Fee, and Estimated Average Base Period Operating Cost Table
- G.1 C1 Allowable/ Indirect Cost Table;
- G.4 Option to Extend the Term of the Contract the Estimated Cost Fixed Fee and Incentive Fee table for option years
- G.7 Liquidated Damages for Placements found to be invalid enter the Proposed per placement amount.

**8) Transition/Phase-out Proposal**

Incumbents shall submit a Phase-Out Proposal and new offerors shall submit a Transition Proposal. Narrative and cost justification shall be bound together in the Transition/Phase-Out Proposal.

**OFFEROR'S SHOULD NOTE THE FOLLOWING IS THE SALIENT PORTION OF THE  
MEMORANDUM OF UNDERSTANDING.  
A NEW MOU WILL BE NEGOTIATED UPON AWARD.**

U.S. Department of Labor

Employment and Training Administration  
Office of Youth Services & Job Corps  
61 Forsyth St., Room 6T95  
Atlanta, GA 30303

Tel: 404 562-2372

Fax: 404 562-2396

## **Memorandum Of Understanding**

**THE PROVISIONS OF THIS MEMORANDUM OF UNDERSTANDING (MOU) SHALL APPLY TO BOTH THE GADSDEN STATE COMMUNITY COLLEGE AND MINACT, INC. , THE CENTER OPERATOR, FOR THE GADSDEN JOB CORPS CENTER. EXCEPTION(S) WILL BE NOTED, AS APPROPRIATE.**

### **4. ADMINISTRATIVE PROVISIONS**

(A) GSCC shall be responsible for the selection and continued employment of qualified instructors at the Center, in accordance with the following criteria:

(1) Must be thoroughly competent in the skills, techniques and practices of the trade, including every item addressed in the Training Achievement Record(s).

For GSCC instructors with vocational programs in the construction trade and where the number of female instructors for each of these trades is less than 20% nationwide, effective approaches to recruiting and hiring qualified females will be implemented when vacancies occur.

(2) As appropriate, must be thoroughly knowledgeable of all OSHA, State (where students are most likely to be employed), and industry-related safety rules, regulations, standards and guidelines, AND fully trained to be capable of instructing students in understanding and applying these safety mandates in the shop and on VST and employer work sites. Instructors will work closely with the Center Safety Officer in this regard.

(3) Must possess a minimum of a valid two year certificate from an accredited institution in the field in which they will teach. Instructors will meet the same criteria as other GSCC instructors under the hiring criteria of the State of Alabama.

(4) Must have the interest, desire, experience and ability to work patiently and effectively with economically disadvantaged, at-risk youth, from various social and cultural backgrounds regardless of their race, sex, national origin, or religious preference. Instructors must also be able to work effectively with the disabled who participate in GSCC vocational classes.

The Center Director shall be notified by an appropriate GSCC official, in a timely manner, of any instructor change so that related administrative, operational and logistical issues can be adequately addressed.

(B) GSCC shall ensure that instructors and other appropriate staff are provided the professional training necessary to: improve their instructional skills and their ability to effectively work with at-risk youth; keep them current with trade-related applications and techniques; be aware of the latest innovations in equipment, materials and supplies being used in the industry, and to fully understand OSHA safety rules and regulations, especially any changes having a direct impact on those employed in the trade.

GSCC will provide staff travel authorizations and substitute teachers for instructors and/or supervisory staff to attend Job Corps training and conferences when requested by the USDOL Regional Office. USDOL will reimburse all such related travel costs in accordance with standard federal travel regulations. Disbursement will be made by the Center Operator after travel claims have been properly filed. GSCC shall bear the cost for all other professional development training.

(C) No overtime or Center holiday work shall be performed, unless requested in writing by the MINACT and accepted by GSCC.

(D) GSCC shall provide qualified substitutes when an GSCC instructor is on leave or where there are unexpected terminations or resignations of GSCC instructors. GSCC is responsible for providing a qualified substitute or, if needed, permanently replacing the instructor on leave.

