



Central Alabama Partnership for Training and Employment

**Request for Proposals
Workforce Innovation Opportunity Act (WIOA)
Supportive Services Program**

Proposal Due Date:

Wednesday, January 2, 2019
4:00 PM

Deliver or mail proposals to:

LaWanza Webb
Regional Adult Services Supervisor
Re: Supportive Services RFP
Central Alabama Partnership for Training and Employment
Alabama Career Center
3216 4th Avenue South
Birmingham, Alabama 35222

RFP Issued:

Monday, November 19, 2018

The CAPTE Workforce Investment Board is an Equal Opportunity Employer and provider of employment and training programs.

Notice of Request for Proposals (RFP)

Due Date: Monday, January 2, 2019

Submittal Location: LaWanza Webb
Regional Adult Services Supervisor
Re: Supportive Services RFP
Central Alabama Partnership for Training and Employment
Alabama Career Center
3216 4th Avenue South
Birmingham, Alabama 35222

Bidding process: Competitive

Services: Supportive Services; Needs Based Payments; Employability and
Emergency Assistance

Contract Type: Cost reimbursement

Contract Term: February 1, 2019 - June 30, 2019 with an option to renew for two
additional years upon approval.

RFP Contact: LaWanza Webb
Lawanza.webb@jccal.org
(205) 582-5254

RFP Issued: Monday, November 19, 2018

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BACKGROUND AND GENERAL INFORMATION

The Workforce Innovation and Opportunity Act 2014 (WIOA)

Funds for this RFP are made possible by the Federal Workforce Innovation and Opportunity Act. WIOA provides funding to local workforce development areas to create a comprehensive employment and training system. The Act is designed to help job seekers and workers particularly those individuals with barriers to employment, access to and opportunities for employment, education, training, and support services to succeed in the labor market and to match employers with skilled workers they need to compete in the global economy (WIOA, 29 USC 3101, Sec. 2(1)).

RFP Purpose, Funding Period, and Funds Availability

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of services described in the attached **Supportive Services Policies** and to assist up to 200 eligible participants with the completion of training and securing employment. Contracts resulting from this RFP are anticipated to commence February 1, 2019 and end June 30, 2019. This agreement may be renewed for an additional two years at the discretion of the CAPTE Workforce Board. Re-negotiation will be initiated by the CAPTE Workforce Board before the expiration of the first year's contract. In order for the CAPTE Workforce Board to consider an extension, the contractor must satisfactorily execute the program as outlined in the contract. However, the CAPTE Workforce Board is not bound to exercise a contract extension solely on stated performance outcomes. Supportive services will also be based on the availability of funds per program year.

Each bidder must be familiar with state and federal requirements of the Workforce Innovation and Opportunity Act and the Department of Labor and CAPTE's regional plan. Specific information can be found in the Workforce Innovation and Opportunity Act, Sections 129,134 and 29 USC CH. 32. Sections 3164 and 3174.

Additional informational resources are:

- Central Alabama Partnership for Training and Employment <http://www.mycapte.org/>
- Made in Alabama <http://www.madeinalabama.com/workforce-and-training/workforce-initiatives/tools-and-resources/workforce-acts/>
- US Department of Labor, Employment and Training <http://www.doleta.gov/>
- Workforce Innovation and Opportunity Act <http://www.doleta.gov/wioa/>

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and became effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1988. In the event the terms of the agreement resulting from this procurement conflict with any provisions or rules of the WIOA, then all parties to this agreement will be bound by the provisions and rules of the WIOA.

Eligible Bidders

Proposing organizations may be public or private, for profit or not-for-profit, local educational institutions, government agencies serving Jefferson, Blount, Chilton, Shelby, St. Clair and Walker Counties, community-based organizations or faith-based organizations properly organized in accordance with state and federal law and in existence for five (5) years. Agencies must have the capacity to serve all Region 4 counties. Agencies must present in their proposal a plan describing how they would provide services and a timeline with tasks to be accomplished in order to meet the prescribed date for client services to begin. The program facilities will be appropriate in size and design to accommodate program staff, participants and services. The bidder will ensure that the building(s) and space(s) in which staff and WIOA participants are to receive service(s) meet local fire, health and safety standards and comply with the Americans with Disabilities Act (ADA) standards. Both Workforce Innovation and Opportunity Act and the CAPTE encourage partnering and collaboration to deliver the most effective services to have the greatest possible community impact. In addition, providers must be capable of linking participants with a local Alabama One-Stop Career Center for life-long job seeking services.

No organization may compete for funds if: (1) the organization has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the organization's previous contract with the CAPTE was terminated for cause; (3) the organization has not complied with an official order to repay disallowed costs incurred during its performance of programs or services; or (4) the bidder's name appears on the convicted vendor list.

