



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## Request for Proposals

### Workforce Investment Act Title I-B

### Adult, Dislocated Worker, & Youth – Program Operator – PY07

## **SECTION I: GENERAL INFORMATION**

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### **Purpose of Request for Proposals (RFP)**

The Spokane Area Workforce Development Council (SAWDC) is soliciting proposals for the delivery of services under the Workforce Investment Act (WIA) Title I-B Adult, Dislocated Worker, and Youth programs in Spokane County. This Request for Proposal does not commit the issuing organizations to award a subgrant, to pay any costs incurred in the preparation of a proposal to this request, or to procure contract for services or supplies. The issuing organizations reserve the right to accept or reject any or all proposals received, to negotiate with all designated representatives, or to cancel in part, or in its entirety, this RFP if it is in the best interest of the issuing organizations to do so. The issuing organizations reserve the right to request additional data, discussion, or presentation in support of written proposals. Subgrantees will be competitively selected.

This RFP was prepared based upon the Workforce Investment Act of 1998 and the US Department of Labor's Final Regulations Effective August 11, 2000. The issuing organizations reserve the right to amend, modify, delay or cancel this RFP or any subgrant award based upon any subsequent legislation or regulatory changes. This RFP also contains locally established guidelines, policies, and goals.

The funding award will not be final until the Spokane Area Workforce Development Council and the prospective subgrantee(s) have executed a subgrant agreement. The final program narrative, budget schedule, and loading charts will constitute the Scope of Work for the agreement.

Contracts resulting from this RFP are anticipated to begin July 1, 2007 and end June 30, 2008. All contractors will be required to serve those participants already enrolled in the WIA Adult, Dislocated Worker, and Youth as of July 1, 2007. The SAWDC reserves the option to extend contracts for another three years on a year-to-year basis, based on future funding availability, contractors' satisfactory performance, and other factors. The Workforce Development Council reserves the right to de-obligate funds from subagents who fail to meet performance and/or expenditure requirements.

### **ISSUING ORGANIZATIONS**

Spokane Area Workforce Development Council and  
Spokane City-County Employment and Training Consortium  
808 W Spokane Falls Blvd., Room 606 City Hall  
Spokane WA 99201, (509) 625-6210  
Mark Mattke, Workforce Strategy & Planning Director

Respondents to this RFP will provide services for all three programs, and all WIA services funded through this RFP must be provided at the WorkSource Spokane Center. The SAWDC strongly encourages providers to leverage resources and build coalitions that result in an innovative, responsive and cohesive system.

**Vision/Mission of Spokane Area Workforce Development Council:**

Our Vision of Success - Innovate workforce solutions for the Spokane Region

Our Mission - Lead a dynamic, demand-driven workforce system

**Source of Funding**

Title IB, Workforce Investment Act 1998 (Public Law 105-220). Catalog of Federal Domestic Assistance Nos. 17.258, 17.259, and 17.260.

**Estimated Allocations**

The chart below provides a breakdown of WIA Adult, Dislocated Worker and Youth funding available for the period July 1, 2007 – June 30, 2008.

Bidders should ensure that the grand total of their proposals (Adult, Dislocated Worker, and Youth) do not exceed the total amounts below.

Any funds remaining in current service provider contracts (through June 30, 2007) may also be passed through to contractors funded through this RFP. Funding amounts for the period July 1, 2007 through June 30, 2008 are anticipated to be available at the start of the program year.

**PY07 ESTIMATED WIA PROGRAM FUNDING ALLOCATIONS**

<b>FUNDING COMPONENT</b>	<b>SAWDC AREA FUNDING AMOUNT</b>
<b>Adult</b>	<b>\$861,899</b>
<b>Dislocated Worker</b>	<b>\$1,059,558</b>
<b>Youth</b>	<b>\$1,037,977</b> (Note: At a minimum 30% of the funds available must be used to provide youth activities to out-of-school youth.)
<b>Total</b>	<b>\$2,959,434</b>

## **Schedule for RFP Submission, Review, and Awards**

### **RFP Released: April 3, 2007**

Available on SAWDC website: [www.wdcspokane.com](http://www.wdcspokane.com)

### **Letter of Intent to Bid due: April 9, 2007**

For potential bidders not able to attend Bidders' Conference

### **Bidders' Conference: April 11, 2007**

10:00 a.m.