#### (E) Staff and Leave Provisions

- (1) The workday for GSCC instructors (starting and ending times) shall be in accordance with GSCC and Alabama State Board of Education policy in cooperation with the needs of the normal center training day. The typical student class day is from 8am to 3pm with a one hour period allocated for lunch. GSCC instructors are allocated the period from 3pm to 4pm daily for administrative tasks which may include classroom lesson planning, student advisory sessions, or meetings with other GSCC or Job Corps staff.
- (2) Personal and Sick Leave- Instructors will abide by Alabama State Board of Education Policy when taking Personal or Sick Leave. Approval of Personal and Sick Leave is the responsibility of the GSCC . Timely notification shall be provided to the Center Director.
- (3) Sick Leave – To the extent possible, GSCC instructors are expected to notify the GSCC Academic Director, or her/his designee, prior to the first scheduled class when sick leave must be taken. It is the responsibility of the GSCC Academic Director to ensure that classes are appropriately supervised until the qualified substitute instructor is able to report for work. Notification to the Center Director should occur as soon as possible. At no time are students in dedicated Job Corps vocational training to be left unsupervised in their classrooms.
- (4) GSCC Summer Term - In accordance with Alabama State Board of Education policy, some GSCC instructors may elect to not work during traditional college summer terms. GSCC may offer contracts to GSCC instructors teaching Job Corps dedicated courses to continue teaching during such times. If they elect to take the summer off, GSCC may contract with alternative qualified instructors to provide services during that time.

#### (F) Scheduling Conflicts

- (1) It is recognized that the Job Corps training schedule does not directly match the normal college semester schedule. Different holidays, teacher professional days, and semester breaks are typical. Annually, as soon as the GSCC Calendar is determined, the GSCC Academic Director and the

Job Corps Center Director will work cooperatively to adjust the Job Corps schedule as much as possible to match the GSCC Calendar while still meeting PRH training schedule requirements. GSCC will provide qualified substitute instructors for Job Corps dedicated classes during times when the schedule can not otherwise be resolved.

- (2) Typical adjustments to the schedule may include a need to request a waiver of the start dates of normal winter or summer Job Corps breaks. These breaks may be adjusted up to one week forward or backward to match the GSCC schedule. GSCC will provide classroom coverage for all dedicated GSCC Job Corps vocational classes during college breaks and professional days which do not coincide with the normal Job Corps schedule. Alternative activities for ACT students will be provided by the Center.
- (3) Alternative training experiences may be provided to students by GSCC substitute instructors during days when normal instructors are not available so long as these activities have been planned in advance and agreed to by both the GSCC Academic Director and the Job Corps Center Director. Such experiences may include job fairs, field trips, or theme-based activities so long as they support employability skills. In some cases, jointly planned activities may be funded and staffed by both GSCC and the Center operator.

## **5. VOCATIONAL TRAINING PROGRAM PROVISIONS**

Career Development Services System (CDSS) and School to Work (STW) are Job Corps' learning strategy and training delivery system. These are not separate, independent programs. Student participants are expected to be considered as student employees who will be taught the skills and abilities that will provide employability for long term career opportunity. The challenge is to create a system for INTEGRATING work and learning in a rational, well organized way so that all Job Corps education programs – vocational, academic, social and employability skills and student support – work together and are relevant to the workplace. In order to take full advantage of this opportunity, the GSCC instructors and Center officials and staff will work jointly to institutionalize Career Development Services and STW principles into all Center operations and employer partnerships.

### **A. Career Development Services System**

The CDSS system at the center will consist of four (4) integrated stages:

- (1) Innovative Outreach/Admissions (OA) - Although not necessarily tasked with specific admission goals, each center shall support marketing and partnership activities with community education programs, youth development agencies and One Stops to inform prospective students about life at Job Corps and CDSS benefits
- (2) Career Preparation Period (CPP) - The first sixty (60) days will teach employability skills, including personal responsibility and computer skills, while assisting and motivating the student in creating and achieving a personal career development plan.
- (3) Career Development Period (CDP) - Staff and employers will help the student learn, demonstrate and practice:
  - a. A vocational trade
  - b. Technical and academic skills
  - c. Interpersonal communication and problem solving skills
  - d. Social and personal management skills, including independent living skills.

e. Job Search.

During CDP, the students will participate in STW activities including meaningful Work-Based Learning (WBL) opportunities with employers in the local community. Employer representatives will be actively involved in training whenever possible.

