

Lane Workforce
Partnership
Adult and Dislocated
Worker Service Provider
Bidders Conference
January 27th, 2025

Timeline of Events

- February 21, 2025 - Last day to submit on-line questions by 5:00 PM Pacific Time
- February 28, 2025 - Proposals must be emailed and received by 3:00 PM Pacific Time
- March 10 - 26, 2025 - Evaluation period and award recommendation decision
- April 17, 2025 - Lane Workforce Executive Board Approval
- July 1, 2025 - Contract period begins

Proposal Submission Format

- 12-point easy to read font, double-spaced, 25-page max (excluding attachments)
- Required Proposal Packet Documents
 - Application Coversheet – Attachment A
 - Program Narrative
 - Organizational Administrative/Fiscal qualifications
 - Budget with Narrative – See required Budget Shell (budget documents do not count toward page limits)
 - Additional required documents (does not count toward page limits)
 - Certification Regarding Disbarment
 - Certification Regarding Lobbying
 - Certification of Cost or Pricing Data

Adult and Dislocated Worker Program Design

- Service delivery at the WIOA One-Stop Center and in community
- Deliver on the 21 key functions of the Adult/DW service provider
 - Recruitment & Eligibility: Enroll participants, assess eligibility, and apply priority of service.
 - Career Support: Provide coaching, training assistance, and follow-up services (12+ months post-employment).
 - Skill Building: Offer assessments (e.g., NCRC), e-learning tools, and workshops.
 - Job & Resource Connection: Link customers to employment goals, community resources, and labor market insights.
 - Program Management: Oversee cases, service plans, and multi-program coordination.
 - Employer & Layoff Support: Deliver business services and rapid response for layoffs.

Administrative and Budget Expectations

- Federal subrecipient agreements subject to all federal terms and conditions; in addition to, compliance with the Uniform Grant Guidance at 2 CFR 200 which include the Audit Requirements in Subpart F.
- Eligible entities must be registered in sam.gov and have a valid Unique Entity ID# (UEID).
- Eligible entities must be registered with the Oregon Secretary of State Corporation Division to transact business in Oregon.
- Budget Narrative must include relevant calculations (ie: Indirect Costs) and detailed descriptions of costs included in each line.
- Leveraged funds can include either cash or in-kind amounts.

Budget Table Breakdown

| | Contracted Funds | Additional Leveraged Funds | Total Proposal Budget |
|------------------------------------|------------------|----------------------------|-----------------------|
| DIRECT CUSTOMER COSTS | | | |
| | | | |
| Client Support Services | | | - |
| Client Training Services | | | - |
| Client On-the-Job Training | | | - |
| Other Leveraged Funds | | | - |
| TOTAL DIRECT CUSTOMER COSTS | - | - | - |

Direct Customer Costs

Customer Support Services – In accordance with the LWP WIOA Support Services policy, costs must be for eligible/enrolled participants.

Customer Training Services – In accordance with the LWP WIOA Training Policy, Individual Training/Scholarship and OJT sections, costs must be for eligible/enrolled participants.

NOTE: Direct participant costs must equal at least 30% of the total budget.

Budget Table Breakdown

| | Contracted Funds | Additional Leveraged Funds | Total Proposal Budget |
|---|------------------|----------------------------|-----------------------|
| DIRECT STAFF AND OTHER OVERHEAD | | | |
| Staff Wages/Fringe ** | | | - |
| Staff Materials & Supplies | | | - |
| Staff Travel & Professional Development | | | - |
| Organizational Overhead/Indirect | | | - |
| Other Leveraged Funds | | | - |
| TOTAL STAFF AND OVERHEAD | - | - | - |

Staff Wages (next slide)

Staff Materials and Supplies: Supplies include all tangible personal property other than equipment.

Staff Travel & Professional Development: Applicant must include costs and details of Training and Professional Development Opportunities available to staff.

Organizational Overhead/Indirect: If indirect charges are included in the budget, include the federally approved indirect cost rate with a copy of the Indirect Cost Rate Agreements with a description of the types of costs. Otherwise, include descriptions and details of specific costs included. ** Space rental costs for primary location at 2510 Oakmont are negotiated and paid by LWP **

NOTE: Include an explanation of the formulas used for determining each line item in your budget narrative.

Budget Table Breakdown

| ** Staffing Table ** | | | | | |
|--|---------------|-----------------------|------------------------|----------|----------------------|
| Position Title/Name of Individual (if known) | Annual Salary | Annual Employer Taxes | Annual Fringe Benefits | % of FTE | Total Annual Cost ** |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| Total | | | | | - |
| ** Equal to Staff Wages/Fringe | | | | | |

Staff Wages/Fringe: In a table format, include position title, name of individual (if known), annual salary, annual cost of employer taxes, annual cost of fringe benefits, the percentage of time the individual will dedicate to the program and the total overall cost (example included with Budget Shell). Applicant must also describe the fringe benefits: Health Insurance, Dental Insurance, Vision Insurance, Retirement Contributions, etc. LWP will evaluate staffing costs to ensure that applicants demonstrate their commitment to high-quality, sustainable positions for staff.

