

MATURE ALASKANS SEEKING SKILLS TRAINING

MASST

REQUEST FOR PROPOSALS FOR GRANTEES FOR THE FOLLOWING REGIONS:

Anchorage Census Area
Fairbanks North Star Census Area
(and the communities of Barrow, Kotzebue and Nome)
Southeast Alaska
Matanuska-Susitna Borough Census Area
Kenai Peninsula Borough Census Area

STATE FISCAL YEARS 2006, 2007, 2008



Employment Security Division
PO Box 25509
Juneau, Alaska 99802

Table of Contents

MATURE ALASKANS SEEKING SKILLS TRAINING (MASST)	3
GENERAL INFORMATION	3
REGIONS DEFINED.....	3
TERM OF GRANT	3
SCHEDULE OF EVENTS AND SUBMISSION INSTRUCTIONS	4
APPLICATION CHECKLIST.....	6
SCOPE OF SERVICES	7
SERVICES REQUIRED	7
PERFORMANCE GOALS	7
POSITIONS AVAILABLE.....	8
DATABASE REQUIREMENTS.....	8
CONTENT OF PROPOSAL.....	9
MANAGEMENT	9
TECHNICAL	10
BUDGET	12
PROPOSAL REVIEW AND EVALUATION	14
EVALUATION.....	14
DISQUALIFICATION.....	14
SCORING CRITERIA AND POSSIBLE POINTS.....	15
RULES OF SOLICITATION	16
RIGHT TO AWARD, REJECT OR NEGOTIATE.....	16
ACKNOWLEDGEMENT OF RECEIPT OF RFP	16
APPEAL OF RFP/APPEAL OF GRANT AWARD	16
COST OF PREPARING THE PROPOSAL	16
PROPOSAL AMENDMENTS AND RULES FOR WITHDRAWAL.....	16
CONFLICT OF INTEREST	16
DISPOSITION OF PROPOSALS.....	16
CONTACT SHEET – APPENDIX A.....	17
DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION – APPENDIX B	18
CERTIFICATIONS AND ASSURANCES – APPENDIX C.....	19

Special Note: The U.S. Dept. of Labor has given permission to the Alaska Senior Community Service Employment Program (SCSEP) to change the name of the program. The new name of the SCSEP program in Alaska is “Mature Alaskans Seeking Skills Training,” or MASST. The name change was made to de-emphasize the program as being a program which employs seniors at host agencies on a long term basis and to emphasize the training aspect of the program. The official U.S. Dept. of Labor name remains SCSEP.

MATURE ALASKANS SEEKING SKILLS TRAINING (MASST)

The Employment Security Division (ESD) is seeking community based organizations, non-profit corporations, or public agencies to provide the necessary programs and administrative functions to develop appropriate community work assignments as defined in Title V of the Older Americans Act and 20 CFR 641 of the U.S. Department of Labor regulations and to promote unsubsidized employment opportunities. No sub-grants for program administration will be permitted under this grant. The MASST program is a federally regulated program which is administered in Alaska by the ESD.

GENERAL INFORMATION

According to the amended Older Americans Act, the Mature Alaskans Seeking Skills Training program (MASST) is designed:

- to foster and promote useful part time opportunities in community service activities for unemployed low-income persons who are 55 years or older and who have poor employment prospects;
- to foster individual economic self-sufficiency; and
- to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and the private sectors.

REGIONS DEFINED

- Anchorage Census Area: *greater Anchorage area including all communities within the municipality*
- Fairbanks North Star Census Area/Barrow/Kotzebue/Nome: *greater Fairbanks area including all communities within the borough, and the communities of Barrow, Kotzebue and Nome*
- Southeast Alaska: *includes all communities in Southeast Alaska from Yakutat south*
- Matanuska-Susitna Borough Census Area: *all communities within the borough*
- Kenai Borough Census Area: *all communities within the borough*

TERM OF GRANT

The initial term of the grant will be for a period beginning on July 1, 2005 and ending on June 30, 2006. The grant may be continued on an annual basis for up to two years based on availability of funds and grantee performance.