- (4) Career Transition Period (CTP) - Center staff and other providers will engage students in getting their first jobs including helping the student to obtain living space, transportation, and family support systems needed to continue working. The contractor will provide an integrated program of academic, occupational and social skills training which will meet all the requirements of the PRH, Chapter 4, and which will achieve the following objectives:

While enrolled in Job Corps, students will:

- C Acquire the knowledge and skills necessary to find and hold good jobs.
- C Understand the work place environment and learn to function successfully in it
- C Develop a solid foundation for continued learning.

B. School-to-Work

- (1) The GSCC instructors will collaborate with appropriate Center staff in establishing meaningful Work-Based Learning (WBL) opportunities with employers in the local community. Work experience for students will reflect a balance between Vocational Skills Training (VST) projects and Work-Based Learning (WBL) opportunities. This includes, but is not limited to, the creation of opportunities for all GSCC students to observe actual work-site activities, especially early in their training, as well as for qualified employer representatives to visit VST sites and provide meaningful advice and guidance to students regarding their employability and vocational skills as well as their adherence to established safety and health standards.
- (2) As part of each Center's STW system, there must be a process for determining each student's readiness to benefit from work site experience. This process includes input from all relevant components of the Job Corps Center, including the GSCC instructors.
- (3) The GSCC instructors and supervisory staff will work cooperatively with Center officials and staff to make VST and WBL opportunities viable STW activities that incorporate principles of applied academics. In this regard, GSCC instructors are encouraged to be actively involved in the development and teaching (including team teaching) of applied academics lessons
- (4) Centers shall not backfill GSCC vocational training slots that have been assigned to WBL, except in those situations where the student(s) will be separating from Job Corps (e.g., to take a job) shortly after completing the WBL assignment.

C. Selection of Students

- (1) The selection of students for specific GSCC Job Corps dedicated vocational programs will follow a process mutually agreed upon by the Center Director and GSCC that ensures student success. Students are required to participate in and complete all the activities included in the Center's Career Preparation Period (first 60-days on center). This will include career exploration activities related to the selection of a trade. Students may visit or shadow

classes in which they have an interest during this time. After interviewing with the vocational instructor, each student will be assisted in developing a Career Development Plan for their trade and commit to the Plan.

- (2) Selection of students for ACT slots shall follow the procedures set forth in a separate USDOL Regional Instruction. ACT students shall have completed a Career Preparation Period, at least an “A” level vocational trade in an area related to their anticipated ACT courses and shall have demonstrated adequate maturity and academic potential to successfully complete regular GSCC courses.
- (3) GSCC shall work closely with Center officials and staff who have responsibility to ensure that students with disabilities who are interested in GSCC trades are provided reasonable accommodations to perform trade-related skills, as identified in the Training Achievement Record and in accordance with Job Corps guidelines.

#### D. Student Related Activities

- (1) The Center Director has responsibility for establishing programs and activities conducted during the Career Preparation Period. (students’ first 60-days on center). These may include, but not be limited to, Orientation, Workplace Communications and Diversity, Vocational Counseling, Career Exploration, Social and Employability Skills Training, training in basic Information Technology, and the creation of a Career Development Plan for each student. As appropriate, GSCC instructors shall participate in these programs and activities. Center officials will make every effort to schedule these programs and activities so that conflicts with GSCC vocational training are minimized.
- (2) GSCC instructors shall actively participate in Evaluation of Student Progress (ESP) Panels (previously referred to as P-PEPs) whenever students enrolled in GSCC training programs are involved. GSCC staff and center staff will work cooperatively to ensure that the scheduling of these activities result in the least disruption to vocational training classes. These normally will be held during scheduled instructor administration hours 3pm to 4pm.
- (3) GSCC instructors will notify appropriate Center staff when students are near vocational completion so that planning can be initiated for exit-related processes, particularly those that contribute to the job-readiness and employability of students. However, in those instances when a training-related job becomes available on short notice, the GSCC instructor and CDSS Manager/Specialist will work expeditiously to ensure that exit-related processes are not deterrents to the placement of students, especially those qualified to graduate.
- (4) The GSCC instructor(s) has the primary responsibility for ensuring that students complete vocational training requirements, including the Employability Skills identified in the TARs. They will assist, to the extent possible, in placing vocational graduates, combination program graduates, as well as assigned GED-only graduates and former enrollees, into training-related jobs at sustainable wages.