Q&A Process and Bidder's Conference

All prospective bidders interested in submitting proposals for the Supportive Services Program are encouraged to attend the bidder's conference to be held:

Monday, December 3, 2018
10:00 am – 12:00 noon
Birmingham Career Center
3216 4th Avenue South
Main Conference Room

****DOORS OPEN AT 9:00 AM****

*****DOORS WILL BE CLOSED AT 10:00 AM *****

A copy of the bidder's conference presentation will be posted upon completion at:

<http://www.mycapte.org/>

Procurement Timeline

<i>Release RFP</i>	<u>Monday, November 19, 2018</u>
<i>Bidders Conference</i>	<u>Monday, December 3, 2018 @ 10:00 AM</u>
<i>Last Day to Submit Questions</i>	<u>Wednesday, December 5, 2018</u>
<i>Posting of Questions and Answers on Website</i> http://www.mycapte.org/	<u>Friday, December 7, 2018</u>
<i>Proposals Due</i>	<u>Wednesday, January 2, 2019 @ 4:00 PM</u>
<i>Oral Presentation</i>	<u>Friday, January 4, 2019 (Time TBD)</u>
<i>Review and Evaluation of Proposals</i>	<u>Monday, January 7, 2019 - Tuesday, January 8, 2019</u>
<i>CAPTE WIOB Approval</i>	<u>Thursday, January 10, 2019</u>
<i>Mail Award/Denial Letters</i>	<u>Friday, January 11, 2019</u>
<i>Contract Award Announced</i>	<u>Friday, January 11, 2019</u>
<i>Commissioner Signing/Approval</i>	TBA
<i>Target Start Date</i>	<u>Friday, February 1, 2019</u>

Note: Timeline may be adjusted depending on the number of proposals received and availability of Review Committee

About the Central Alabama Partnership for Training and Employment (CAPTE)

The mission of the CAPTE is to champion a workforce and learning system that allows our region to be a world leader in producing a vibrant economy, with lifelong employment and training opportunities for every resident. The CAPTE customer base includes youth, adults, dislocated workers and employers.

The CAPTE supports and funds employment and training services and connects job seekers with employers. Through strategic partnerships with educational institutions, business, labor, and community organizations, the CAPTE supports innovative employment-related programs, many of which are nationally recognized. These programs create employment opportunities that lead to independence and self-sufficiency, while nurturing a vibrant, well-trained workforce.

The CAPTE WIOB is particularly committed to participants who are low income and long-term unemployed. Helping them to engage in their own development and progress toward long-term self-sufficiency.

About Region 4

Region 4 is comprised of Jefferson, Shelby, St. Clair, Walker, Blount, and Chilton counties. The region has a combined population of 1,127,139, a combined median household income of \$49,900 a per capita income of \$25,040. Approximately 88.3 % of residents have a high school education and only 21.2 % of residents possess a bachelor's degree or greater, compared to a state-wide average of 24.0 % (quickfacts.census.gov).

About 15% of families live in poverty in the region, compared to a state average of 16.9 % (quickfacts.census.gov). Unemployment is at or about 3.4 % regionally. Together, Alabama's large counties accounted for 52.5 % of total employment within the state. Nationwide, the 346 largest counties made up 72.7 % of total U.S. employment, which stood at 145.2 million in June 2017 (BLS.gov).

The CAPTE WIOB has placed a priority on diversifying and strengthening the region's economy by retaining, expanding, and attracting high-wage industries. Many adults struggle to find financial resources to attend college or postsecondary schools and, when enrolled, struggle with the challenge of being first-generation college students. Reliable transportation is also a challenge for CAPTE participants, since public transportation is limited within the region.

SCOPE OF SERVICES

Service Delivery and Program Management Requirements

Proposals will be accepted from bidders capable of implementing the Supportive Services Policies included in the RFP. Successful bidders will be responsible for providing the cost, services, and requesting reimbursement from the CAPTE. Bidders are responsible for financial management; management information system (MIS) documentation, tracking, accounting and other services deemed necessary and case files for all services provided.

Monthly Status Reports to the CAPTE WIOB

In order to help the CAPTE and its provider partners track program activities on an ongoing basis, the successful bidder will provide and maintain monthly status reports on services provided, participants served and individual and aggregate costs for all.

Minimum Staff Qualifications

All staff working with participants should have the necessary experience providing services to individuals in need of a wide array of assistance. Individuals should be familiar with local social services agencies, housing organizations, transportation entities, etc. The experience of the individuals assigned to provide the services will be considered in rating each proposal.