SCHEDULE OF EVENTS AND SUBMISSION INSTRUCTIONS

Issuance of RFP:	March 18, 2005
Bidders' Questions Due:	April 1, 2005 (by 4:30pm Alaska time)
Responses to Questions Released No Later Than:	April 8, 2005
Bidders' Teleconference	April 13, 2005 (2:00pm Alaska time)
Proposals Due:	May 13, 2005 (by 4:30pm Alaska time)
PEC Meets:	May 17, 2005 (May 18 & 19 if needed)
Award Notices Mailed:	May 24, 2005
Services Begin:	July 1, 2005

Bidders must submit one original proposal plus two (2) copies via U.S. Postal Service, courier, or hand delivered to the Department of Labor and Workforce Development, Employment Security Division, in Juneau, Alaska.

- Proposals submitted via the U.S. Postal Service must be sent certified return receipt and must be received at the ESD office by 4:30pm on or before May 13, 2005. The mailing address is:

Jeff Kemp, Program Coordinator
Employment Security Division
PO Box 25509
Juneau, Alaska 99802-5509

- Courier delivered or hand delivered proposals must be received by 4:30 p.m. on or before May 13, 2005 at the following location:

Jeff Kemp, Program Coordinator
Employment Security Division
1111 West 8th Street, Suite 210
Juneau, Alaska 99801

- The ESD will not be responsible for picking up any proposals. All proposals must be delivered to the ESD offices in Juneau.
- Late proposals will not be considered unless it is clear that the document was sent timely and the delay is due to extenuating circumstances such as "overflights" or canceled flights. If there are extenuating circumstances, the sender will need a post office or carrier receipt stating the date the proposal was mailed or picked up for delivery.
- Emailed, electronic or faxed proposals will not be accepted. Only hardcopy proposals in print form will be accepted.
- Potential bidders should acknowledge receipt of this RFP by emailing Jeff Kemp, Program Coordinator, at jeff_kemp@labor.state.ak.us or by writing to him at the address on the cover sheet of this RFP. This acknowledgement will ensure that the name of the interested bidder is placed on the official mailing list to receive all future information regarding this RFP.

- Bidders interested in attending the Bidders' Teleconference **must** contact Jeff Kemp, Program Coordinator, by phone at (907) 465-4872 or by email at jeff_kemp@labor.state.ak.us for information on how to access the teleconference.
- Submissions in response to this RFP must contain the proposal and all required supporting information and documents as described in this RFP. The proposal must be sealed and must be signed by an official authorized to bind the bidder.
- The proposal must contain a management, technical, and budget component. Each of the above components of the proposal must be clearly labeled with the bidder's name and the appropriate component of the proposal.

AMERICANS WITH DISABILITIES ACT: *Special Aids to Execute Grant Application Available to Individuals with Disabilities*. The State of Alaska Dept. of Labor and Workforce Development complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids or services or special modifications to apply for this state grant must contact Jeff Kemp at (907) 465-4872 no later than April 1, 2005, to make any necessary arrangements.

APPLICATION CHECKLIST

Please make this the first page of your grant application packet. Please ensure that all necessary information is included in the grant proposal.

Agency Name _____

Agency Information

- Application Checklist (this page)
- Contact Sheet (Appendix A)
- Certification Regarding Drug Free Workplace (Appendix B)
- General Grant Assurances (Appendix C)

Program Specific Information

- Content of Proposal: **Management**
- Content of Proposal: **Technical**
- Content of Proposal: **Budget**

SCOPE OF SERVICES

SERVICES REQUIRED

The program requirements are set forth under Subpart C, Grant Operations, contained in 20 CFR Part 641. For a copy of the regulations in hardcopy or pdf format, please contact Jeff Kemp, Program Coordinator at (907) 465-4872, or email him at jeff_kemp@labor.state.ak.us. To access the federal regulations on the web, go to http://www.doleta.gov/Seniors/other_docs/etaOAregr.pdf

Grantees under the Employment Security Division MASST Program are expected to follow the applicable federal regulations.

PERFORMANCE GOALS

The following Performance Goals are in effect for this grant cycle and all efforts to attain these goals should be attempted. The statewide goals for the MASST program are negotiable with the federal SCSEP program, thus are subject to change at the subgrantee level (*Note*: in this context, *subgrantee* refers to the successful bidders of this RFP).