#### E. Vocational Skills Training

(This provision is only applicable to building/construction trade vocational programs.)

- (1) VST projects shall be planned for each program year in accordance with the PRH. The Center Director shall designate a qualified, competent Center staff member to plan and oversee all VST projects. The GSCC instructors will assist this individual in developing and

carrying-out the VST Plan. The GSCC designee and the Center Director's designee shall sign-off, or provide a letter of concurrence, on the annual VST Plan, and any modification to the Plan, including a Safety Hazard Analysis for each project in the VST Plan, PRIOR to submitting the Plan/modification to the Job Corps Regional Office.

- (2) In cooperation with the Center Director's designee, GSCC staff and local community members/officials, every effort will be made to develop VST opportunities that support student learning and meet community needs. These efforts are supportive of the WIA's challenge for expanded community ties and student participation in community activities.
- (3) The individual designated by the Center Director to oversee VST projects shall initiate coordinating sessions with the GSCC instructor(s) involved in VST projects. These meetings shall be scheduled at least bi-weekly for the purpose of: reviewing the progress on current VST projects and the plans/schedules for the next two week period; ensuring that all issues and concerns related to job safety are satisfactorily addressed; and formulating long-range plans. Minutes of each meeting will be maintained by the Center Director's representative and copies will be provided in a timely manner to all attendees, as well as to those who were absent.
- (4) Off-site assignments (i.e., community projects) will not be approved unless they meet all requirements of the PRH, including those for education, supervision, and residential and support services commensurate with those at the Center. GSCC instructors shall not be assigned responsibility for the supervision of students after normal working hours, unless prior arrangements have been made and agreed upon by all appropriate parties.
- (5) GSCC instructors will involve students in the planning of VST projects. Further, both academic and social and employability skills training, in addition to the application of vocational skills, will be incorporated in all VST projects as part of the overall learning experience and the skills essential for success on the job.

#### F. Related Training Issues

- (1) All GSCC training will be conducted in an environment and under conditions as close as possible to that found in the industry and, as applicable, shall be the same as required for apprentices as outlined in the craft Apprenticeship Training Standards published by the USDOL Bureau of Apprenticeship and Training, when such training standards exist.
- (2) The Center Director and appropriate GSCC officials and instructors shall work cooperatively to establish meaningful relations with local unions/business councils and affiliated organizations. Such efforts are intended to promote and establish registered apprenticeship programs and other job opportunities for qualified students, and help to avoid disruptions to student training that may result from labor disputes associated with Center construction projects or similar activities..
- (3) Minimum training curriculum standards for dedicated Job Corps vocational training will be provided by USDOL. While students will be encouraged to complete all Training Achievement Records (TARs) associated with their trade, they must meet all the requirements of at least one (1) Job Corps approved (TAR) before they can be certified as a vocational completer. GSCC shall issue a "Certificate of Completion" for each TAR program successfully mastered.
- (4) Throughout their training, students will be taught the importance of learning and attaining the Employability Skills listed in each TAR, and provided assistance and support

in mastering these skills and demonstrating them during their vocational training experience, including at VST and work-based learning sites.

- (5) Working in close cooperation with the Center Director and operator, students will be scheduled to attend vocational classes for up to eight (8) hours per day, including an appropriate amount of time for lunch. GSCC has the responsibility of providing six hours of actual classroom or hands on vocational training each day, a total of 30 training hours per week. The eight hours includes the time required by both academic and GSCC vocational instructors to plan for curriculum integration and for establishing work-based learning sites with employers. The training day may be less than eight hours, but only to accommodate activities that clearly and directly support students' success in securing training-related employment and being successful in a job. For example, the participation of GSCC staff and students in the Center's Social Skills Training Program is an important learning opportunity that may also take place during the eight hour workday. These exceptions notwithstanding, at least the last sixty (60) days before students become Vocational Graduates shall be devoted to at least 80% vocational training activities without interruptions.
- (6) Hands-on training and related shop/classroom training shall be divided approximately 70% and 30%, respectively.
- (7) Basic vocational training programs are established with the expectation that they will require a minimum of 52 weeks or 1,000 hours for the average student to complete all TARS for an entire trade program. Students will vary in how much time they need to complete a program. Some students will complete only basic levels of a TAR program, typically designated as "A" level completers. "A" level completers generally have only minimal trade skills which are accomplished in only 3-5 months. This impacts their ability to obtain employment and tends to result in lower wages. Every effort should be made to certify students at higher levels.