Target Population and Eligibility

The CAPTE Supportive Services program is intended to provide a rich array of appropriate services that target the economically disadvantaged. The target population includes but may not be limited to those participants that are unemployed and underemployed; persons receiving public assistance; and eligible persons in need of services that are not provide elsewhere.

Contractors are not responsible for the initial determination of WIOA eligibility. The contractor will receive referrals from CAPTE staff and only those eligible individuals will receive services funded under this program. The number of program participants will not exceed 200 during this contract period.

PROPOSAL GUIDELINES AND SUBMISSION INSTRUCTIONS

Proposal Due Date

Proposals **must be received** by CAPTE **no later than 4:00 P.M., January 2, 2019 @ 4:00 PM**

Submittal Requirements

LaWanza Webb
Regional Adult Services Supervisor
Re: Supportive Services RFP
Central Alabama Partnership for Training and Employment
Alabama Career Center
3216 4th Avenue South
Birmingham, Alabama 35222

Proposals may be hand delivered or submitted by U.S. mail or other mail carrier service, such as Fed Ex, UPS or DHL. Faxed and emailed proposals will **NOT** be accepted. **Late proposals will be disqualified from this RFP process.**

Content and Format Requirements

Five (5) unbound copies of the proposal and (1) one original bound copy is required. The original copy must be clearly marked "Master Copy". If the original is not clearly marked "Master Copy", the proposal may be rejected.

The package containing the original and copies must be sealed and marked with the Contractor's name, address and phone number. It must also be labeled CAPTE Supportive Services Proposal.

Bidders must use the forms provided or CAPTE computer-generated forms, and plain 8 ½" x 11" paper, with a 1" top, bottom, left, and right margins. If computer-generated forms are used, they must duplicate the County forms and must not allow the bidder more space than that provided on the County forms. Each section must be separated by a labeled and indexed page. Proposals must include a table of contents, be typed and double-spaced. Typeface must be no more than twelve (12) characters per inch (12-pitch font) in Microsoft Word format. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom of the page.

Proposals that fail to follow all instructions and do not include all applicable information and forms may not be considered.

The 10-page project narrative maximum does not include the required one-page proposal summary, statement of experience, two-page budget narrative, required budget forms.

A. Proposal Coversheet

Submit a letter, on company letterhead, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal, which must include the following:

- A statement that the proposal is submitted in response to the CAPTE WIB RFP for Supportive Services Program for PY 2018.
- A statement certifying that the signatory, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm and also indicate which individuals, by name, title, and phone number, are authorized to negotiate with the CAPTE WIB on behalf of the organization/firm. Include company documentation so authorizing.

B. Table of Contents

C. Proposal Summary Statement *(See Proposal Checklist and Required Sequence)*

D. The Project Narrative *(The entire project narrative is limited to 10 pages)*

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives, and activities and the ability of the bidder to implement the proposed plan.

I. Problem Statement *(This section is limited to 1 page)*

Clearly state the problems encountered when providing services to economically disadvantaged individuals seeking self-sufficiency.

II. Plan and Implementation *(This section is limited to 5 pages)*

- a) Describe your plan to deliver the services required under the Supportive Services Policies. Outline your process for service delivery.
- b) Administrative and Staffing Plan – Describe the proposed program’s management plan and staff positions. Complete a “Job Description/Résumé” for all key personnel who will be involved in administering a contract resulting from this proposal.

If the award of a contract based on this proposal will require your organization to obtain additional staff, provide a detailed explanation of the type of positions required, and when personnel will be available. The costs associated with the addition of these personnel must be calculated into the proposed total cost of your program.

Subcontracting/Formalized Agreements – If subcontracting, you must agree that a subcontractor is a person or entity who has a direct or indirect contract with the sub-recipient to perform any work, labor, service, duties or functions which you are obligated to perform under the terms of this agreement. You

are precluded from entering into a contract with a subcontractor without the prior approval of the CAPTE WIOB.

In the event that a subcontractor is approved by the CAPTE WIOB, you shall make no substitution for any subcontractor, person or entity previously approved by the CAPTE WIOB without prior written approval of the CAPTE WIOB.

By a written agreement, you shall require a subcontractor (to the extent of the work, labor, services, duties or functions to be performed by the subcontractor), to be bound by the terms of this agreement, and to assume toward you all obligations and responsibilities which you, by this agreement, assume toward the CAPTE WIOB. The agreement between you and the subcontractor shall preserve and protect the rights of the CAPTE under the terms of this agreement with respect to the work, labor, services, duties or functions to be performed by the subcontractor so that subcontracting thereof will not prejudice such rights.

You shall not subcontract for any reason under this agreement for greater than the time of termination of this agreement whichever time is less.

Formalized Agreements must be established with other organizations that the bidder has established linkages with to provide services as part of this proposal and that would not be directly provided by the bidder.

