

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF 1 pages
2. CONTRACT NO.	3. SOLICITATION NO. 00-RIV-JC-003	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED MAR, 23, 2000	6. REQUISITION/PURCHASE NO.
7. ISSUED BY U.S. Department of Labor, ETA, Job Corps 61 Forsyth St. SW Room 6T95 Atlanta, GA 30303		CODE	8. ADDRESS OFFER TO (If other than Item 7) SAME#7		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and See Sec M copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located Block 7 until 2:00p.m. local time 6/7/00
(Hour) (Date)

CAUTION -- LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION ●	A. NAME Yolanda Tatnall / David Henson	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (404)562-2372
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11. TABLE OF CONTENTS

(T)	SEC.	DESCRIPTION	PAGE(S)	(T)	SEC.	DESCRIPTION	PAGE(S)
PART I -- THE SCHEDULE				PART II -- CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	4	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	5
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	1	<input checked="" type="checkbox"/>	PART III -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.		
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT	14	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	33
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	1				
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	2	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	12
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	4	<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	19
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	7	<input checked="" type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	11
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	13				

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NO. (Include area code)	<input type="checkbox"/>	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE
			18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION 167/80174
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOW IN (4 copies unless otherwise specified) ITEM
24. ADMINISTERED BY (If other than item 7) CODE	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or Print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

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**ATLANTA JOB CORPS CENTER
TABLE OF CONTENTS**

SECTION	PAGE
A. Solicitation and Contract Form	A-1 - A-4
B. Supplies or Services and Prices or Costs	B-1
C. Work Statement	C-1 - C-14
D. Packaging and Marking	D-1
E. Inspection and Acceptance	E-1
--ITEM I. Inspection and Monitoring	E-1
--ITEM II. Inspection of Services -- Cost Reimbursement	E-2
F. Deliveries or Performance	F-1 - F-4
G. Contract Administration Data	G-1 - G-7
--ITEM I. Funding and Financial Administration	G-1-5
--ITEM II. Option to Extend	G-5
--ITEM III. Interpretation or Modification	G-7
--ITEM IV. Liquidated Damages for Failure to Comply with Regulations for Separating Students	G-7
H. Special Contract Requirements	H-1 - H-13
--ITEM I. Contractor's General Research Costs	H-1
--ITEM II. Payment of Royalties	H-1
--ITEM III. Duplication of Effort	H-1
--ITEM IV. Other Contractors	H-1
--ITEM V. Travel and Per Diem	H-1
--ITEM VI. Wage Comparability	H-2
--ITEM VII. Davis Bacon Act	H-2 - H-6
--ITEM VIII. Service Contract Act of 1965 as amended.	H-6
--ITEM IX. Compliance with Copeland Regulations	H-7
--ITEM X. Withholding	H-7
--ITEM XI. Religious and Political Activity	H-7
--ITEM XII. Restrictions on Contractor's Legislative Influence Activity	H-7
--ITEM XIII. Contract Identification Number	H-7
--ITEM XIV. Submission of Correspondence	H-7
--ITEM XV. Authorization & Consent for Use of Patent	H-7
--ITEM XVI. Patent Rights	H-8
--ITEM XVII. Elimination of Sexist Language and Artwork	H-8 - H-9
--ITEM XVIII. Titles to Studies	H-10
--ITEM XIX. Printing and Duplicating	H-10
--ITEM XX. Disposition of Data and Copyrights	H-10 - H-11
--ITEM XXI. Disposition of Materials	H-12
--ITEM XXII. Consultants	H-12
--ITEM XXIII. Close-Out Package.	H-13
I. Contract Clauses	I-1 - I-5
J. List of Exhibits/Attachments	J-1 - J-33

K. Representations, Certifications, & Other Statements of Offerors or Quoters	K-1 - K-12
L. Instructions, Conditions & Notices to Offerors or Respondents	L-1 - L-19
M. Evaluation Factors for Award	M-1 - M-11