(a) Placement Rate Goal of 25%

The Placement Rate will be calculated by dividing the number of MASST participants placed in unsubsidized employment by the number of each subgrantee's authorized community service positions. Consistent with the Older American Act Amendments, placement may be in either full- or part-time employment. A placement requires 30 days of employment, not necessarily continuous, with one or more employers within the first 90 days of exit. Each day that a participant is on the payroll of an employer counts towards the 30-day requirement, regardless of whether the participant actually performs services on that day. Thus, a participant who exits MASST for unsubsidized employment on September 1 and remains employed with the same employer through September 30 has achieved a placement.

(b) Service Level Goal of 140%

The Service Level is defined as the number of a subgrantee's participants divided by the number of the subgrantee's authorized positions.

(c) Service to Most-in-Need Goal of 40%

Persons who are "most-in-need" are defined in section 641.710 as those who:

- (i) Have an income level at or below the poverty line; (OAA sec. 101(27))
- (ii) Have physical and mental disabilities; language barriers; and cultural, social, or geographical isolation, including isolation caused by racial or ethnic status, that restricts the ability of the individual to perform normal daily tasks, or threatens the capacity of the individual to live independently; or (OAA sec. 101(28))
- (iii) Have poor employment history or prospects; and
- (iv) Are over the age of 60.

The U.S. Department of Labor has determined that Service to Most-in-Need will reflect the percentage of total participants who are at least 60 years old and who meet at least one additional criterion from the following: an income at or below the poverty level; physical or mental disabilities; language barriers (LEP or literacy); cultural social or

geographical isolation; poor employment history or prospects (for example, displaced homemakers); or other social barriers.

(d) Retention Rate Goal of 50%

Section 513(b)(3) of the OAA Amendments requires performance indicators to include “placement into and retention in unsubsidized public or private employment.” The Department decided to treat these two outcomes separately. The OAA Amendments define “retention in public or private unsubsidized employment” in section 513(c)(2)(B) as: “full- or part-time paid employment in the public or private sector by an enrollee under this title for 6 months after the starting date of placement into unsubsidized employment without the use of funds under this title or any other Federal or state employment subsidy program.” The U.S. Department of Labor plans to measure retention at six months by determining which participants who have been placed into unsubsidized employment are employed by any employer on the 180th day after first starting unsubsidized employment with any employer.

POSITIONS AVAILABLE

The number of positions per area and the number of positions that will be budgeted for will be:

Anchorage Census Area	75
Fairbanks North Star Census Area	35
Barrow, Kotzebue and Nome	10
Southeast Alaska	25
Matanuska-Susitna Borough Census Area	35
Kenai Borough Census Area	30

DATABASE REQUIREMENTS

Grantees must have the capability to utilize the program specific database for compilation and management of participant records and other information. This databases is essential for reporting data to the federal SCSEP program. For more information regarding the database go to <http://scsep.mathematica-mpr.com/>.

CONTENT OF PROPOSAL

MANAGEMENT

The proposal *must* be organized in the following order, with the inclusion of all required supporting documentation.

- A. Cover letter summarizing proposal
- B. Description of the Proposing Agency
 1. Describe in detail the purpose of the proposing agency, programs operated and funding sources. Include the date the organization was founded, advisory board structure, function, and description of membership.
 2. Describe your experience with employment and training programs. (Where applicable, success with WIA, TANF, JTPA, STEP, Denali Commission, MASST, etc.)
 3. Describe your experience in working with older adults. (If none, how and when will you develop and provide these skills to your staff?)
 4. Describe your experience with completing vocational assessments, plan development and job search activities.
- C. Description of the Agency and Project Administration
 1. **Organizational Structure:** Describe the organizational structure of the agency, including a description of the purpose and function of each organizational unit including the unit that will be connected with the MASST program.
 2. **Staffing Pattern:** Describe how the MASST unit will be staffed in comparison to other units within the agency. Indicate the amount of time to be designated for each staff position assigned directly to the MASST program.
 3. **Training of Staff:** Describe the agency policy for staff training and describe the training that will be used to improve the knowledge, skills and abilities of the MASST staff.
 4. **Staff Résumés:** Provide résumés of all staff who will be directly involved with the administrative and/or programmatic responsibilities regarding the MASST program.
- D. Fiscal Management System
 1. Describe the fiscal management system for your agency. Describe in detail how the financial aspects of the MASST will be managed, including: how time cards will be approved and payroll will be processed, who will prepare the monthly financial reports, how fiscal reports will be prepared on an accrual basis, and the frequency of payroll dates.
- E. Project Evaluation Process
 1. Describe how the internal project evaluation will be accomplished, who will be responsible for evaluation, what criteria will be used, and what methods will be used to prescribe remedial action when necessary.
- F. Advisory Committee Involvement (for MASST):
 1. Describe the planned involvement of the Agency Advisory Committee with regard to the MASST program.
- G. Copies of the Following Documents. (If not available, please explain)