#### G. Minimum Performance Standards

Vocational training is expected to meet nation-wide Job Corps performance standards as defined in the Job Corps Performance Management System which is updated annually in the PRH. USDOL provides a monthly report card (OMS-10) on attainment of performance goals based on a 12 month rolling basis. In addition, monthly reports (VES-10) and (VES-20) report the actual vocational accomplishments of the students in each trade. The Center is responsible for providing these reports to GSCC. GSCC and Center staff agree to work closely together to track performance trends and enhance goal attainment. Current performance standards (as of July 1, 2001) include the following goals:

60 Day Commitment Rate:	95%
GED/High School Attainment*	47.6%
Vocational Completion Rate	65%
Combination GED/VOC Attainment	32.8%
Former Enrollee Placement	60.0%
Graduate Placement Rate	95%
Graduate Average Wage**	\$7.74
Graduate 6 months Placement Rate	80%
Graduate 6 months Weekly Earnings	\$332
Graduate 12 month Placement Rate	80%
Graduate 12 months Weekly Earnings	\$347

\* This goal is model based.

\*\* Average Wage is cluster based and may be higher or lower for a specific trade area.

H. Dedicated Job Corps Offerings

(1) GSCC agrees to maintain the following student slots per instructor ratios with the total number of vocational trade slots divided equally into two rotations for basic programs. A full crew consists of one half the total number of student slots per instructor, on any given day, for basic programs. The following programs are dedicated Job Corps vocational training for Job Corps students only:

Vocational Program	# of Slots	# of Instructors	# of Students
Business/Clerical	60	2	30
Health Occupations	30	1	15
HVAC	24	1	12
Carpentry	20	1	10
Information Tech	24	1	12
Total Vocational Slots	158	6	79

Note: In addition to the above, MINACT, Inc provides a center operated trade (Culinary Arts) at the Valley Street Campus.

(2) GSCC agrees to provide a dedicated 30 hour course “Introduction to Information Technology” to be presented in a one week format for all new Job Corps students as part of their Career Preparation Period program within 60 days of arrival. Typical class size shall average nine students per week and will utilize a Job Corps approved curriculum.

(3) Vocational trade offerings may be changed or dropped with a minimum 60 days notice and approval by USDOL to be effective May 15, of each year. Reasons for trade changes will include assessment of local labor market conditions and/or failure to meet Job Corps national performance standards. GSCC trade changes will be coordinated to cooperate with Alabama State Board of Education annual instructor contract schedules. Every effort will be made to replace dropped trades with another GSCC course, including customization of curricula to meet needs of the students.

I. Advanced Career Training Program

(1) Twenty two (22) full time training slots at GSCC are currently designated as Advanced Career Training (ACT) for Job Corps students who have completed lower level vocational training at the Gadsden Job Corps Center or some other Job Corps Center. These students will be enrolled as regular GSCC college students, following all GSCC regulations, while receiving full residential and program support services from Job Corps. They are also fully eligible for all GSCC programs and services. Specific guidelines and procedures for ACT students are contained in a separate USDOL Regional Instruction. Students in GSCC Advanced Career Training (ACT) programs generally attend regular college vocational classes on a full-time basis. The following curricula are designated as ACT programs:

<b><u>GSCC ACT College Programs</u></b>	<b><u>Required Pre-Requisite Job Corps Program</u></b>
---	--

Secretarial Science Technology Legal Secretary Court Reporting	Clerical Occupations
Medical Secretary	Clerical Occupations <u>or</u> Health or Medical Occupations
Nursing Education Practical Nursing Emergency Medical Services Radiologic Technician	Health or Medical Occupations
Electronics Engineering Technology Electrical Technology Industrial Maintenance Technician Air Conditioning and Refrigeration Machine Tool Technology	Building Trades Occupations
Computer Science Technician Mechanical Design Technology	Clerical Occupations <u>or</u> Computer Occupations

(2) Through mutual agreement, the number of ACT students may be expanded to up to 5% of the total GSCC student population.