Section B. Supplies or Services and Prices/Costs

U.S. DEPARTMENT OF LABOR CONTINUATION SHEET- REQUISITION FOR EQUIPMENT, SUPPLIES, OR SERVICES (Columns 5,6,7 and 8 not required on this form)		1. REQUISITION NO. 00-RIV-JC-003 <i>(Insert Preprinted number from first page)</i>	2. BUREAU Job Corps		3. PAGE NO. 1 OF 1		4. DATE March 23, 2000
9. ITEM NO.	10. STOCK NO.	11. DESCRIPTION OF ARTICLES OR SERVICES <i>(Double space between items)</i>	12. QUAN- TITY	13. UNIT OF ISSUE	14. UNIT PRICE	15. AMOUNT	
0001		The continued operation of the Atlanta Job Corps Center , located in Atlanta, Georgia. Contractor will provide education, vocational training and related support services specified in the Statement of Work (Section C) for a total of 515 students, of which 325 are residential females, 35 are non-residential males, and 155 are non-residential females, plus 52 pre-school children as part of the non-residential component. The surge capacity will be 530.	515	each			
0002		The Contractor will provide outreach/screening services to result in a minimum of 30 arrivals for male and 320 females.	350	each			
0003		Recruiting areas are all areas north of Columbus, Georgia to the Alabama line; all areas north of Macon, Georgia to the Tennessee line, focusing on Greater Metropolitan Atlanta, Rome and Augusta. The recruiting area will include the following major cities in Georgia; LaGrange, Augusta, Rome, Cartersville, and Gainsville.	350	each			
		TOTAL					

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SECTION C: STATEMENT OF WORK

A. GENERAL

1. Background

Job Corps is a national residential training and employment program administered by the Department of Labor to address the multiple barriers to employment faced by disadvantaged youth throughout the United States. Job Corps was originally established by the Economic Opportunity Act of 1964; current authorization for the program is **Title I, Chapter 6, Subtitle C of the Workforce Investment Act of 1988**.

Job Corps provides educational and occupational skills training and support services. The unique combination of services provided in the Job Corps is intended to better prepare youth to obtain and hold gainful employment, pursue further education or training, or satisfy entrance requirements for careers in the Armed Forces.

2. Objective

The contractor will provide materials, services, and all necessary personnel to operate a Job Corps center. The contractor will provide a comprehensive range of services to disadvantaged youth enrolled at ages 16-24 as follows:

- S** Provide training in academic, vocational and life skills leading to employability and independence.
- S** Provide health care, counseling and other support services on an individualized needs basis.
Conduct program operations in a setting that is clean, well maintained, and safe.
- S** Assist youth in obtaining employment, additional education or training, or entry into the Armed Forces.
- S** Integrate Center operations into the local workforce development systems, employers and the business community.

The general scope of work includes the participation of the contractor in pilot **projects** initiated by the Department of Labor. An equitable adjustment will be made for those projects determined to be an increase in work within the general scope of the contract via a supplemental agreement to the contract negotiated with the contractor. All disputes arising under these actions are subject to the Disputes clause.

The general scope of work includes the participation of the contractor in pilot **projects** initiated by or through the National or Regional Offices of Job Corps. Projects may be in any of the basic components of the Job Corps program. An equitable adjustment will be made for those projects determined to be an increase in work within the general scope of the contract via a supplemental agreement to the contract negotiated with the contractor. All disputes arising under these actions are subject to the Disputes clause.

3. Center Design

The Center will operate at a planned average on-board strength as noted below:

Residential Male Students.....	0	
Residential Female Students.....	325	
Total Residential Students.....		325
Non-residential Male Students.....	35	
Non-residential Female Students.....	155	
Total Non-Residential Students.....		190
Total Average On-Board Strength.....		515

The contractor will be continually prepared to receive a sufficient number of students to maintain the average on-board strength capacity noted above and a surge capacity of 103 percent. Performance up to 103 percent of capacity will be performed within the estimated cost of this contract. Performance below 100 percent for a prolonged period may result in a reduction in the estimated cost of this contract.