City Hall, Council Chambers

808 W Spokane Falls Blvd

Spokane, WA

### **Proposals Due: April 30, 2007**

Must be received at SAWDC by 4 p.m., Pacific Daylight Time

### **Evaluation of Awards: May 1, 2007, Youth Council Meeting**

### **Evaluation of Awards: May 3, 2007, SAWDC/Executive Committee Meeting**

### **Provisional Contract Awards: May 9, 2007**

Executive Committee informs full Council and Awards Provisional Contracts

### **Deadline for Appeal: May 15, 2007**

### **Contract Negotiations: May 10-May 25, 2007**

Including Submission of Additional Documentation of Contractor's Administrative Qualifications, as needed

### **Contracts Start: July 1, 2007**

## ***SECTION II: BACKGROUND INFORMATION***

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### **SAWDC Overview**

The Spokane Area Workforce Development Council (SAWDC) is the policy and planning body for workforce development activities in Spokane County. The SAWDC oversees the Spokane Area WorkSource one-stop system and provides a portion of the funding necessary to operate the system through the Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs. Its oversight responsibility includes designation of the WorkSource Operator, administration of WIA Title I-B program services, certification of the One-Stop centers/affiliates, and setting of local performance standards.

## **Workforce Investment Act (WIA)**

The federal Workforce Investment Act of 1998 (WIA), P.L. 105-220, was implemented in July 2000 to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States. WIA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Act restructured approximately 60 workforce development programs into an integrated workforce investment system designed to better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force. The WIA system is built around seven key principles:

- **Streamlining Services:** Integrating multiple employment and training programs at the “street level” through the one-stop delivery system will simplify and expand services for job seekers and employers.
- **Empowering Individuals:** Customers will be empowered to obtain the services and skills they need to enhance their employability.
- **Universal Access:** Through the one-stop system, every customer will have access to a set of core employment-related services.
- **Increased Accountability:** Providers of service will be held accountable for meeting employment-related performance measures. Providers continued access to funding will be directly related to their performance.
- **Local Oversight:** Local boards (such as the SAWDC) with involvement from the private sector will be responsible for program planning and oversight of the local system.
- **Local Flexibility:** WIA provides local flexibility to improve systems and encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.
- **Improved Youth Programs:** WIA seeks to expand youth programs by encouraging a close connection to the local labor market and communities with strong connections between academic and occupational learning.

## **A Responsive Local System**

As we have transitioned into the 21<sup>st</sup> Century, the issue of workforce development has grown even more complex. Spokane is now not only competing with neighboring communities and states for jobs and workers, it is now challenged in a global marketplace, competing with nations from around the world.

To survive in this new global environment, Spokane must move its workforce agenda from one of social and employment rehabilitation to one that provides a direct economic benefit to both employers and workers. Education and training programs must be directly linked to the local area’s employment initiatives so that they actively and accurately provide the pipeline of qualified workers that are required to attract and keep Spokane businesses.

The SAWDC has made a number of key decisions in response to needs identified in our community and changes in funding at the federal level. The result of these decisions will be to more effectively integrate and streamline our workforce development system and improve service delivery to our business and job seeker customers. In the past program year, funding has been directed to serve targeted clusters and support shared economic development goals, increased coordination of services to the business

customer through an integrated team has been put into practice, the use of common real-time performance indicators to gauge and improve the effectiveness of our operations has begun, and Skill Panels have continued to meet and dialogue with stakeholders in order to strengthen the linkage between business, labor, education, and our public workforce investment system. The One-Stop Team comprised of representatives from across our system worked together to analyze and evaluate our current service delivery system, identify issues and challenges, and make recommendations for further development. The net effect of these efforts is the development of a vision for our workforce development system that coordinates activities, leverages available resources and optimally utilizes the WIA-funded and unfunded partner assets in our community.