(3) Minimum Satisfactory completer for an ACT participant is as follows:

- a. Attend GSCC for three academic quarters or two semesters, **AND**
- b. Receive a one-year completion certificate **OR** have earned credits equivalent to one year of full-time enrollment.

(4) ACT students are to be encouraged to complete their full two year Associates Degree. ACT students with satisfactory performance may extend their enrollment up to one full year beyond the current 2 year enrollment limitation.

**J. Training Materials and Support**

The Center Operator will provide Tool Kits that shall be made available AT NO COST TO STUDENTS who complete construction related vocational training and are directly placed into jobs related to their trade.

**K. Employer/Industry Relations Related Issues**

In conjunction with efforts of the center operator, GSCC shall:

- (1) Develop and maintain a productive relationship with the appropriate National and associated State and local unions, business/industry organizations, and individual employers who can place Job Corps students into registered apprenticeship training programs or other meaningful, long-term employment opportunities that pay a sustainable wage.
- (2) Provide the necessary administrative and technical support services to accomplish quality training, placement and, as appropriate, career transition support services. This includes the selection, assignment and training of qualified vocational instructors, as well as the effective supervision of designated Job Corps training programs at GSCC.

- (3) In consultation with appropriate unions, industry groups, individual employers, OSHA (and State and local counterparts), determine the equipment and materials necessary to ensure quality training and to protect student safety and health. As appropriate, these activities will be coordinated with the Center Safety Officer.
- (4) Ensure that GSCC vocational training programs offer all assigned students the opportunity to:
  - (A) enter a registered apprenticeship training program leading to full journey person employment, and/or
  - (B) enter a specific area of the craft/trade, or related full-time employment, that pays a sustainable wage and offers the opportunity for long-term employment.
- (5) Ensure that students perform all work normally performed by entry-level craft/trades persons while enrolled in an GSCC training program.
- (6) Have appropriate GSCC staff fully participate in the Curriculum Development process of the Center. This includes serving as an active member of the Center Curriculum Development Committee and, where allowable, sharing GSCC-developed instructional resources, techniques and methods that contribute to student success. An overall expectation is that training should match industry standards.
- (7) Ensure that the GSCC staff support the functioning of the Center Industry Council, Center staff who perform Business and Community Liaison (BCL) functions, and Career Development Services System (CDSS) Managers/Specialists, in improving the quality of vocational training programs, and creating meaningful linkages with individual employers, employer and labor organizations, one-stop centers/partners, State and local Workforce Investment Boards, and local Youth Councils.

## **6. FACILITY REQUIREMENTS, EQUIPMENT AND SUPPORT SERVICES**

The terms of this section apply to those GSCC facilities under lease to USDOL only and for activities only in direct support of Job Corps.

The Center operator and the GSCC Academic Director shall work cooperatively to ensure appropriate and adequate (including reasonable accommodations for students with disabilities) vocational shop training and administrative space, and the support services listed below. The GSCC instructors will be responsible for maintaining security of the assigned space and equipment, including the establishment of a limited access policy to safeguard equipment subject to the Center's fire, security, and other related safety policies.

A. The Center Operator shall provide GSCC, at no cost, with the following equipment and support services, as part of the Center Operator's contract for Job Corps dedicated trades.

1. Shop and Vocational Skills Training equipment, materials and supplies (a detailed listing of equipment shall be established for each trade). Desk and chairs for classrooms will also be provided. Upkeep and replacement of equipment will be the responsibility of the Center operator subject to funding being provided by USDOL.
2. Acquisition, maintenance, repair and replacement of vocational and administrative

equipment.