In the event that nonresidential students are enrolled, they will be provided the following services:

- Transportation costs for training days and recreational activities will be paid from the center’s budget.
 - Nonresidential students will be provided with a locker, lock, and nonresidential student’s lounge.
 - Lunch will be provided for all training days.
 - Provisions for breakfast will be made on all training days.
 - Restriction to center will not be used as a penalty for nonresidential students.
 - Supper and weekend meals will be provided if the student wishes to remain on center. Transportation at additional cost to the center is not mandatory when students stay for supper and weekend meals.
 - Nonresidential students will be considered to be in the performance of duty as Federal employees from the time they **physically arrive** at any scheduled center activity or program until they **leave** such activity or program.
 - Nonresidential students will receive all benefits residential students receive, except as noted herein.
- S** Nonresidential students will come from the following locations: Dekalb and Fulton Counties, Georgia
- S** Nonresidential Transportation will be provided as follows: Center vehicles and public transportation with center provided tokens.

4. Governing Regulations, Handbooks

The Job Corps Policy and Requirements Handbook (hereinafter referred to as the PRH) has been developed to include all mandatory program requirements in one document and is hereby incorporated into this contract by reference.

The total Job Corps program is defined in the Code of Federal Regulations, Title 20 - Labor, Subtitle A - Office of the Secretary of Labor, Part 638. The contractor will follow the PRH, the Regulations, and all other requirements established in this contract.

5. Vocational Offerings by National Office Contractors

A portion of the vocational training offered in this program may be training implemented under separate contracts between the U.S. Department of Labor and one or more national training contractors under the terms and conditions specified in the Memorandum of Understanding shown in the PRH as Appendix 203.

B. SITE

The Atlanta Job Corps Center is located in a residential setting three miles west of the downtown Atlanta area at 239 West Lake Avenue, NW. The main facility, a former apartment building, is a five story brick structure containing approximately 109,560 gross square feet. The site is comprised of three acres of land which includes the main facility. **Also located on the site are: maintenance, academic, vocational buildings; HBI equipment and material storage, HBI greenhouse, additional storage, maintenance storage, flammable storage, a Culinary Arts building, and, 3 trailers supporting additional office and classroom space.**

The original buildings have been renovated over the years and have been maintained in general fair condition. Although the overall condition of the center is fair.

C. PROGRAM CONTENT

1. Outreach and Admissions

a. Direct Outreach and Admissions

The contractor will perform outreach and admissions activities which ensure that the Job Corps program:

- Ž Maintains a positive public image.
- Ž Maintains a ready supply of eligible and committed applicants.
- Ž Works in partnership with individuals, communities, organizations, and State and local workforce development systems.

The contractor will meet the standards established by the Director of Job Corps each year in the Outreach and Admissions Outcome Measurement System.

Youth screened for the Atlanta Job Corps Center will primarily come from: State of Georgia

The contractor will be expected to recruit and screen: sufficient numbers of applicants to maintain the center average on-board strength of 100% of the design capacity, as specified in A.3 and in accordance with the delivery schedule in Section F.

Contract Year	Residential		Non Residential	
	Male	Female	Male	Female
1	- 0 -	120	30	200
2	- 0 -	120	30	200
3	- 0 -	120	30	200
4	- 0 -	120	30	200
5	- 0 -	120	30	200

At a minimum, the Outreach and Admissions program shall include the following:

Outreach: The contractor will work cooperatively with various individuals and organizations to attract and enroll eligible at-risk youth. The contractor will develop and implement effective marketing techniques to educate the public about the program and to ensure that Job Corps is viewed as a positive alternative for youth. Required steps for planning and implementing outreach activities are found in PRH 1.1.

Eligibility: The contractor will 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.

Readmission: The contractor will assess and verify that applicants for readmission meet criteria found in PRH, 1.3.

Assignment and Departure: The contractor will provide a regular flow of applicants for assignment to centers and ensure that students are efficiently and safely transported. Required procedures for preparing students and ensuring safe arrival on center are listed in PRH, 1.4.

b. Outreach Support Activities (**Applicable to all centers**)

Centers will provide support to Outreach and Admissions contractors to ensure that the Center is maintained at overall design capacity. Centers shall:

1. Accurately project arrival needs and issue arrival orders in accordance with Regional Office policy.
2. Ensure that the application folder is complete and contains all required documentation upon arrival to center. The center shall contact the Admission Counselors (ACs) to obtain missing or incomplete documentation.