### **Consortium Model**

A new model for the delivery of funded program services will be initiated this year. In our area, program services have historically been delivered at various locations throughout the city of Spokane. Under the new SAWDC guidelines, all WIA-funded staff and program services for Adult, Dislocated Worker, and Youth will now be consolidated into one location at the current comprehensive center at 130 S. Arthur Street in downtown Spokane. WorkSource Spokane will serve as the single point of contact for workforce development activities for the Spokane area, and will be marketed as “the” place for businesses and job seekers to go for employment and training information and services.

Job seekers will be able to better connect with a variety of service providers and at the same time will allow businesses to access a greater pool of job candidates. The co-location of all service providers will also allow the SAWDC to increase the proportion of funds that are invested in client services such as training activities and supportive services. In the new Program Year, WIA funded service providers must spend a minimum of 40% of WIA funds on client services. These services include training (classroom, on-the-job, incumbent, customized), work experience wages, internships, supportive services, and other client-related activities. The SAWDC will consider in-kind contributions from non-WIA funding sources when making programmatic funding decisions. When determining overall funding investments, the SAWDC will consider how potential service providers are successfully using alternative funding sources to complement WIA activities. This change will enable the SAWDC to more strategically invest our limited resources in the community.

One of the keys to success in our community has been the strength of the partners that make up our network of service providers. Each organization in our workforce development system brings a unique history, a wide array of skills, and a mix of resources to enhance the services available to the different customers of our system. The concept of *one-stop* as envisioned by the Workforce Investment Act and the SAWDC is supported through a local model that maintains a diverse blend of partners working together to achieve shared outcomes. This consortium approach to integrated service delivery will have the benefit of leveraging the strengths of different organizations within a more streamlined management environment.

It is important to note that this new model will also include the integration of services to our youth customers within the WorkSource Center. Youth program staff will be housed in the WorkSource Center and this will improve access to services for the emerging

workforce in an innovative setting that is specifically designed to meet their unique workforce development needs.

The SAWDC is offering interested organizations an opportunity to respond to this Request for Proposals (RFP) to become the WIA Title I-B Program Operator for WorkSource Spokane. This RFP is funded with Workforce Investment Act (WIA) Title I-B Adult, Dislocated Worker, and Youth Program funds.

The successful bidder will be an active participant in contributing to the economic prosperity of Spokane County through a collaborative relationship with the SAWDC. The primary objectives of this model are: 1) to streamline and facilitate faster and more directed services for both businesses and job seekers; 2) to create and encourage a collaborative environment in the WorkSource Spokane center utilizing as many partner agencies as possible to exceed Federal and State performance targets; and 3) to integrate services to both businesses and job seekers through a cluster-based, demand-driven system, increasing long-term successes for both.

### **Effective Partnerships**

Currently, Washington State Employment Security Department (ES) is the lease holder at WorkSource Spokane, and provides important services in the Center. It is anticipated that ES will continue to be an on-site partner and maintain the lease for the Center. The successful bidder will collaborate with ES in multiple ways, including delivery of core services and space utilization. The Program Operator is also expected to maintain a strong partnership with the entity that will serve as Site Operator under a separate subcontract.

Within the workforce development system and the WorkSource Center it is critical that partners work together for the benefit of all customers. While the Program Operator and Site Operator serve different roles in our system, there are common issues affecting both that must be addressed in order to achieve the goals of integration and improved customer service. A working partnership will build consensus across the WorkSource system in areas such as system policies, hours of operation of the facility, ID badges and access, work space for staff, core services delivery to the universal customer, linkages with Business Services, dispute resolution, etc. Each Operator will also manage specific program policies and business practices, MIS protocols and practices, staffing and staff training, and other elements which pertain solely to the function of their separate roles. The Program Operator will work closely with the Site Operator for the WorkSource Center to ensure this collaboration is effective, functional, and meets the needs of staff and customers.

The Site Operator for the Center will be procured under a separate RFP and will be responsible for coordinating all Resource Sharing Agreements with ES as well as with all partners within the WorkSource center. Workforce development system Business Services will be funded and delivered through the Site Operator contract. This unit's primary purpose will be to meet with existing and new business customers to determine their current and emerging workforce needs and develop solutions that allow our system to become more demand driven and achieve better outcomes for both employers and job seekers. All WIA Management Information System (MIS) activity will be conducted in SKIES, the statewide MIS system.