- Agency organization chart which shows each division or component and their relationship to each other.
- Agency's grievance procedures.
- Job descriptions for MASST project staff.
- Annual Report, CPA Report, or other reports which document the financial status of the agency.
- Written procedures for the evaluation of individual program activities (or a copy of the document used for evaluation). An example is outreach activities.

H. IRS Tax Number

I. Alaska Business License

J. Federal non-profit status documentation

TECHNICAL

The narrative should be concise, relevant, and provide a clear explanation of the proposed project. Avoid reiteration of the SCSEP/MASST regulations. The following must be addressed:

A. Project Approach/Plan of Action

Provide a clear and concise description of each project function or activity listed below, assuring adherence to MASST regulations and enabling the reviewers to clearly ascertain how the project will be implemented.

1. **Recruitment and Selection of Participants:** Describe the methods and resources that will be used to recruit project participants. Describe specific methods and resources for assuring equitable participation of minorities and persons with disabilities as well as those with greatest economic need. Describe coordination efforts with One Stop Job Centers.
2. **Certification for Eligibility for Initial and Continued Enrollment:** Describe the process and schedule for re-certifying all participants and the action to be taken when participants are found to be ineligible for continued enrollment.
3. **Orientation for Participants and Host Agencies:** Describe participant and host agency/work-site orientation procedures to be used. Include who will provide orientation, when, how, and what information will be provided verbally as well as in writing.
4. **Assessment and Reassessment of Participants:** Describe the procedures to be followed when assessing participant skill level, job readiness, job preferences, potential for transition into unsubsidized employment and supportive service needs. Indicate who will perform the assessments, how frequently they will be completed and how this information will be documented.
5. **Individual Employment Plan (IEP):** Describe how you will document that the IEP was developed in partnership with the participant and that it reflects the needs of the

participant as indicated by the assessment, as well as the expressed interests and desires of the enrollee.

6. **Development and Monitoring of Host Agencies/Work Sites:** Describe the types of host agencies/work sites to be use, the procedure and criteria for their selection, and assurance that the agency provides the appropriate support for older workers. Describe the procedures to be used for monitoring work sites including who will monitor, when, for what purpose, and how documentation will be maintained. Explain methods and procedures that will be used to determine that participating non-profit agency work sites are exempt from taxation under the provisions of Section 501c(3) of the IRS Code of 1954.
7. **Host Agency Agreements:** Describe and/or provide the agreement that will be used with host agencies to assure that proper orientation, supervision, and safe working conditions will be provided to participants.
8. **Physical Examinations:** Describe the process that will be used for offering the initial physical examinations and succeeding annual physical examinations. Indicate how you will encourage participants to take advantage of the offer and how the offers will be documented. Describe what attempts will be made to secure physical examinations at no cost or low cost to the program.
9. **Supportive Services:** Describe the supportive services to be provided to participants. Indicate the methods that will be used for determining needs and the resources available, the methods that will be used for follow-up, and how services will be documented. Describe the procedures to be used for providing/ensuring services to applicants determined ineligible for the MASST program.
10. **Training:** Describe how the need for job-related training prior to subsidized placement will be determined, how it will be provided and by whom.
11. **Placement into Subsidized Employment:** Describe how placement of participants into subsidized employment will be accomplished. Include the types of community service activities that will be emphasized, methods to be used to match participants with work assignments, and the extent to which participants will be placed in work assignments involving administration of the MASST. Describe the procedure and criteria to be used for developing participant job descriptions for subsidized employment.
12. **Participant Job Performance Assessment:** Describe the procedure to be used for assessing participant job performance, including who will perform the assessment, frequency of the assessments, and how documentation will be maintained and utilized. Describe how you will design an assessment. Coordination with assessments for WIA programs will be in the new regulations.
13. **Placement into Unsubsidized Employment:** Describe in detail what methods, procedures and steps will be used for placing participants into unsubsidized employment. Describe how you will demonstrate that the MASST training resulted in the placement. Describe how you will document that the participant has increased earnings as a result of training.