3. Schedule timely assignment, for first available opening on center of youth referred by ACs to ensure maintaining center at capacity.
4. Contact assigned applicants to answer questions and welcome applicant prior to departure.
5. Provide timely travel authorization and arrival information to (ACs) and other appropriate parties as required.

2. STUDENT TRAINING

The contractor will provide an integrated program of academic, occupational and social skills training which will meet all the requirements of the PRH, Chapter 2, and which will achieve the following objective:

While enrolled in Job Corps, students will:

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

At a minimum, the training program will consist of:

- a. Administration of Training Programs: The contractor will develop administrative processes to ensure efficient and effective delivery of training to students. Specific requirements for a delivery system are outlined in PRH, 2.1.
- b. Curriculum Standards: The contractor will establish standards for curriculum design, Development and implementation. Requirements for program content and structure are contained in PRH 2.2.
- c. Orientation: The contractor will provide a comprehensive orientation program for new arrivals. The program will inform students about center rules and procedures and assist them in making a successful transition to center life. The contractor will assess student needs and interests so that services can be assigned appropriately. Requirements for program content and structure are contained in PRH, 2.3.
- d. Employability Skills Training: The contractor will ensure that the practice of skills that make students employable is fully integrated into all aspects of training and that students acquire the skills, knowledge, and attitudes that will make them assets to employers. Specific skills and knowledge which must be incorporated into all training activities are outlined in PRH, 2.4.
- e. Social Skills Training: The contractor will conduct a social skills training program which provides students with opportunities to learn and practice socially acceptable behaviors and skills which will enable them to function successfully in the workplace and community. Requirements for program structure and content are found in PRH, 2.5.
- f. Diversity Training: The contractor will develop a program designed to increase understanding among members of the various ethnic, racial, and religious groups and which prepares students to live and work in a diverse society. Requirements for program structure and content are found in PRH, 2.6.
- g. Occupational Exploration: The contractor will develop a program for helping students to choose occupational training

programs suited to their interests, capabilities, and potential. Required activities and expected time frames are

detailed in PRH, 2.7.

- h. Test of Adult Basic Education (TABE): The contractor will ensure that the TABE is scheduled, administered, and recorded in conformity with required procedures in PRH, 2.8, and Appendix 201.
- i. Evaluation of Student Progress: The contractor will provide a system for periodically evaluating student progress and assisting students in setting short and long range goals toward employability. Bonuses for high achievement will be awarded in conformance with the guidelines in PRH 4. Required program content and a schedule for progress evaluations are found in PRH, 2.9.
- j. Reading: The contractor will develop and administer a reading program which provides students with the skills needed for employment in their chosen occupations and assists them to function independently in society. Instruction is required for each of the reading competencies listed in PRH, 2.10.
- k. Mathematics: The contractor will develop and administer a mathematics program which provides students with the skills needed for employment in their chosen occupations. Instruction is required for each of the mathematics competencies listed in PRH, 2.11.
- l. GED Certificate/High School Diploma: The contractor will 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 will make every possible effort to assure that students attain their GED or HSD. Specific requirements for the GED/HSD program are found in PRH, 2.12.
- m. Work Place Communications: The contractor will provide instruction and practical experiences which prepare students to communicate effectively in the workplace. Instruction is required for each of the competencies listed in PRH, 2.13.
- n. Wellness: The contractor will provide instruction to students on practices which lead to physical and mental health and which enhance employability. Instruction is required for each of the subjects listed in PRH, 2.14.
- o. Driver Education: The contractor will provide driver education training to all students who do not already possess driver's licenses. Students will be provided the skills and knowledge necessary to pass the State examination and will be given the opportunity to acquire a driver's license while enrolled. Specific requirements for driver education are contained in PRH, 2.15.
- p. English as a Second Language (ESL): Is not applicable.
- q. Vocational Training: The contractor will provide individualized competency-based vocational training for students. Training will provide students with the skills required for entry level employment in specific occupations approved by the Department of Labor. Specific requirements for occupational training are listed in PRH, 2.17.
- r. The following programs will be offered at the Center (**See next page**)