Questions

info@laneworkforce.org

541-255-8116

Last day to submit questions:
February 21st at 5:00pm PST

Lane Workforce
Partnership
Youth Service Provider
Bidders Conference
January 27th, 2025

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Youth Service Provider Program Design

- Comprehensive Services for Youth: Collaboration with Lane County schools, community organizations, and partners to serve in-school (ISY) and out-of-school youth (OSY).
 - Focus on career exploration, life skills, mentorship, financial literacy, and career pathways.
 - 20% of program funds allocated for work experience activities.
- **WIOA Program Elements:** Program must include the 14 core elements of WIOA youth programs, including educational support, skills training, adult mentoring, financial literacy, and leadership development.
- Inclusive, Targeted Support: Prioritize BIPOC, rural, and underserved communities. Ensure smooth transitions to adult services for long-term success.
- Career Pathways Focus: Prepare youth for career-aligned jobs or post-secondary education, emphasizing pathways to unsubsidized employment and future growth.

Administrative and Budget Expectations

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- Eligible entities must be registered in sam.gov and have a valid Unique Entity ID# (UEID).
- Eligible entities must be registered with the Oregon Secretary of State Corporation Division to transact business in Oregon.
- Budget Narrative must include relevant calculations (ie: Indirect Costs) and detailed descriptions of costs included in each line.
- Leveraged funds can include either cash or in-kind amounts.

Budget Table Breakdown

| | Contracted In School Youth Funds (no more than 25%) | Contracted Out of School Youth Funds (at least 75%) | Additional Leveraged Funds | Total Proposal Budget |
|---------------------------------------|--|--|----------------------------------|--------------------------|
| DIRECT CUSTOMER COSTS | | | | |
| Customer Support Services | | | | 0.00 |
| Work Based Learning Opportunities | | | | 0.00 |
| TOTAL Direct Customer Services | 0.00 | 0.00 | | 0.00 |

Direct Customer Costs

Customer Support Services – In accordance with the LWP WIOA Support Services policy, costs must be for eligible/enrolled participants.

Work Based Learning Opportunities – In accordance with the LWP WIOA Policies, costs must be for eligible/enrolled participants.

NOTE: Direct participant costs must equal at least 20% of the total budget.

Budget Table Breakdown

| | Contracted In School Youth Funds (no more than 25%) | Contracted Out of School Youth Funds (at least 75%) | Additional Leveraged Funds | Total Proposal Budget |
|--|--|--|---|----------------------------------|
| DIRECT STAFF AND OTHER OVERHEAD | | | | |
| Staff Wages/Fringe ** | | | | 0.00 |
| Staff Materials & Supplies | | | | 0.00 |
| Staff Travel & Professional Development | | | | 0.00 |
| Organizational Overhead/Indirect | | | | 0.00 |
| Other Leveraged Funds | | | | 0.00 |
| Total Staff and Overhead | 0.00 | 0.00 | | 0.00 |

Staff Wages (next slide)

Staff Materials and Supplies: Supplies include all tangible personal property other than equipment.

Staff Travel & Professional Development: Applicant must include costs and details of Training and Professional Development Opportunities available to staff.

Organizational Overhead/Indirect: If indirect charges are included in the budget, include the federally approved indirect cost rate with a copy of the Indirect Cost Rate Agreements with a description of the types of costs. Otherwise, include descriptions and details of specific costs included. ** Facilities costs can be included in this line item **

NOTE: Include an explanation of the formulas used for determining each line item in your budget narrative.

Budget Table Breakdown

| ** Staffing Table ** | | | | | |
|--|---------------|-----------------------|------------------------|----------|----------------------|
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| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| Total | | | | | - |
| ** Equal to Staff Wages/Fringe | | | | | |

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Lane Workforce
Partnership
One-Stop Operator
Bidders Conference
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One-Stop Operator Program Design

- Lead the certification of the One-Stop center and affiliate centers every two years
- Monitor partner compliance with the WSO Operational Standards
- Support local training providers in updating and managing their programs on the Eligible Training Provider List (ETPL).
- Coordination and oversight of delivery of services at the WIOA One-Stop Center
 - Within six months, conduct system analysis and provide improvement recommendations
 - Lead coordinated service modernization efforts
 - Ensure all partners are actively engaged and coordinated in the system

Administrative and Budget Expectations

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Budget Table Breakdown

| | Proposed Budget |
|---|-----------------|
| DIRECT STAFF AND OTHER OVERHEAD | |
| Staff Wages/Fringe ** | |
| Staff Materials & Supplies | |
| Staff Travel & Professional Development | |
| Organizational Overhead/Indirect | |
| GRAND TOTAL | - |

Staff Wages (next slide)

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| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| Total | | | | | - |
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