Administrative and Fiscal Capacity – Briefly describe the administrative and fiscal capacity of the bidder to fulfill WIOA-required documentation and record keeping such as:

- Collecting data and preparing WIOA required documents;
- Security and confidentiality of participant records;
- Accounting controls;
- Use of payroll vendor services;
- Preparing and submitting monthly requests for reimbursements;
- Handling of corrective actions/findings, if needed; and
- Identity of person(s) responsible for the administrative/fiscal activities and their job title.

III. Statement of Experience (This section is limited to 2 pages)

A statement of experience shall be prepared on letterhead of the proposing organization and signed by the authorized agent and must include the following:

- a) Affirmation that the bidder is a valid legal entity in the State of Alabama, such as a corporation, partnership, etc. and *attach* copies of the official papers showing formation of a corporation, partnership, or sole proprietorship.
- b) Copies of current business license(s) and permits, as necessary.
- c) Identify the number of years the bidder has been in business under the present business name, as well as prior business names.
- d) Completed Statement of Qualifications for Bidder List (see Attachments).
- e) Evidence that the WIOA funding requested in its proposal submitted under this RFP will not exceed 50% of the organization's gross revenue.

f) Completed Disclosure Statement (see Attachments).

I. Formalized Agreements

Formalized Agreements must be dated and contain signatures, titles and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be effective for the proposed program year. For the purposes of this RFP, the terms “Formalized Agreement” and “Memorandum of Understanding (MOU)” are synonymous.

IV. Financial Statements/Audit Requirements

Provide a copy of the most recent and complete audit and/or financial statements available for your organization. The financial statements shall be for a fiscal period not more than 18 months prior to the submission date for the proposal. If an audit is of a parent firm, the parent firm shall be party to any contract resulting from the proposal.

V. Insurance Requirements

Bidders awarded a contract are required to meet insurance requirements (Form 9 Section 70). Your proposal should include current certificates of insurance for general liability, auto and workers’ compensation insurance. *At a minimum*, all proposals must include a letter signed by their insurance agent, on their insurance company’s letterhead, stating that the insurance requirements can be met and will be included in a policy if a contract is awarded.

E. The Project Budget

The purpose of the Project Budget is to demonstrate how the proposal will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. **The Total budget for this activity cannot exceed \$700,000.** The budget should allocate a maximum of \$630,000 for eligible Adult and Dislocated Worker participants and \$70,000 for eligible Youth Participants. The allocations must also include all of the contractor’s costs as the total contract will not exceed \$700,000. **Not less than 70% or \$490,000 of all funds will be used for direct, reimbursable services, described in the Supportive Services Agreement, to eligible participants.** Budget should be structured to ensure that the budgeted funds will support as many eligible participants as possible.

The bidder shall develop a line-item budget that will enable the contractor to meet the intent and requirements of the program; ensure the successful implementation of the project; and is cost-effective. The bidder should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. Where the bidder does not budget for a required item, the bidder assumes responsibility for the cost of that item. Failure of the bidder to include required items in the budget does not affect the responsibility of the bidder to provide those items during the implementation of the project.

All expenses incurred prior to the Contract being awarded and the agreement fully executed is the responsibility of the proposer.

I. The Budget Narrative (This section is limited to 2 pages)

Proposer is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- a. How the project's proposed budget supports the stated objectives and activities in the project;
- b. How funds are allocated to minimize program costs and support direct services to participants;
- c. The duties of project-funded staff, including qualifications or education level necessary to the job assignment;
- d. How project-funded staff duties and time commitments support the proposed objectives and activities;
- e. Proposed staff commitment/percentage of time to other efforts, in addition to this project, any unusual expenditures; and
- f. Identify all proposed subcontracts.

II. Budget Forms

Refer to Forms 4-6. Complete the forms using the electronic version (Excel Document) available by emailing LaWanza Webb at lawanza.webb@jccal.org or, Octavia Henry at Octavia.henry@jccal.org.

Each budget category requires additional line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item. All charges must be clearly documented and rounded off to the nearest whole dollar.

III. Organizational Chart

The Organizational Chart should provide a clear and detailed depiction of the structure of the proposer organization and the specific unit within the organization that will be responsible for the implementation of the project. A current resume of all personnel included on the organizational chart shall be attached. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and depict the lines of authority within the organization. Job titles on the Organizational Chart should match those in the Budget and Budget Narrative. Identify all staff that will be paid, in full or partially, using funds from this contract.

IV. Program Costs

Program expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and participant costs. Such expenses may include specific items charged directly to the project. The expenses must be program-related (e.g., to further the program objectives as defined in the contract award) and be encumbered during the contract period.