### **Staffing Models**

The Program Operator will be responsible for staffing the WIA Title I-B Adult, Dislocated Worker, and Youth programs. As mentioned above, a consortium model for service delivery incorporating a diverse partnership is a primary objective of this procurement. It is not the intent of the SAWDC to stipulate exact terms for the design of the delivery system. However, several key staff roles are recommended as likely for the proper management of these programs. Irrespective of actual titles, these roles include the Adult/Dislocated Worker Program Manager, Youth Program Manager, Fiscal Technician, Power User, Administrative Support, and may include Information Technology Support, as well. It is anticipated that programs will share administrative staff that function in the same roles across all three programs in order to achieve the greatest cost efficiency. The new Youth services area will be staffed by WIA Youth funded Program Operator employees, not shared core services staff from other programs located in the center except by agreement with Site Operator.

The SAWDC is seeking a Program Operator able to successfully launch and implement the new integrated service delivery model while exceeding all outcome targets established by the U.S. Department of Labor, the Workforce Training and Education Coordinating Board, Washington State Employment Security Department, and the SAWDC. It is important to note that these outcomes and targets are subject to change, as is the authorizing legislation of the Workforce Investment Act. The Program Operator must also be able to adapt to changing parameters should the need arise.

The SAWDC is seeking a Program Operator that can achieve these goals through a strong, committed partnership involving entities with the expertise to fulfill each aspect of the integrated service delivery model. The SAWDC strongly encourages a diverse mix of partners, including faith-based and community-based organizations, community colleges, and other entities.

The SAWDC intends to subcontract separately with each funded partner with the exception of professional services subcontractor(s). It is anticipated that any professional services subcontract(s) will be negotiated between the Program Operator and its professional services subcontractor(s) directly. Sub-contracting between agencies for services to be provided in the routine course of work within the WorkSource center will not be allowed.

In order to diversify the mix of services in our service delivery system and promote a seamless workforce development system, bidders may submit proposals to serve either as the Program Operator or the Site Operator, but not both.

Subcontracts will begin no later than July 1, 2007 and will be 12 months in length, contingent on the availability of funds. Additionally, performance may be re-negotiated at any time.

Included in this RFP is a copy of the Subrecipient Agreement that is part of all SAWDC subcontracts. The successful bidder(s) will be required to agree to these terms. Bidders must also agree to comply with any policies created by the SAWDC and any applicable Federal or State policies, regulations, or laws.

### ***Section III – Questions***

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## **1. Describe what qualifies your consortium to do the work you are proposing.**

### **Please include:**

- A description of each of your partners and their specific role and expertise in this service delivery plan as well as any resources leveraged by each, including vision, mission, current customer base, and staffing
- Administrative management experience including: delivery of programs, responsibility for staff and facilities, and assuring acceptable accounting practices and fiscal controls
- Relevant experience of the organization(s) in the WorkSource system including knowledge and experience with federal funding, WIA regulations, and State and Federal performance indicators
- Sources and usage of other funding the agencies access
- Experience serving very diverse customers including employers, economically disadvantaged individuals with little or no work experience, dislocated workers with experience, high skills and salaries
- Successes in exceeding performance standards and requirements
- How you've ensured a continuous improvement program
- A description of the successful outcomes of your consortium's organizations with the adult, dislocated worker, and youth customers. Whenever possible, include how the successful outcomes described were measured and tracked. If you have never provided the proposed services, describe any comparable previous experience or any special or technical skills and resources that make your consortium capable of successfully providing the services you are proposing
- Describe your experience in system integration, leadership, partnership, consensus building, and working on diverse/divergent issue agendas to reach outcomes

## **2. Describe the program you are proposing in this RFP.**

Highlight how this proposal will connect to the shared missions and organizational goals of the proposed consortium's partners. Your narrative should provide a description of the program or programs you are proposing to offer and how you plan to implement them.

