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WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)

ONE-STOP OPERATOR REQUEST FOR PROPOSAL (RFP)

PY 2025-2029

RFP Release Date: April 12, 2025

**Proposal Submission Deadline:
May 12, 2025 – 3:00 p.m.**

**Bidder's Conference:
April 18, 2025**

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SECTION I	RFP Purpose and Requirements
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This section provides information on the overall intent and purpose of the SELACO WDB WIOA One-Stop Operator RFP, along with a summary of requirements.

Included in the section are three (3) sub-sections:

- ❖ I.A Purpose and design of Request for Proposal
- ❖ I.B One Stop Operator Role and Responsibilities
- ❖ I.C Statement of Qualifications

I.A	Purpose and Design of Request for Proposal
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The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has been granted authority by the State of California to administer Workforce Innovation Opportunity Act (WIOA) programs for the service area comprised of the following eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.

Each year, the State allocates funds from the federal Workforce Innovation Opportunity Act (WIOA) to the SELACO WDB to implement workforce development programs for local residents.

The purpose of SELACO WDB's PY 2025-2029 One-Stop Operator Request for Proposal (RFP) in accordance with WIOA regulations, is to solicit year-round services from an experienced and qualified entity/individual to serve as a One-Stop Operator for the Southeast Los Angeles County Workforce Development Board AJCC (SELACO WDB AJCC). The One-Stop Operator will serve as the facilitator and coordinator of the SELACO WDB AJCC partnerships.

SELACO WDB's One Stop Operator RFP is a two-part solicitation, inclusive of a Statement of Qualifications (SOQ) and a Proposal.

The RFP solicits services for a two-year period. However, proposers should base their budgets on a one-year allocation. The period of performance for the first year is July 01, 2025, through June 30, 2026.

The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

I.B	Role and Responsibilities (Scope)
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The One-Stop Operator will serve as the facilitator and coordinator of the SELACO WDB AJCC partner shared services.

Role and Responsibilities:

- In conjunction with appropriate SELACO WDB staff, coordinates the implementation of SELACO negotiated cooperative agreements (MOUs) and Resource Sharing Agreements with all mandated partners.
- Acting as a liaison between the SELACO WDB and other AJCC partners, for the purpose of:
 1. Facility coordination
 2. Resolving disputes
 3. Addressing grievances
 4. Identify any changes that may be needed to partner working agreements
- Convening and facilitating quarterly partner meetings to ensure effective communication in the delivery of services such as:
 1. Partner collaboration
 2. Process improvement
 3. Implementing recommended changes as identified by the System Management Team (SMT)
- Support general coordination or Integrated Service Delivery teams
- Identifying needs for AJCC partner coordinated activities, such as:
 - Equipment
 - Resources
 - Aesthetics
- Ensure SELACO WDB's AJCC strategic initiatives are implemented in the delivery of integrated services.
- Working with the System Management Team to designate, implement and maintain appropriate customer flow for AJCC shared services.
- Assess, develop and generate a SELACO WDB AJCC-System quarterly report that accurately reflects/measures:
 - Partner activity
 - AJCC traffic
 - Co-enrollments
 - Success stories
 - Referrals and outcomes

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- Coordinating partner staff training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and specific characteristics of all

co-located partner programs; including the development of a marketing and/or educational tool.

- Schedule face to face meetings with partners as needed.

I.C	Statement of Qualifications
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In addition to a proposal, SELACO WDB will use a Statement of Qualifications (SOQ) to establish a respondent's eligibility to bid for the One-Stop Operator Role. The submission of an SOQ determines an entity's/organization's/consortium's legal, and administrative capacity to meet SELACO WDB, state, and federal government requirements.

A proposal without a SOQ will not be accepted.

The necessary forms are available for download from SELACO WDB's website at <http://www.selacowib.com/public-notice>. If you have any questions regarding the SOQ, or proposal, please contact Ana Mercado, MIS Administrator at ana.mercado@selaco.com.

SECTION II	Proposer Eligibility, Contract and Contractor Accountability
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This section provides information on the proposer eligibility, contract terms, and contractor responsibilities.