V. Participant Costs

Participant costs include the cost of items that are spent directly on individual participants and are tracked by individual. Possible participant costs include Supportive Services, Needs Based payments, Employability and Emergency Assistance.

VI. In-Kind/Non-WIOA Funded Services

Bidders are required to seek in-kind contributions or services from non-WIOA sources to assist in the operation of this project.

VII. Prohibited Expense Items

The following is a list of prohibited items:

- a. Automobiles – Purchase or lease of automobiles.
- b. Lobbying – WIOA funds cannot be used for lobbying activities (Attachment XII).
- c. Fundraising – WIOA funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.
- d. Real Property and Improvements – WIOA funds cannot be used for real property, including purchase of land, land improvements, structures and their attachments, and structural improvements and alterations.
- e. Interest – The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.
- f. Membership Dues – The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package.
- g. Professional License – The cost of a professional license.
- h. Annual Professional Dues or Fees – The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package.
- i. Charges, Fees and Penalties – Finance charges, late payment fees, penalties and returned check charges are not allowable expenditures.
- j. Depreciation – Depreciation charges are not allowable expenditures.
- k. Marketing - the process or technique of promoting, selling, and distributing a product or service.
- l. Advertising - the action of calling something to the attention of the public especially by paid announcements.

F. Certifications and General Provisions (See Proposal Checklist and Required Sequence)

EVALUATION PROCESS AND SCORING CRITERIA

All proposals received by the deadline will be read and rated by a team consisting of at least three raters. The average scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program.

Project Narrative – 50 Points

(1) Problem Statement:

- Understanding of service needs of target population
- Compilation and documentation of data to support the needs of the participants to be served.
- Proposal states methods used to enroll the targeted groups
- Knowledge of service provided by other agencies to support participants enrolled in CAPTE programs

(2) Project Plan

- Description of the how supportive services will be delivered to participants
- Description of how Supportive Service Provider will document services provided and track participants served

(3) Proposal Program Implementation

- Describe bidder's experience in providing this or similar quality service to residents of Jefferson County or other local areas
- The bidder will have the capability and capacity to provide all required services.
- Describe sites for outreach, enrollment and program operations are clearly identified.
- Describe how program and service sites are located conveniently for the targeted population

(4) Program Performance Outcomes

- Describe how bidder will deliver quality service to participant upon referral from CAPTE staff.
- Describe bidder's method of ensuring that the participant is satisfied with services provided and that bidder is accountable for services rendered

Budget Narrative – 30 points

(1) All required information, including staff, operational and other needed costs is provided in the required budget format according to instructions.

(2) Line-item budget is accurate and complete.

(3) Bidder has demonstrated that it is fiscally solvent.

(4) Bidder demonstrates multiple funding sources and not WIOA-dependent.

(5) The bidder is part of a collaborative partnership with other organizations that are providing innovative staffing approaches

(6) Bidder describes the management oversight of the program operations and the site location of the administrative activities.

Oral Presentation – 20 points

Funding Recommendations

Recommendations for funding will be based on the following:

- The ranked score of the proposal;
- Consideration of the funding priorities
- Prior negative administrative and programmatic performance and compliance as a County-funded project, if applicable; and
- Cost vs. benefit of the proposed program. Proposals that do not budget at least 60% of total funding directly to participants may not be recommended for funding.

In accordance with federal/state regulations, projects previously funded by the CAPTE will be reviewed for past performance, including financial management, progress and final reports, monitoring results, audit reports, results of credit worthiness and any other relevant information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) contract award conditions may be placed in the contract.

Proposals are first submitted to the One-Stop Committee to make recommendations for funding to the CAPTE. The CAPTE WIB makes the final decisions for funding and contract authorization.

CAPTE staff will conduct a pre-award site review to determine the administrative capacity of the proposer, and to address the ability of the proposer and/or its partners to deliver the proposed services. This review may include a request for appropriate documents (e.g., insurance) and completion of Fiscal and Administrative Capacity Policies & Procedures for Jefferson County and/or CAPTE review.

Notification Process

All bidders submitting a proposal will receive written notification of the funding recommendations made by the CAPTE.

Rejection of Proposals

The CAPTE reserves the right to reject any and all proposals received pursuant to this RFP. CAPTE will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals. CAPTE reserves the right to select the contractor(s) who will most meet the needs of the region and the proposed program(s); the selection will not necessarily be based solely on cost.

Appeals

An appeal of a denial of award can only be brought on the following grounds:

- (1) Failure of CAPTE to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
- (2) There has been a violation of conflict of interest as stated in Form 9 Section 32.
- (3) A violation of state or federal law

Appeals will not be accepted for any reasons other than those stated above. Appeals must be sent to:
Central Alabama Partnership for Training and Employment
Attention: CAPTE Chairperson
3216 4th Avenue South
Birmingham, AL 35222

Accepted appeals will be processed and reviewed by a panel convened by the CAPTE Chairperson. The CAPTE will consider only those specific issues addressed in the written appeal.