Identify what staff positions will be responsible for enrollee employability planning, job development efforts, private sector initiatives and resource-mobilization effort.

14. Follow-up After Placement in Employment: Describe follow-up methods to be used for both unsubsidized placements and other terminations per federal guidelines.
15. Participant Personnel Guidelines, Including Due Process for Adverse Actions: Describe fully the system for due process which will be used in cases where an adverse action is contemplated against a participant or in any case where an applicant wishes to dispute an unfavorable determination. A written copy of the agency grievance procedures must be issued to each applicant and these procedures must be discussed during the enrollee's orientation to the project. All participants terminated for cause must be issued another copy of the procedures at the time of termination.
16. Nondiscrimination and Equal Employment Opportunities: Describe the mechanism that will be used for promoting the prevention and elimination of discrimination in employment.
17. Maintenance of Effort: Describe the steps to be taken to ensure compliance with the maintenance of effort regulation (20 CFR 641.844).
18. Interagency Goals: Describe the cooperative relationships and working linkages which will be established with Workforce Investment Act partner agencies or related training programs and with agencies concerned with or experienced in working with older workers or the problems of the aging. Indicate any other cooperative or coordination relationships that would assist program performance.
19. Plans to Accomplish the Uninterrupted Transition of all Program Participants from the Current Grantee (describe only if you are not the current grantee): Describe in detail the steps to be taken or the procedures to be used to accomplish a smooth, uninterrupted transition of all participants from the current grantee(s) to your agency should your agency be selected.

BUDGET

The budget form is in Excel format and is available as a separate document. A line item budget with descriptions and explanations is required describing how the total for each line item was developed. The line items should be concise and relevant and provide clear explanations. The computations must be adequate to allow a determination of accuracy. Include complete information and computations regarding direct and indirect costs. (*Note:* Per federal regulation 20 CFR 641.809(e) a match is not required from bidders for this grant.)

General Information

All costs must be classified as either "administrative costs" or "program costs."

Administrative costs may be both personnel and non-personnel and both direct and indirect costs. The costs of administration are the costs associated with:

- Performing overall general administrative and coordination functions, including:

- Accounting, budgeting, financial and cash management functions;
 - Procurement and purchasing functions;
 - Property management functions;
 - Personnel management functions;
 - Payroll functions;
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
 - Audit functions;
 - General legal services functions;
 - Developing systems and procedures, including information systems, required for these administrative functions.
- Oversight and monitoring responsibilities related to administrative functions.
 - Cost of goods and services used for administrative functions of the program.
 - Travel costs incurred for official business in carrying out administrative activities or the overall management of the program.
 - Costs of information systems related to administrative functions.

Program costs include but are not limited to:

- Participant wages and fringe benefits (not less than 75% of budget).
- Outreach, recruitment and selection, intake, orientation, assessment, and preparation and updating IEPs.
- Participant training provided on the job, in classroom setting, or utilizing other appropriate arrangements.
- Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals.
- Participant supportive services.

It is recommended that the bidder review federal regulations regarding allowable costs before submitting a proposal. Pertinent regulations regarding allowable costs and administrative rules begin at 20 CFR 641.800. Included in the Excel budget document are general and specific allowable administrative and program costs.

Special Note: Bidders *must* budget for the annual meeting/training event to be held either in Anchorage, Fairbanks, or Juneau (date and location to be announced). An optional event that *may* be budgeted for is the meeting of the Northwest Older Workers Coalition, which will be held in the Vancouver, Washington area in September 2005.

A. Budget Format

The budget is the financial expression of the proposal and will become a part of the grant document. It must include detailed information related to all projected expenditures for the entire performance period. The proposing agency must prepare its proposed budget using the Excel forms included in this RFP. The format consists of the following:

- Budget Proposal Form
- Line Item Budget including Descriptions and Explanations

B. Participant Costs

1. Participant Wages and Fringe Benefits:

No less than seventy-five percent (75%) of the total amount of this project must be expended for Participant Earned Wages and Fringe Benefits (EW/FB). Physical examinations, which are limited to \$150 per enrollee per fiscal year, are considered a fringe benefit. Allowable fringe benefits are discussed in 20 CFR 641.565 of the regulations for the MASST program. (Note: Unemployment Insurance is not an allowable fringe benefit and should not be budgeted.)