### **Please describe how:**

- You plan to incorporate employers as a principal customer in the system
- You will provide WIA services to adult, dislocated worker, and youth customers. Where appropriate, please address Core, Intensive, Training, Support, and Follow-up components. Include follow-up services that are of mutual benefit to employers and job seeker customers and that result in continued success on the job and wage progression
- All WIA performance measures will be incorporated into the program design
- You will administer, utilize and oversee Individual Training Accounts (ITA's) to focus on targeted industries and demand occupations
- You plan to assess customers' skills and needs throughout the training and job placement process
- You plan to collaborate across WIA programs to provide transition services to 18–21 year olds
- Coordination problems will be handled, including any processes for resolving disputes among partners

- You propose to integrate core services with ES
- You will contribute and/or leverage resources for the benefit of the WorkSource system and to assist in fund development
- Customer service and satisfaction information will be used to provide data for continuous improvement efforts
- You will be responsive to, and will develop plans and strategies to serve WIA's four very diverse customers:
  - Employers who need appropriately skilled and qualified employees
  - Universal customers, who will access basic job match/job search services without an eligibility determination
  - Eligible individuals, who will access more customized and in-depth job search services including occupational skills training
  - One-Stop Partners, who are vital to the successful delivery of services to employers and the universal customers

In addition,

- Clearly identify services to be provided directly within your consortium, as well as collaboration and linkages with other agencies
- Highlight any unique or innovative features of the service delivery plan
- Provide flow charts for job seeker customer services
- Describe your capacity to implement the SKIES system for tracking WIA customers
- A description of linkage arrangements with other non-WIA fund sources to:
  - Access classroom or on-the-job training for clients
  - Secure other support services and resources to aid in successful training completion and/or job placement
  - A referral system for individuals who are determined not eligible for WIA
- Information describing the relationship your organization currently has with the One-Stop Partners, and how you would develop working arrangements with the Partners in order to provide a responsive and high quality system

### **3. How is this program innovative and responsive?**

Please address the following:

- Describe how your program proposal is innovative. Be specific in providing strategies and services utilized and how they will affect outcomes for each WIA program
- How does the program design insure that federal, state, and local performance measures are exceeded? Be specific
- Describe the integration of services, collaborate efforts, and other resources that will be utilized. Be specific about how your program will be functionally integrated across all facets of operations
- Describe how you will respond to emerging needs of employers, target industries, and economic development projects

### **4. Describe how your program and the proposed services address the SAWDC Strategic Plan and High Skills, High Wages, 2006**

- Explain how your program and the services provided will lead to the successful attainment of SAWDC vision, goals, and objectives

## ***Section IV – RFP Process***

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Interested parties must answer all questions in accordance with the directions below. All documents must be submitted electronically to:

Anne Lockwood [alockwood@wdcspokane.com](mailto:alockwood@wdcspokane.com)

Each response must contain the following:

1. A completed contact information sheet
2. A document that answers the questions in Section III in no more than 15 pages. Documents should be single spaced in 12 point font
3. An Executive Summary of no more than 2 pages, single spaced in 12 point font
4. A Budget Schedule with Participant and Fiscal Loading Charts (Attachment A) utilizing the forms provided for each program – both a roll up and individual partner budgets
5. A Youth Program Information form (Attachment B)
6. A Proposal Budget Analysis form (Attachment C)
7. A Planned Outcomes Projections form (Attachment D) for each program

The April 11 bidders conference is not mandatory. Bidders not in attendance must submit a letter of intent to bid by April 9, 2007. Questions are considered public information and will be posted, in their entirety, on the SAWDC website with answers within 24 hours of receipt. Questions will be accepted by e-mail only, and only until April 27, 2007. Questions submitted in alternate formats or after that date will not be answered. All questions and letters of intent should be submitted to Anne Lockwood [alockwood@wdcspokane.com](mailto:alockwood@wdcspokane.com)

A presentation is required of selected entities submitting responsive proposals will be scheduled for the May 3, 2007, SAWDC/Executive Committee meeting. The presentation must be no more than 15 minutes in length and will focus upon the innovative elements of each proposal. A representative from each separate consortium partner included in a collaborative proposal must be present.