Proposal Checklist and Required Sequence

This checklist is provided to assist the bidder in ensuring that a complete proposal is submitted. Failure to include any of the following elements may result in disqualification of the proposal.

- **Proposal Coversheet** (written on your organizations letterhead)
- **Table of Contents**
- **Proposal Summary**
 - Statement of Qualifications for Bidders List
 - Form 1 (WIOA Contract Agreement)
 - Form 2 (WIOA Contract Summary)
 - Form 3 (Budget Cover Sheet) - ***Need one for Adult, Dislocated Worker and Out-of-School Separately***
 -
- **The Project Narrative**
 - Problem Statement
 - Plan and Implementation
 - Statement of Experience
 - Formalized Agreements (If any)
 - Insurance Requirements
- **The Project Budget**
 - The Budget Narrative
 - Form 5 – 6 (Budget Forms) - ***Need one for Adult, Dislocated Worker and Out-of-School Separately***
 - Organizational Chart
 - Program Costs
 - Participant Costs
 - Financial Audit/Statements (include copy of W-9)
 - In-Kind/Non-WIOA Funded Services
 - Prohibited Items
- **Certifications and General Provisions**
 - Form 9 (Central Alabama Partnership for Training and Employment General Provisions)
 - Alabama Disclosure Statement

Additional Information

APPENDICES

Appendix A CAPTE Supportive Services Policies

Appendix B Glossary of WIOA Terms

ATTACHMENT LISTING (FORMS)

Disclosure Statement

Statement of Qualifications for Bidders List

Form 1 WIOA Contract Agreement

Form 2 WIOA Contract Summary

Form 3 Budget Cover Sheet

Form 5 Budget (Program)

Form 6 Budget Backup

Form 9 Central Alabama Partnership for Training and Employment General Provisions

Appendix B

Glossary of Terms and Definitions

(1) ADMINISTRATIVE COSTS.—The term “administrative costs” means expenditures incurred by State boards and local boards, direct recipients (including State grant recipients under subtitle B of title I and recipients of awards under subtitles C and D of title I), local grant recipients, local fiscal agents or local grant sub-recipients, and one-stop operators in the performance of administrative functions and in carrying out activities under title I that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs.

(2) ADULT.—Except as otherwise specified in section 132, the term “adult” means an individual who is age 18 or older.

(3) ADULT EDUCATION; ADULT EDUCATION AND LITERACY ACTIVITIES.—The terms “adult education” and “adult education and literacy activities” have the meanings given the terms in section 203.

(4) AREA CAREER AND TECHNICAL EDUCATION SCHOOL.—The term “area career and technical education school” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302). 29 USC 3102.

(5) BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

(6) CAREER AND TECHNICAL EDUCATION.—The term “career and technical education” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302).

(7) CAREER PATHWAY.—The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—(A) aligns with the skill needs of industries in the economy of the State or regional economy involved; (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171); (C) includes counseling to support an individual in achieving the individual’s education and career goals; (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that

accelerates the educational and career advancement of the individual to the extent practicable; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster.

(8) CAREER PLANNING.—The term “career planning” means the provision of a client-centered approach in the delivery of services, designed—(A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and (B) to provide job, education, and career counseling, as appropriate during program participation and after job placement.

(9) CHIEF ELECTED OFFICIAL.—The term “chief elected official” means—(A) the chief elected executive officer of a unit of general local government in a local area; and (B) in a case in which a local area includes more than 1 unit of general local government, the individuals designated under the agreement described in section 107(c)(1)(B).

(10) COMMUNITY-BASED ORGANIZATION.—The term “community- based organization” means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

(11) COMPETITIVE INTEGRATED EMPLOYMENT.—The term “competitive integrated employment” has the meaning given the term in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705), for individuals with disabilities.

(12) CORE PROGRAM.—The term “core programs” means a program authorized under a core program provision.

(13) CORE PROGRAM PROVISION.—The term “core program provision” means—(A) chapters 2 and 3 of subtitle B of title I (relating to youth workforce investment activities and adult and dislocated worker employment and training activities); (B) title II (relating to adult education and literacy activities); (C) sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (relating to employment services); and (D) title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741) (relating to vocational rehabilitation services).

