



## **PY15 REQUEST FOR PROPOSALS**

### **ONE-STOP OPERATOR**

#### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

**Release Date**

February 17, 2015

**Due Date**

March 16, 2015

**Contract Period**

April 20, 2015 to June 30, 2016

With extension possible for two additional years

All proposals must be submitted:

Workforce Investment Board of Will County  
214 N. Ottawa Street, 4<sup>th</sup> Floor, Joliet, IL 60432

**Proposal must be received no later than  
Monday, March 16, 2015 at 4:00 PM**

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## BACKGROUND INFORMATION

The Workforce Innovation and Opportunity Act (WIOA) of 2014 (HR 803 <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>) authorizes local Workforce Investment Boards with the development and oversight of a local one-stop delivery system for the provision of workforce services. In Will County, the Workforce Investment Board is made up of private and public sector community leaders who have the responsibility for this system.

The Workforce Investment Board of Will County (Board) oversees and is the policy maker, in partnership with the Will County Executive, for workforce development programs in Will County. The Board makes decisions regarding the type and mix of workforce development services offered in Will County and the use of federal and state funds available for workforce activities.

The Workforce Innovation and Opportunity Act identifies two primary customers of the local workforce system, employers and job seekers. All services and activities provided under WIOA must take both customers into consideration in program implementation.

## ONE STOP OPERATOR OVERVIEW

The Workforce Investment Board of Will County is soliciting proposals from qualified applicants to perform the functions of the One-Stop Operator for the Will County One-Stop System and Center(s). The Will County One-Stop System and Center(s) will be guided by the strategic plan and policies developed by the Workforce Investment Board of Will County. The successful bidder will be required to align system and center activities with the vision, mission, policies and procedures set forth by the Workforce Investment Board of Will County.

The One-Stop Operator will be responsible for the initial development of the Will County One-Stop delivery system and center(s). After development of the system, the One-Stop Operator will be responsible for the on-going functioning of the system and related center(s).

The One-Stop system shall include but not be limited to:

- Provision of career services;
- Access to training services;
- Access to employment and training activities;
- Access to programs and activities carried out by all WIOA one-stop partners;
- Access to data, information, and analysis for the local labor market;
- Provision of job search, placement, recruitment, and employment activities.

There must be, at a minimum, one physical One-Stop Center in Will County. Affiliate and related services and activities may be provided to job seekers and employers through electronically or technologically linked access points.

## ONE STOP OPERATOR REQUIREMENTS

### **System Development and Leadership**

- Develop an implementation plan for Will County One-Stop System and Center(s)
- Provide leadership in Will County One-Stop System development and operations;
- Lead the integration of services between the four core WIOA Partners (WIOA Title 1, Adult Education, Vocational Rehabilitation, and Wagner Peyser Employment Services) in the Will County One-Stop System and Center(s).

### **Process and Service Provision**

- Develop processes to ensure that all customers receive appropriate, timely, and effective WIOA services;
- Provide guidance on the development of a broad range of employment and training services to meet the needs of residents and employers to be provided in the One-Stop Center(s);
- Develop and implement a formal referral process for services within and outside of the Center(s); define minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes;
- Conduct monthly meetings with members of the Core Partner management team;
- Conduct quarterly meetings with all One-Stop center staff;
- Procure and implement training and/or staff development (customer service, cross training on partner/other services, etc.) for One-Stop Center staff
- Develop an outreach/recruitment plan for the One-Stop Center;
- Develop and implement business services delivery model for the One-Stop Center.

### **Accountability and Reporting**

- Develop and implement a system to gather, analyze, and report performance of core partners, center processes, and system services;
- Perform continuous improvement activities to achieve high level of service quality and to enhance customer service;
- Implement and oversee technology solutions to manage and support enhanced cooperation/coordination of Core Partner programs.
- Insure compliance with all State and local policies and procedures relative to One-Stop System and One-Stop Center;

- Develop processes and accountability mechanisms for data entry into a State and/or Center MIS for all operations of the One-Stop center;
- Prepare and submit monthly and quarterly reports for the Workforce Investment Board

**Physical location**

- Responsible for physical space planning, maintenance, and upkeep at the Will County One-stop Center(s);
- Enforces One-Stop Center facility standards with respect to attendance, dress code, and customer service;

**Deliverables**

- Implementation Plan
- Annual Budget
- Continuous Improvement Plan
- Staff/Center Training Plan
- Monthly Reports
- Quarterly Reports
- Annual Report

All contractor(s) must commit to having a minimum of one full-time staff person or one FTE located at the Will County One-Stop Center.