Included in the section are five (5) sub-sections:

- ❖ II.A Proposer Eligibility
- ❖ II.B Limitations
- ❖ II.C Type of Contract
- ❖ II.D Term of Contract
- ❖ II.E Record Keeping, Reporting Requirements and Monitoring

II.A	Proposer Eligibility/Requirements
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1. SELACO WDB is requesting proposals from experienced, qualified entities/Individuals. Qualified Respondents may include:
 - For-profit organizations;
 - Non-profit organizations;
 - Faith-based organizations;
 - Community-based organizations;
 - Public agencies; and/or
 - A collaboration of these organizations

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP; however, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity serving as the fiscal agent and that there is a minimum of three (3) WIOA required programs in partnership (i.e. Titles I-IV)**. The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that document the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

2. Have no record of unsatisfactory contract performance.
3. Have the ability to maintain records and report adequately.
4. Have the administrative and fiscal capability to provide and track services, and ensure a compliant audit trail.

II.B	Limitations
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The release of this RFP does not commit SELACO WDB to award a contract or to pay any costs incurred in the preparation of a proposal. The SELACO WDB reserves the right to accept or reject any or all proposals received as a result of this request.

II.C	Type of Contract
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SELACO WDB reserves the right to negotiate a contract with the service provider awarded a contract through this RFP process. On the “Budget Details” form, proposers are asked to substantiate projected costs for one (1) year of service.

II.D	Term of Contract
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Contract funds will be awarded for the period of four years, from July 01, 2025 through June 30, 2029, subject to the provider’s meeting its proposed service delivery. Based on acceptable service delivery, performance, compliance, satisfaction and available funding. Contract extensions shall not exceed four (4) years total. All contracts awarded as a result of this RFP will be cost reimbursement.

II.E	Record Keeping, Reporting Requirements and Monitoring
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Contractors are required to maintain fiscal records. Contractors must submit an expenditures invoice on a monthly basis. A final expenditure report is mandated no later than **30 days** after the program year has concluded, **June 30th** of each program year.

Services shall be monitored at least once during the program period by WDB staff to ensure performance and compliance with applicable fiscal requirements and federal/state and local policies and regulations. Audits or reviews by the State of California and/or U.S. Department of Labor representatives may also occur upon their discretion.

Service providers shall establish procedures which ensure that the SELACO WDB officials are notified within 24 hours of any suspected or proven fraud, abuse or criminal acts involving WDB-funded activities.

SECTION III	RFP Timeline, Submission and Evaluation Process
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This section provides information on the proposal process including requirements for submission, timelines and proposal evaluation.

Included in the section are eight (8) sub-sections:

- ❖ III.A RFP Timeline
- ❖ III.B RFP Contact/Questions
- ❖ III.C Bidders' Conference
- ❖ III.D Proposal Submission Requirements
- ❖ III.E Proposal Format
- ❖ III.F Proposal Evaluations
- ❖ III.G Rejections of Proposals
- ❖ III.H Appeals Process
- ❖ III.I Modifications

III.A	RFP Timeline
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The planned timeline for RFP-related activities/actions is as follows:

RFP Released	April 12, 2025
Bidder's Conference	April 18, 2025 @3:00 p.m.
Deadline for submission of Questions	April 25, 2025 @ 3:00p.m.
Proposal Deadline	May 12, 2025 by 3:00 p.m.
Board Approval to award contract	May 22, 2025
Awarding of Contract	May 26, 2025
Contract Implementation	July 1, 2025

Any changes to this schedule will be published on SELACO WDB's website. Organizations who attend the Bidder's Conference will also receive an e-mail notification of any such changes.

Once this RFP has been released, the individual identified in section III.B is the sole point of contact for any questions or information regarding this RFP.

III.B	RFP Contact
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Through April 25, 2025, questions regarding this RFP may be directed via e-mail to Ana Mercado at ana.mercado@selaco.com. Responses to questions will be available and posted on SELACO WDB's website on Monday, April 28, 2025, at 3:00 p.m.

III.C	Bidders' Conference
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A Bidders' Conference will be held as follows:

<p>April 18, 2025 3:00 p.m. Conference will be available via zoom and in-person simultaneously Hosted By the SELACO WDB Compliance Department Zoom link: https://us06web.zoom.us/j/86181032290?pwd=kbOIPCWWWhioJwcnbQUJxISOJWVSPP3.1 In-Person: 10900 E. 183rd Street, Suite 350 Cerritos, CA 90703</p>

The purpose of the Bidder's Conference is to review RFP contents and proposal requirements with prospective proposers and to answer questions regarding the RFP process.