(14) CUSTOMIZED TRAINING.—The term “customized training” means training—(A) that is designed to meet the specific requirements of an employer (including a group of employers); (B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and (C) for which the employer pays—(i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and (ii) in the case of customized training (as defined in subparagraphs (A)

and (B)) involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

(15) **DISLOCATED WORKER.**—The term “dislocated worker” means an individual who—(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; (D) is a displaced homemaker; or (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

(16) **DISPLACED HOMEMAKER.**—The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

(17) **ECONOMIC DEVELOPMENT AGENCY.**—The term “economic development agency” includes a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

(18) **ELIGIBLE YOUTH.**—Except as provided in subtitles C and D of title I, the term “eligible youth” means an in-school youth or out-of-school youth.

(19) EMPLOYMENT AND TRAINING ACTIVITY.—The term “employment and training activity” means an activity described in section 134 that is carried out for an adult or dislocated worker.

(20) ENGLISH LANGUAGE ACQUISITION PROGRAM.—The term “English language acquisition program” has the meaning given the term in section 203.

(21) ENGLISH LANGUAGE LEARNER.—The term “English language learner” has the meaning given the term in section 203.

(22) GOVERNOR.—The term “Governor” means the chief executive of a State or an outlying area.

(23) IN-DEMAND INDUSTRY SECTOR OR OCCUPATION.—(A) IN GENERAL.—The term “in-demand industry sector or occupation” means—(i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or (ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate. (B) DETERMINATION.—The determination of whether an industry sector or occupation is in-demand under this paragraph shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

(24) INDIVIDUAL WITH A BARRIER TO EMPLOYMENT.—The term “individual with a barrier to employment” means a member of 1 or more of the following populations: (A) Displaced homemakers. (B) Low-income individuals. (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166. (D) Individuals with disabilities, including youth who are individuals with disabilities. (E) Older individuals. (F) Ex-offenders. (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42U.S.C. 14043e–2(6)), or homeless children and youths (H) Youth who are in or have aged out of the foster care system. (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers. (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i). (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.). (L) Single parents (including single pregnant women). (M) Long-term unemployed individuals. (N) Such other groups as the Governor involved determines to have barriers to employment.

(25) INDIVIDUAL WITH A DISABILITY.—(A) IN GENERAL.—The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

(B) INDIVIDUALS WITH DISABILITIES.—The term “individuals with disabilities” means more than 1 individual with a disability.

(26) **INDUSTRY OR SECTOR PARTNERSHIP.**—The term “industry or sector partnership” means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—(A) organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership—(i) representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable; (ii) 1 or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and (iii) 1 or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and (B) may include representatives of—(i) State or local government; (ii) State or local economic development agencies; (iii) State boards or local boards, as appropriate; (iv) a State workforce agency or other entity providing employment services; (v) other State or local agencies; (vi) business or trade associations; (vii) economic development organizations; (viii) nonprofit organizations, community-based organizations, or intermediaries; (ix) philanthropic organizations; (x) industry associations; and (xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

(27) **IN-SCHOOL YOUTH.**—The term “in-school youth” means a youth described in section 129(a)(1)(C).

(28) **INSTITUTION OF HIGHER EDUCATION.**—The term “institution of higher education” has the meaning given the term in section 101, and subparagraphs (A) and (B) of section 102(a)(1), of the Higher Education Act of 1965 (20 U.S.C. 1001, 1002(a)(1)).

(29) **INTEGRATED EDUCATION AND TRAINING.**—The term “integrated education and training” has the meaning given the term in section 203.

(30) **LABOR MARKET AREA.**—The term “labor market area” means an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

(31) **LITERACY.**—The term “literacy” has the meaning given the term in section 203.

(32) **LOCAL AREA.**—The term “local area” means a local workforce investment area designated under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

(33) **LOCAL BOARD.**—The term “local board” means a local workforce development board established under section 107, subject to section 107(c)(4)(B)(i).

(34) **LOCAL EDUCATIONAL AGENCY.**—The term “local educational agency” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

(35) LOCAL PLAN.—The term “local plan” means a plan submitted under section 108, subject to section 106(c)(3)(B).

(36) LOW-INCOME INDIVIDUAL.—(A) IN GENERAL.—The term “low-income individual” means an individual who—(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; (ii) is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level; (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))); (iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.); (v) is a foster child on behalf of whom State or local government payments are made; or (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement. (B) LOWER LIVING STANDARD INCOME LEVEL.—The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

(37) NONTRADITIONAL EMPLOYMENT.—The term “nontraditional employment” refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.

(38) OFFENDER.—The term “offender” means an adult or juvenile—(A) who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

(39) OLDER INDIVIDUAL.—The term “older individual” means an individual age 55 or older.

(40) ONE-STOP CENTER.—The term “one-stop center” means a site described in section 121(e)(2).

(41) ONE-STOP OPERATOR.—The term “one-stop operator” means 1 or more entities designated or certified under section 121(d).