**ELIGIBLE APPLICANTS**

Eligible applicants include an entity (public, private, or nonprofit), or a consortium of entities (including a consortium of entities that, at a minimum includes three (3) or more of the one-stop partners), of demonstrated effectiveness, located in the local area. Entities may include:

- An institution of higher education;
- An employment service State agency
- A community-based organization, nonprofit organization, or intermediary;
- A private for-profit entity;
- A government agency;
- Other interested organizations or entities, which may include a local chamber of commerce or other business organization, or a labor organization.

NOTE: Elementary schools and Secondary schools shall not be eligible  
 All applicants must disclose any potential conflicts of interest arising from their relationships with training or other service providers. In addition, all applicants must ensure that they do not and will not establish practices that create

disincentives to providing services to individuals with barrier to employment who may require longer-term services, such as intensive employment, training, and education services.

All applicants must comply with Federal regulations and procurement policies relating to the calculation and use of profits.

The applicant must be able to demonstrate previous experience, the capacity and the commitment to develop and implement a comprehensive one-stop delivery system in Will County. All applicant entities must have been a legal organization for a minimum of one year prior to the start of the contract.

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFP must follow the guidelines set forth in this circular. This final guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, and the guidance in Circular 1-50 on Since Audit Act Follow-up. This final guidance is located in Title 2 of the Code of Federal Regulations. This link provides additional information on this guidance:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-33>

The Workforce Investment Board of Will County reserves the right to award grant funds to proposers as they deem to be in the best interest of the residents and employers of Will County.

## CONTRACT AND AWARD NOTIFICATION

The Workforce Investment Board of Will County anticipates negotiating and awarding contracts in April of 2015. As part of the negotiation process, grantees/contractors may be required to provide supplementary information and participate in a planning process that addresses issues such as reporting requirements, standard contractual requirements, additional contract requirements, etc. Standard contract provisions are provided in the Contract Requirement section of this request for proposals.

Applicants must be prepared to deploy services immediately following the award of a contract/grant. Contract/grant awards will be made for up to an initial 12-month period with the possibility of being extended for up to two additional years depending upon the availability of funds, the contractor's performance, and the needs of the workforce area.

## PROPOSAL GUIDELINES

### ***Technical Specifications***

All proposals must meet the technical and content requirements outlined in this section. All proposals must be formatted, organized and assembled as follows:

#### **Format:**

- All responses must be typed on 8½ X 11 inch paper.
- Single sided paper, single spaced using a minimum of 12 point font.
- Minimum 1 inch margins – top, bottom and sides.
- Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal.
- Proposals should be submitted in electronic format via email to [pfera@willcountyillinois.com](mailto:pfera@willcountyillinois.com). A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Investment Board to verify receipt of the proposal.

#### **Assembly/Organization:**

1. Cover Sheet (Appendix A)
2. Table of Contents, including page numbers and major headings
3. Executive Summary (**limited to one page**)
4. Organization background and experience (**limited to one page**)
5. Narrative description of project (**limited to ten pages**)
6. Outcomes of the project (**limited to two pages**)
7. Staffing plan and staff qualifications (**limited to one page**)
8. Financial management plan (**limited to one page**)
9. Budget and budget narrative (Attachments 1 and 2)
10. Organization chart (Attachment 3)
11. Staff job descriptions and resumes (Attachment 4)
12. List of all previous WIA grants/contracts your organization has received in the last 3 years. Include granting organization name, grant amount, and year awarded (Attachment 5)
13. Names and contact information of three references familiar with the work of the agency (Attachment 6)
14. Affirmative Action Policy Statement (Attachment 7)
15. Certification Regarding Lobbying (Attachment 8)
16. Certification Debarment, Suspension, etc. (Attachment 9)
17. Organizations' most recent financial audit. The organization's financial audit does not need to be submitted electronically with the proposal. It will not be required unless the proposer is selected as a contractor.

**MAXIMUM FOR ITEMS 3 THROUGH 87  
IS SIXTEEN (16) PAGES**

**Note: Any additional material provided by the applicant will not be included in the proposal evaluation. Therefore, all RFP requirements should be addressed within the narrative and required forms.**

## **Proposal Content**

The proposal content requirements follow. Proposals will be selected for funding based on the information provided and funding will be contingent on successful negotiations with the applicant and the provision of supplementary information.