## ***Section V. Additional Clauses***

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### **Withdrawals**

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to: Anne Lockwood [alockwood@wdcspokane.com](mailto:alockwood@wdcspokane.com)

### **Clarification Procedures**

All clarifications or changes to submitted proposals must be in the form of a written addendum and received electronically prior to the closing of the RFP.

### **Public Records**

Applicants are advised that most documents in the possession of SAWDC are considered public records and subject to disclosure under the State Public Records Law.

### **Evaluation Process**

Evaluations of the submitted proposals will be conducted by members of the Workforce Development Council Executive Committee and/or other interested Board members who have no fiduciary interest in bidding for programs under the SAWDC. They will review according to the criteria specified in Section III and using guidelines indicated in the SAWDC Procurement Policy 03-07. The SAWDC retains the right to request additional information from any applicant. If a response does not adequately address the services and outcomes requested, the committee may recommend that no award be made. Final funding decisions will be made and the contracts awarded by the SAWDC's Executive Committee.

The content of the accepted proposals will become the basis for the negotiation of a final subgrant agreement. This negotiation will include final performance goals, elements of program design, and all elements of the program line item budget. Any profit or program income identified will be negotiated as a separate item.

The SAWDC reserves the right to make an award without further discussion of the proposal as submitted. Therefore, the proposal should be submitted on the most favorable terms that the proposer can present.

A particular bidder may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract non-compliance with the SAWDC, or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

### **Protests of Contract Awards**

Bidders who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

- Protests must be filed in writing by email, facsimile, or hand delivered to Anne Lockwood of the Spokane Area Workforce Development Council by May 15, 2007. All protests are public information after the protest period ends.
- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.
- The SAWDC will review protests that meet the above conditions.
- During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by the SAWDC. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.
- The SAWDC Workforce Strategy & Planning Director will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than May 30, 2007.

**PY07 REQUEST FOR PROPOSALS**  
**CONTACT INFORMATION SHEET**

OFFICIAL AGENCY NAME: \_\_\_\_\_ I.R.S. NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

Applying As: Single Agency/Organization \_\_\_\_\_ Consortium of (#) \_\_\_\_ Partners

Please provide names of "Partner" organizations: \_\_\_\_\_

Type of Organization:

Funding Source:

- \_\_\_\_\_ Government Body \_\_\_\_\_
- \_\_\_\_\_ School District \_\_\_\_\_
- \_\_\_\_\_ Private Nonprofit \_\_\_\_\_
- \_\_\_\_\_ Private for Profit (Washington State Tax Registration # \_\_\_\_\_)
- \_\_\_\_\_ Current WorkSource Center/Affiliate (Required Program(s) \_\_\_\_\_)

Specify:

- \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship
- \_\_\_\_\_ Community Based Organization \_\_\_\_\_ Woman/Minority Owned

Non-governmental agencies must submit one copy of the latest certification of incorporation or certification of nonprofit status as applicable.

PURPOSE OF AGENCY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADMINISTRATIVE/FISCAL CONTROLS:

1. How and by whom is your organization normally audited? \_\_\_\_\_  
\_\_\_\_\_
2. When was your organization last audited by an independent auditing firm? \_\_\_\_\_  
\_\_\_\_\_ By whom? \_\_\_\_\_  
Any disallowed costs? \_\_\_\_\_
3. Has your agency filed for bankruptcy in the past 3 years? \_\_\_\_\_  
\_\_\_\_\_
4. Does any member of the Spokane Area Workforce Development Council or employee of the City or County of Spokane have any interest, financial or otherwise, in your agency?  
\_\_YES \_\_NO  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENCY NAME: \_\_\_\_\_ certifies by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

I certify that I am the (TITLE) \_\_\_\_\_ of the above agency and am authorized to submit this proposal on behalf of the agency. I further certify that I acknowledge and will comply with the Assurances stated in this RFP. The information submitted with this proposal is accurate and true to the best of my knowledge. If any of the information submitted changes significantly, our agency will notify your agency.

SIGNATURE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_