III.D	Proposal Submission Requirements
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The deadline for submission of proposals in response to this RFP is **May 12, 2025, at 3:00 p.m.** Any proposal received after the deadline will be rejected and returned without review to the proposer.

To be considered for funding, a proposal to this RFP must be sent via email with a subject line "One Stop Operator Proposal" to Ana Mercado at ana.mercado@selaco.com:

III.E	Proposal Format
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All responses should be typed with a font size no smaller than 12 point, with default margins no less than 1 inch (top, bottom, left and right). Limit each narrative response as specified.

Section IV.A provides a detailed summary of the required elements of the proposal and their sequence within the proposal package.

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In addition, please note:

- One executed copy of the Assurance of Regulatory Compliance, one copy of Verification of Signature Authority, one Vendor's EEO Certification, one Certificate of Drug Free Workplace, one Debarment/Suspension Certification, and one Certification Regarding Lobbying must be submitted with the original signature proposal.
- If applicable, as evidenced by a motion, resolution or statement signed by President, Director, or an officer of your agency's governing board; provide the name, address and telephone number of the representative authorized to conduct contract negotiations.

III.F	Proposal Evaluation
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Proposals will be reviewed and evaluated in compliance with the SELACO WDB RFP policy and procedure. The designated Proposal Review Committee, coordinated by the SELACO WDB Compliance Department, will review all proposals. Award recommendations will be presented to the full SELACO WDB Board for final approval. The criteria used to evaluate each proposal are indicated below and proposers are advised to note the points assigned to each criteria before preparation of proposals.

Proposals may earn up to 100 points as follows:

Experience and Qualifications of Proposer	40 points
Summary of Proposed Services	30 points
Budget Justification and Leverage	30 points

III.G	Rejections of Proposals
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A proposal shall be rejected prior to scoring if it:

1. Is received at any time after the exact time and date set for receipt of proposals;
2. Is incomplete or fails to meet the requirement of the RFP specifications;
3. Does not include a Proposal Summary Form signed by the authorized representative;
4. Is not prepared in the manner described; or
5. Contains misrepresentation(s) or lack of accurate and specific information.

III.H	Appeals Process
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The SELACO WDB shall consider any protest or objection regarding the award of a contract, provided it is filed within fifteen (15) calendar days immediately following the date of notification of the recommendation to award a contract.

An appeal must be based on at least one of the following reasons:

1. The action of the Proposal Review Committee contradicts applicable laws and regulations.
2. It can be demonstrated that material was submitted in a timely and proper manner and, pertinent to the decision for award(s) was not presented to the Committee.

All appeals must be in writing and emailed, mailed or hand delivered. SELACO WDB's Executive Director, with the support of the Contracts and Compliance Department will review all submitted appeals and will present them to the SELACO WDB for final decision.

Appeals must be addressed to:

The SELACO Workforce Development Board
Attention: Yolanda Castro, Executive Director
CC: Sandra Michel, Deputy Director of Governance,
Policy and Strategic Partnerships

The SELACO WDB will respond in writing to the appeal within fourteen (14) working days of the close of the protest period. Notification will include the final decision on the protest and the basis for the decision.

III.I	Modifications
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If deemed necessary, the SELACO WDB reserves the right to modify this RFP. Modifications to this RFP will be posted on the SELACO WDB website.

SELACO WDB reserves the right to award a contract in the event that only one proposal is received. In such instances, the proposal will be evaluated for reasonableness, qualifications, and eligibility by the SELACO WDB Compliance Department. Final approval of the award shall be made by the SELACO WDB Executive Director.

SECTION IV	Proposal Content, Forms and Narrative Questions
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This section provides information and directions pertaining to the development and assembly of a proposal in response to the SELACO WDB's One-Stop Operator RFP

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(2025-2029). Included in the section are four (4) sub-sections:

- ❖ IV.A Proposal Content
- ❖ IV.B Proposal Forms
- ❖ IV.C Required Proposal Attachments
- ❖ IV.D Proposal Narrative Questions

IV.A	Proposal Contents
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Proposals submitted in response to the RFP will consist of the following contents in the order listed below:

- Proposal Form 1: Proposal Introduction and Signature Form
- Proposal Form 2: Proposal Table of Contents
- Narrative Section 1: Experience and Qualifications of Proposer
- Narrative Section 2: Summary of Proposed Services
- Narrative Section 3: Budget Justification and Leveraging
- Narrative Section 4: Proposed Service Delivery
- Proposal Form 3: Service Budget Details
- Proposal Form 4: Service Budget Details
- Proposal Form 5: Assurance of Regulatory Compliance
- Proposal Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Proposal Form 7: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
- Proposal Form 8: Certificate of Drug Free Work Place
- Proposal Form 9: Vendor EEO Certification
- Proposal Attachment 1: Verification of Signature Authority (cover sheet)
 - Documentation of signature authority
- Proposal Attachment 2: Statement of Qualifications

By utilizing the “Proposal Table of Contents” form, respondents can ensure that their proposals contain all required contents and that these items are presented in the requisite sequence.

IV.B	Proposal Forms
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Proposal required forms can be found at the end of this RFP, beginning on page 16.

Please note the order and sequence of these forms within your proposal, along with other required documents, is indicated in Sub-Section IV.A “Proposal Contents.”

IV.C	Required Proposal Attachments
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Required proposal attachments include:

Proposal Attachment 1:	Verification of Signature Authority <i>Read instructions. Use form as “cover sheet” and attach acceptable documentation to verify signature authority. Include form and attachment in proposal package in the order requested.</i>
Proposal Attachment 2:	Statement of Qualifications

Please note the order and sequence of these attachments within your proposal, along with other required documents, is indicated in Sub-Section IV.A “Proposal Contents.”

IV.D	Proposal Narrative Questions
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Proposal narratives must address sections listed below. RFP Respondents should begin each narrative section on a new page, ensuing that:

1. Narrative sections are headed with the section number and title. For example:

“Narrative Section 1: Summary of Proposed Services”
2. All questions and/or prompts in each narrative section are addressed in the response.
3. Responses do not exceed prescribed page limits.

The Narrative (*4 pages maximum response*) is divided into the four (4) following sections:

- Narrative Section 1: Experience and Qualifications of Proposer
- Narrative Section 2: Summary of Proposed Services
- Narrative Section 3: Budget Justification and Leverage
- Narrative Section 4: Service Delivery (if applicable)

As indicated in Sub-Section IV.A “Proposal Contents,” please note that the narrative responses should immediately follow the “Table of Contents” in the proposal.

Instructions, including questions/prompts, for each narrative section follow:

Narrative Section 1: Experience and Qualifications of Proposer

1.A	Briefly describe how your experience, qualifications and technical abilities correspond to the One-Stop Operator service needs of the SELACO WDB.
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1.B	Describe your experience in workforce development and/or experience with an integrated service delivery approach.
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Narrative Section 2: Summary of Proposed Services

2.A	Briefly state your understanding of the One-Stop Operator role.
2.B	State the services and approach proposed as a One Stop Operator.
2.C	Describe your service and fiscal record keeping methods to facilitate audit reviews.

Narrative Section 3: Budget Justification and Leveraging

5.A	For all budgeted items, please provide a brief narrative explanation and justification of planned expenditures.
5.B	If Applicable, list the source(s) and amounts of leverage to be used to pay for services that will be provided under this proposal.
5.C	Provided detail regarding any items listed as "Other" on line "H - M." For these items, provide a briefly narrative explanation and justification of planned expenditures.

Narrative Section 4: Service Delivery (A response to this narrative section is required only to proposals submitted by a collaboration of agencies)

3.A	Indicate if the response is a joint proposal and, if so, who the principal collaborator is and what the organization's overall responsibilities will be in the delivery of services.
3.B	Describe any partnerships and the partner's(s') role in the delivery of services.
3.D	Provide a description and summarize the services to be provided for each of the roles and responsibilities identified for the SELACO WDB One-Stop Operator.