(42) ONE-STOP PARTNER.—The term “one-stop partner” means—(A) an entity described in section 121(b)(1); and (B) an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

(43) ONE-STOP PARTNER PROGRAM.—The term “one-stop partner program” means a program or activities described in section 121(b) of a one-stop partner.

(44) ON-THE-JOB TRAINING.—The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—(A) provides knowledge or skills essential to the full and adequate performance of the job; (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

(45) OUTLYING AREA.—The term “outlying area” means—(A) American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the United States Virgin Islands; and (B) the Republic of Palau, except during any period for which the Secretary of Labor and the Secretary of Education determine that a Compact of Free Association is in effect and contains provisions for training and education assistance prohibiting the assistance provided under this Act.

(46) OUT-OF-SCHOOL YOUTH.—The term “out-of-school youth” means a youth described in section 129(a)(1)(B).

(47) PAY-FOR-PERFORMANCE CONTRACT STRATEGY.—The term “pay-for-performance contract strategy” means a procurement strategy that uses pay-for-performance contracts in the provision of training services described in section 134(c)(3) or activities described in section 129(c)(2), and includes—(A) contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider (which may include a local or national community-based organization or intermediary, community college, or other training provider, that is eligible under section 122 or 123, as appropriate) based on the achievement of specified levels of performance on the primary indicators of performance described in section 116(b)(2)(A) for target populations as identified by the local board (including individuals with barriers to employment), within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training; (B) a strategy for independently validating the achievement of the performance described in subparagraph (A); and (C) a description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance described in subparagraph (A) did not occur, for further activities related to such a procurement strategy, subject to section 189(g)(4).

(48) PLANNING REGION.—The term “planning region” means a region described in subparagraph (B) or (C) of section 106(a)(2), subject to section 107(c)(4)(B)(i).

(49) POVERTY LINE.—The term “poverty line” means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved.

(50) PUBLIC ASSISTANCE.—The term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

(51) RAPID RESPONSE ACTIVITY.—The term “rapid response activity” means an activity provided by a State, or by an entity designated by a State, with funds provided by the State under section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including—(A) the establishment of onsite contact with employers and employee representatives—(i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or (ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster; (B) the provision of information on and access to available employment and training activities; (C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs; (D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and (E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

(52) RECOGNIZED POSTSECONDARY CREDENTIAL.—The term “recognized postsecondary credential” means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

(53) REGION.—The term “region”, used without further description, means a region identified under section 106(a), subject to section 107(c)(4)(B)(i) and except as provided in section 106(b)(1)(B)(ii).

(54) SCHOOL DROPOUT.—The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

(55) SECONDARY SCHOOL.—The term “secondary school” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

(56) STATE.—The term “State” means each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.

(57) STATE BOARD.—The term “State board” means a State workforce development board established under section 101.

(58) STATE PLAN.—The term “State plan”, used without further description, means a unified State plan under section 102 or a combined State plan under section 103.

(59) SUPPORTIVE SERVICES.—The term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Act.

(60) TRAINING SERVICES.—The term “training services” means services described in section 134(c)(3).

(61) UNEMPLOYED INDIVIDUAL.—The term “unemployed individual” means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

(62) UNIT OF GENERAL LOCAL GOVERNMENT.—The term “unit of general local government” means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

(63) VETERAN; RELATED DEFINITION.—(A) VETERAN.—The term “veteran” has the meaning given the term in section 101 of title 38, United States Code. (B) RECENTLY SEPARATED VETERAN.—The term “recently separated veteran” means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.

(64) VOCATIONAL REHABILITATION PROGRAM.—The term “vocational rehabilitation program” means a program authorized under a provision covered under paragraph (13)(D).

(65) WORKFORCE DEVELOPMENT ACTIVITY.—The term “workforce development activity” means an activity carried out through a workforce development program.

(66) WORKFORCE DEVELOPMENT PROGRAM.—The term “workforce development program” means a program made available through a workforce development system.

(67) WORKFORCE DEVELOPMENT SYSTEM.—The term “workforce development system” means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a State board or local board.

(68) WORKFORCE INVESTMENT ACTIVITY.—The term “workforce investment activity” means an employment and training activity, and a youth workforce investment activity.

(69) WORKFORCE PREPARATION ACTIVITIES.—The term “workforce preparation activities” has the meaning given the term in section 203.

(70) WORKPLACE LEARNING ADVISOR.—The term “workplace learning advisor” means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress

toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

(71) YOUTH WORKFORCE INVESTMENT ACTIVITY.—The term “youth workforce investment activity” means an activity described in section 129 that is carried out for eligible youth (or as described in section 129(a)(3)(A)).