Participant wages for the Anchorage, Fairbanks, Mat-Su and Kenai areas are limited to the Alaska state minimum wage, which is \$7.15 per hour. Wages for the Nome, Kotzebue and Barrow areas are limited to the prevailing rate of \$10.15 per hour.

Participant hours should be budgeted at no more than 20 hours per week.

Benefits are limited to FICA (including Medicare) and Workers Compensation. Employment Security Contribution (ESC; or Unemployment Insurance) is not a reimbursable expense for the MASST Program. Thus, bidders should not include any portion of this cost in their proposal.

2. Supportive Services

These costs include participant eye glasses and exams, transportation, counseling and other supportive services to assist participants in successfully participating in the program. Please see 20 CFR 641.545 for the definition of supportive services.

PROPOSAL REVIEW AND EVALUATION

EVALUATION

All proposals will first be reviewed for compliance with the submission requirements of the RFP. Proposals that fail to comply with all the requirements may be eliminated from further consideration. Any proposal may be rejected if the proposal is conditional, incomplete, or if it deviates from the specifications stated in this RFP. ESD staff specifically reserves the right to reject any or all proposals that do not comply with submission requirements or to waive minor deviations that are immaterial to performance.

The proposal will first be reviewed to determine if the bidder demonstrates the experience and ability necessary to perform the grant. If the bidder does not demonstrate the requisite experience and ability, the grant will be rejected without further review.

Recommendations for the grant awards will be based on the scoring criteria as outlined in the following section.

DISQUALIFICATION

Any attempt by a bidder to influence a member of the ESD staff during the proposal review process will result in the elimination of the bidder's offer from consideration.

SCORING CRITERIA AND POSSIBLE POINTS

ORGANIZATION OR BUSINESS QUALIFICATIONS..... 30 pts

- 1.) Experience with employment and training programs. (Where applicable, success with WIA, TANF, MASST, etc.) Successful experience in working with older adults.
- 2.) Expertise regarding assessment, plan development and job search activities.

MANAGEMENT OF COMMUNITY SERVICE PROGRAMS 20 pts

- 1.) Indication of competence and sophistication of the proposing agency in managing community service programs as evidenced by the detailed description and responses to the management section of the proposal.

TECHNICAL 25 pts

- 1.) Indication of bidder's understanding of the work required to achieve the stated goals as evidenced by the completeness and responsiveness of the narrative describing the planned approach for providing services.
- 2.) Recruitment methods appropriate for targeted population and region.
- 3.) Screening and assessment of applicants to adequately evaluate their training readiness, possession of requisite skills for training success, and identifying issues which would require supportive services.
- 4.) Coordination and provision of job search and job development activities to promote participants movement to unsubsidized employment.

BUDGET 25 pts

- 1.) A clear and concise detailed budget as evidenced by the accuracy and completeness presented in the budget section.
- 2.) The budget must reflect appropriate costs in appropriate categories according to federal regulations.
- 3.) The budget must indicate that no less than 75% of the grant will be expended toward participant wages and fringe benefits.

TOTAL POINTS POSSIBLE100

RULES OF SOLICITATION

RIGHT TO AWARD, REJECT OR NEGOTIATE

The Employment Security Division reserves the right to seek clarification of each proposal, and/or to award a grant without further discussion of the proposals submitted. Bidder shall specifically stipulate acceptance of all terms and conditions contained in the RFP. ESD reserves the right to reject any and all proposals received by reason of this request or to negotiate separately in any manner necessary to serve the best interest of the public. ESD reserves the right to amend or cancel this RFP without liability if it is in the best interest of the public to do so.

ACKNOWLEDGEMENT OF RECEIPT OF RFP

Potential bidders should acknowledge receipt of this RFP by emailing Jeff Kemp, Program Coordinator, at jeff_kemp@labor.state.ak.us or by writing to him at the address on the cover sheet of this RFP. This acknowledgement will ensure that the name of the interested bidder is placed on the official mailing list to receive all future information regarding the RFP. The State of Alaska cannot be responsible for parties that do not acknowledge receipt of this RFP.

APPEAL OF RFP/APPEAL OF GRANT AWARD

Appeals regarding this RFP and/or awarding of a grant as a result of this RFP shall be handled according to the State of Alaska Administrative Code.