SELACO WDB One-Stop Operator RFP**Proposal Form
1****Proposal Introduction and Signature Form****Part 1 – Proposer Information****A. Proposer Information (“Lead Agency” if a Joint Proposal)**

Proposer Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

- ☐ For-profit organizations;
☐ Non-profit organizations;
☐ Faith-based organizations;
☐ Community-based organizations;
☐ Public agencies; and/or
☐ A collaboration of these organizations

Proposed Budget: \$_____

Proposed Program Service(s):

B. Collaborator Information (Only applicable to Joint Proposals)**Collaborator Agency Name:**

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

- ☐ For-profit organizations;
☐ Non-profit organizations;
☐ Faith-based organizations;
☐ Community-based organizations;
☐ Public agencies; and/or
☐ A collaboration of these organizations

Proposed Budget: \$_____

Proposed Enrollments: _____

Proposed Program Service(s):

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Part 2 – Proposer Signatures**A. Proposer Signature (for “Lead Agency” if a Joint Proposal)**

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

 Typed Name of Authorized Representative:

 Title:

 Signature of Authorized Representative

 Date:

B. Collaborator Signature (Only applicable to Joint Proposals)

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or Workforce Investment Board if awarded.

 Typed Name of Authorized Representative:

 Title:

 Signature of Authorized Representative

 Date:

If the proposal includes more than one (1) collaborator (i.e., financial partner), attach additional pages to include “Collaborator Information” and “Collaborator Signature” for this agency(ies).

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Proposal Form 2	Proposal Table of Contents

#	Item/Form	Page
1.	Proposal Form 1: Proposal Summary and Signature Form	
2.	Proposal Form 2: Proposal Table of Contents	
3.	Narrative Section 1: Summary of Proposed Services	
4.	Narrative Section 2: Experience and Qualifications of Proposer	
5.	Narrative Section 3: Proposed Service Delivery	
6.	Narrative Section 4: Budget Justification and Leveraging	
7.	Proposal Form 3: Program Budget Details	
8.	Proposal Form 4: Assurance of Regulatory Compliance	
9.	Proposal Form 5: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	
10.	Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements	
11.	Proposal Form 7: Certificate of Drug Free Work Place	
12.	Proposal Form 8: Vendor EEO Certification	
13.	Proposal Attachment 1: Verification of Signature Authority	
14.	Proposal Attachment 2: Statement of Qualifications	

SELACO WDB One-Stop Operator RFP	
Proposal Form 3	Service Budget Details

Complete the following table by indicating budgeted amount in each applicable category. Please note that "Other" items must be specified.

		Budget Item/Category	Budgeted Amount	
			WIA	Non-WIA/ Leverage
A.		Staff Salaries		
B.		Number of full-time equivalents: _____		
C.		Staff Benefits		
D.		Staff Benefit Rate (percent) _____ %		
G.		Indirect Costs approved by Federal guidelines		
H.		Other (specify):		
I.		Other (specify):		
J.		Other (specify):		
K.		Other (specify):		
L.		Other (specify):		
M.		Other (specify):		
N.		Total Funding (WIOA and Non-WIOA separately)	\$	\$
O.		Total Project Funding	\$	

SELACO WDB One-Stop Operator RFP	
Proposal Form 4	Assurance of Regulatory Compliance

Name of Applicant: _____

(Hereinafter called the **"Applicant"** hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Investment Act of 1998):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons age 40-70.

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d).

For the performance of experimental developmental, or research work the DOL's requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36)

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years.

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Southeast Los Angeles County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

SELACO WDB One-Stop Operator RFP	
Proposal Form 5	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Name of Applicant: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before completing certification, read instructions for certification on following page.

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for participation in this transaction by any Federal Department or Agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

1. The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
2. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
3. The terms "covered transaction", "debarred", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is
9. Suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

SELACO WIA Youth In-School Program RFP (2013-2015)	
Proposal Form 6	Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements

Name of Applicant: _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal-loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

SELACO WDB One-Stop Operator RFP	
Proposal Form 7	Certificate of Drug Free Work Place

Name of Applicant:_____

Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug-free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
 - a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's of organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
 - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.
2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if SELACO WDB determines that any of the following has occurred:
 - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
 - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.
3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

SELACO WDB One-Stop Operator RFP

Proposal Form 8

Vendor EEO Certification

Name of Applicant: _____

In accordance with Section 4.32.010 et.seq. of Los Angeles County Code, the supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California

Organization

Date

Name and Title

Signature

<i>SELACO WDB One-Stop Operator RFP</i>	
Proposal Attachment 1	Verification of Signature Authority

The State of California requires the SELACO WDB to obtain verification of signature authority from the agencies that contract with SELACO. This signature verification is to remain on file at the WIB office.

Please utilize this page as a cover sheet behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.