3. Telephone and Internet service installation and ongoing service at the Valley Street campus, including local and long distance service, in support of providing placement and, as applicable, transition support services and for other official Job Corps business. This excludes hard trade areas, GSCC administrative offices, and trade areas at the Wallace and Broad Street locations. Such services will be coordinated with GSCC for campus-wide integration of technology such as fiber optics and wireless net upgrade projects.
4. Access to FAX and copying services to conduct Job Corps business.
5. Safe and adequately equipped vehicles when provided by USDOL through GSA to support training activities/projects when requested by Center officials. GSCC instructors must be able to show proof of a valid driver's license whenever obtaining a vehicle.
6. Mail (postage) to conduct Job Corps business.
7. Trash and garbage collection and janitorial services for Job Corps occupied spaces.
8. Utilities on the Valley Street Campus only.
9. Locking file cabinets.
10. Access to appropriate computer equipment (hardware and software) and printers.
11. Access to VCRs, monitors, and other appropriate AV equipment, as necessary to support training.
12. Secretarial/clerical assistance, when the need is justified.
13. Security for vocational training facilities at the Valley Street Campus.
14. Transportation and meals for students participating in work experience, including Work-Based Learning.
15. Fire protection and OSHA approved safety programs at vocational facilities.
16. OSHA required safety equipment (e.g., respirators and eye, hand, face and fall protection), and other personal protective equipment that is required in the trade and that meets OSHA standards.
17. Student vocational clothing including, where applicable, special and foul weather clothing, hard-toed safety shoes, and replacement items, for all students in the GSCC program. A standard academic uniform will be issued for all other dedicated Job Corps classes.
18. Appropriate attire for VST projects and work-based learning/WEP assignments and, as applicable, requirements imposed by OSHA, state law, industry standards and the specific job site.
19. Immediate and accurate entry into SPAMIS (and its successor) of the following program activities, as provided by the GSCC Instructor: (a) vocational student data, including vocational

entry dates and completion levels as they occur, (b) any and all corrections, when notified by the GSCC, along with verification to the GSCC that the corrections were made.

20. Updated copies of the Program Requirements Handbook (PRH) and any other Job Corps Program Instruction or regulation that may apply to center operations. This shall specifically include updates of annual performance standard criteria. In addition, monthly copies of the 678 Forms and VES 10 and 20 Reports will be provided on a regular and timely basis.

21. Transportation to Work-Based Learning sites, industry/trade certification-accreditation sessions, and job interviews.

B. GSCC shall provide Job Corps, at no additional cost, with the following equipment and support services, as part of this agreement:

1. Maintenance of all existing GSCC buildings leased by USDOL located on the Valley Street Campus, including such items as HVAC systems maintenance, roof repairs and other items listed under the general provisions of the U.S. Government Lease for Real Property with the exception of vandalism by students such as broken doors or windows. The Center Operator shall be responsible for all maintenance of improvements or modifications to property leased on the GSCC Valley Campus, meaning new structures such as the residential dormitories.

2. Trash collection and janitorial services for spaces on the Valley Street Campus not normally occupied by Job Corps such as classrooms, offices, and bathrooms.

3. Security for Job Corps vocational training facilities at the Broad Street and Wallace Campus during other than normal working hours. GSCC will provide keys to joint spaces at the Valley Street Campus for Job Corps security use only. GSCC will hold harmless the Center Operator and USDOL for any damage or loss of facilities, equipment, or tools from areas where keys have not been provided.

4. Access to recreational and student activities. Job Corps may participate or utilize campus facilities such as the library, student union, cafeteria, bookstore, gymnasium, swimming pool, sports teams, and student clubs on the same basis as typical GSCC students. This may include participation in individual student organizations including musical groups, the GSCC Alumni Association, GSCC Student Government Association, and Student Publications. Group activities, such as pool parties, may require advance scheduling and additional supervision to be provided by Job Corps staff due to a large number of students being served. Additional group costs, such as additional lifeguards, will be paid for by the Center Operator. Club materials, musical instruments or other equipment and/or participation fees for individual student activities may be paid for on a case by case basis by the Center Operator. An exception to this agreement is that sports teams falling under National Junior Collegiate Athletic Association (NJCAA) rules, may exclude students who do not have GEDs or high school diplomas. Job Corps students, however, may fully participate in intramural sports activities. The Center Operator will provide regular transportation for students from the Valley Street Campus to the other campus locations to facilitate participation.

5. Access to other federally funded programs, such as Title III (Historical Black College), support activities on an equitable basis with other GSCC college students. Full disclosure of such programs or activities will be made to the extent necessary to make a reasonable plan to ensure access.