COST OF PREPARING THE PROPOSAL

Costs for developing a proposal are solely the responsibility of the bidder.

PROPOSAL AMENDMENTS AND RULES FOR WITHDRAWAL

Unless requested by ESD, no amendments, revisions, or alterations to proposals will be accepted after the proposal due date. Prior to the proposal due date, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the ESD.

CONFLICT OF INTEREST

A proposal shall not be considered for award if the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter related to any other bidder or with any competitor. A proposal must include a certified statement that the proposal was arrived at without any conflict of interest, as described above. Should conflict of interest be detected at any time during the grant period, the grant shall be null and void and the Grantee shall assume all costs of this project until such time that a new grantee is selected.

DISPOSITION OF PROPOSALS

One copy of the proposal will be retained in ESD grant files. In the absence of specific instructions or a request from the bidder within three days of the grant award notification, all copies in excess of the ESD file copy may be destroyed.

CONTACT SHEET – APPENDIX A

Agency Name: _____

Mailing Address: _____

* * * * *

Agency Exec. Director/President: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

* * * * *

Program Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

* * * * *

Program Financial Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION – APPENDIX B

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F, I, _____, the undersigned, in representation of _____, the grantee, attest and certify that the grantee will

provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about:
 - 2. The dangers of drug in the workplace,;
 - 3. The grantee's policy of maintaining a drug-free workplace;
 - 4. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 5. The penalties that may be imposed upon employees, for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notify the agency in writing ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against, such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (street address, city, state, zip code):

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

Signature of Authorized Official

Date

Printed Name of Authorized Official

Title

CERTIFICATIONS AND ASSURANCES – APPENDIX C

I hereby certify that as the designated representative of the agency listed below, the following certifications and assurances have been read, understood and agreed to in the operation of the Mature Alaskans Seeking Skills Training Program (MASST).

1. The grantee agrees to comply with all federal, state, and local laws and regulations, including Title V of the Older Americans Act and federal regulations 20 CFR 641, and to comply with the terms and conditions set forth in the applicable Request for Proposals and grant application. Failure of a grantee to accept and comply by these grant obligations may result in cancellation of the grant. The State of Alaska reserves the right to negotiate funding and service levels for any continuation grants.
2. Federal funds will be used to supplement and extend the MASST program and will not be used to supplant local funds.
3. Reimbursement of MASST expenditures will be made after the Employment Security Division at the Department of Labor and Workforce Development accepts the Monthly Invoice Form. This report is due by the 15th of the following month for which reimbursement is requested.
4. The grantee will control and account for all funds received and expended so that such funds are clearly identifiable to the MASST Program.
5. Travel and per diem will be paid to part-time and full-time program staff based on the grantee's travel policy.
6. The grantee will comply with the Alaska Department of Labor and Workforce Development equal opportunities guidelines and will not discriminate in services or educational programs on the basis of race, religion, color, national origin, age, sex, handicap, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or public affiliation.
7. The grantee shall maintain applicable and required insurance in force at all times during the performance of services under the grant, including but not limited to: Worker's Compensation, automobile insurance, and general liability insurance.
8. The grantee will submit to the Department of Labor and Workforce Development a copy of the appropriate audit report as required, or others, in accordance with federal, state or local regulations for the fiscal year in which these funds are accepted.
9. The grantee will assist State of Alaska and federal staff during on-site reviews of activities, records, and accounts related to the MASST program within the limits of advance notice, and with recognition of the right of due process in the event of adverse decisions.
10. The grantee will participate in an annual evaluation process as prescribed by the Department of Labor Division of Employment Security.
11. The grantee will participate in the development of One-Stop Job Centers by providing support for basic skills educational services in accordance with the Alaska WIA Unified Plan implemented by Workforce Investment Partners and will develop and maintain Memoranda of Understanding with relevant Workforce Partners.
12. All information contained in the application for MASST funds will be true and correct according to the best knowledge of the grantee.

My signature below indicates I have read and understand the above Certifications and Assurances and agree to be bound by these terms and conditions in the operation of my program. In addition, my signature is an authorized representative signature of the agency I represent and is on file in the Department of Labor and Workforce Development.

Authorized Signature

Date

Typed or Printed Name of Signatory

Agency Name