6. Access to Student Services and Academic Support for ACT students and space available basis for other Job Corps students. ACT students shall be eligible for most services provided to other regularly matriculated GSCC students. These services may include guidance, counseling, placement, and remedial academic support. Regular Job Corps students typically receive these services from the Center Operator.

GSCC may provide additional services to all students, such as special offerings programs under Title III or other special grant funding. If a Job Corps student is selected for a special program, such as the Women's Educational Training and Orientation Center (WETOC) program, the regular training schedule for these students shall be waived to accommodate special activities.

## **7. TUITION AND BILLING PROCEDURES**

A. GSCC shall charge a fee based on the tuition at the prevailing rate for State of Alabama residence students. All Gadsden JCC students as federal employees with duty locations at the Gadsden Job Corps Center, whether from out-of-state or from the State of Alabama, will be accepted at the same rate. Funds will be disbursed to GSCC by the Center Operator within (30) days after receipt of each itemized billing. Billing shall be at the prevailing rates as authorized by the Alabama Board of Education. GSCC will notify the Center Operator of proposed rate changes as early as possible.

B. The fee charged by GSCC is based on full-time tuition for an average in-state student based on the standard of 750 minutes of student contact for each semester credit hour. For students enrolled in Job Corps dedicated vocational training, the course designations and credit hours will be negotiated for each specific trade curricula and billed based on five week terms. Other fees may also be negotiated for each course such as reimbursement for nursing liability insurance. A total of eight terms will be billed for dedicated Job Corps classes with three each for the Fall and Spring semesters and two terms for the Summer. A typical student enrolled full-time shall earn 6 credits for a five week term (or 18 credits for a full fall or spring semester and 12 credits for the summer.)

C. Dedicated Job Corps training is open entry/open exit. GSCC will not charge tuition for students leaving training for any reason during add-drop periods. There will be a tuition charge after the add-drop period based on the actual students enrolled, however a "drop" after that point can be filled by another Job Corps student auditing for no credit without additional charge. The new student's tuition and credit will commence at the beginning of the following term. The expectation is that all student slots shall be filled at all times, however that is the responsibility of the Job Corps Center Operator rather than GSCC. There is no reduction in tuition for students assigned to Work Based Learning (WBL) whether on or off campus as they are still considered to be under the instructor's guidance and direction. It is the responsibility of the Center Operator to provide immediate notification to GSCC if a student is dropped from classes.

D. For students enrolled in ACT College programs, tuition payments will be based on the amount normally charged for regular in-state GSCC students enrolled in the same courses. ACT classes are not open entry/open exit. Billing shall be based on the normal semester billing cycle of the college and will be billed separately at the time of the first dedicated Job Corps billing of each semester. This amount may vary during the May semester and during a regular Fall, Spring or Summer semester according to the actual classes the students are taking. A typical ACT student may take anywhere from 9 to 21 credits per semester. A special waiver can allow up to 24 credits for an ACT student. Tuition refunds will be made in accordance with the normal refund policy for GSCC as listed in the current college catalog. It is the responsibility of the Center Operator to provide immediate notification to GSCC if an ACT student is to be dropped from classes.

E. ACT students will be assisted to obtain Pell Grants and/or sources of funding for their education through the GSCC Financial Aid Office on the same basis as any other GSCC student. A typical ACT student will have tuition paid by Job Corps during their initial semester and switched to other funding when possible. Charges for fees, books and other needs will continue to be paid by Job Corps if not covered by other means while the student remains in Job Corps whether in residence or as a non-resident Job Corps student. In cases where other funding can not be obtained, Job Corps will continue to pay all charges. It is a goal of the Job Corps program to ensure that ACT students complete the full Associate's Degree level of programs in which

they are enrolled.

---

**Center Contractor** \_\_\_\_\_ **Date: 3/13/02**  
**or Designee**

**GSCC President** \_\_\_\_\_ **Date: 3/13/02**  
**or Designee**            **Gadsden State Community College**

**USDOL Representative** \_\_\_\_\_ **Date: 3/13/02**  
**Concurrence**            **Amy Stevens, Senior Project Manager**  
                                 **U.S. Department of Labor**  
                                 **Office of Youth Service and Job Corps**