### **1. Organization Background and Experience**

- Briefly describe the purpose, activities, and services of your organization.
- Describe how this proposal connects to your mission and organizational goals.
- Indicate the number of years your organization has been in business.
- List the group/populations you serve.
- Identify your target audience or customer base.
- Describe your organization's experience and performance in providing proposed services.
- Include your organization's history in providing similar or related services and related performance outcome data supporting your experience.
- Explain experience or activities previously conducted that demonstrate the organization's capability to successfully implement the proposed project.

### **2. Narrative**

- Include a detailed description of activities related to the requirements outlined in the One-Stop Operator Requirements section on pages 4 and 5.
- Identification of any new or innovative initiatives designed to improve the One-Stop system/center outcomes.
- Include a description of both initial implementation activities and on-going operational functions.

### **3. Outcomes**

- Provide a description of how progress toward operator requirements will be measured and reported.

### **4. Staffing Plan and Qualifications**

- List all staff and their role/position with respect to this proposal.
- Provide an organizational chart (Attachment 3) of the staff to be included in this program (include resumes and job descriptions as part



of your proposal in Attachment 4). Job descriptions may be substituted for positions not yet filled.

### 5. Financial Management Plan: Budget and Narrative

- Provide a narrative of your financial management plan.
- Fund accounting is required for projects funded under this request for proposals. Describe how you will assure that this is done (separate bank accounts are not necessary).
- If you are going to utilize other funds to supplement this program, indicate the source of the funds, the period funded, the dollar amount, the funding purpose, and any restrictions.
- A statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
- Indicate your inventory control process for this project for any equipment purchased with WIOA funds.
- A description of the accounting system and fiscal reports and controls that will be used to safeguard program funds.
- Previous experience with federally funded programs and compliance with OMB circulars.
- If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan.

All costs reflected in the budget must be necessary and reasonable. Costs may include, but are not limited to, staff salaries and benefits, equipment expenses, travel expenses, other costs associated with the provision of training, and facilities and supplies.

A budget narrative must be submitted for the proposal. This narrative must include a detailed description of each line item. Use Attachment 2 for this item.

### RFP TIMETABLE

Action	Date
RFP issued	February 17, 2015
Proposals due	March 16, 2015
Project implemented	April 20, 2015

### Questions and Answers

All questions regarding this RFP must be submitted in writing via e-mail to Pat Fera ([pfera@willcountyvillinois.com](mailto:pfera@willcountyvillinois.com)) by 4:00 pm on Wednesday, February 25,

2015. No questions will be accepted after this date. Responses to all questions will be posted on the Workforce Investment Board of Will County website [www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com) by 4:00 pm on Wednesday, March 4, 2015.

### **Deadline for Proposal Submission**

Proposals will be due by 4:00 pm on Monday March 16, 2015 to the Workforce Investment Board of Will County via email to [pfera@willcountyillinois.com](mailto:pfera@willcountyillinois.com). A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Investment Board to verify receipt of the proposal.

All proposals not received by the deadline will be returned.

## **PROPOSAL EVALUATION CRITERIA**

All proposals will be evaluated individually and as a group by the proposal review committee. The Committee will rate proposals and may require interviews with proposers prior to making funding recommendations to the Workforce Investment Board of Will County. All contracts will then be forwarded to the Will County Board for approval.

The proposals will be reviewed to determine whether or not the provider meets the following minimum procurement requirements:

1. The proposal was submitted on or before the closing date and time.
2. The proposing organization is not on a federal or state Debarment List.
3. The proposing organization has been a legal business entity for a minimum of one year prior to the start of the contract.
4. The proposing organization is fiscally solvent.
5. The person signing the proposal as the submitting organization has the legal authority to do so.
6. The proposing organization agrees to meet all federal, state, and local compliance requirements.
7. The proposing organization has developed a reporting process for participant and fiscal activity.
8. The proposing organization has a satisfactory performance record for previous WIA contracts, if applicable.
9. The proposing organization has accounting and auditing procedures adequate to control property, funds, and assets.
10. The proposing organization has a satisfactory record of integrity, business ethics, and fiscal accountability.

All proposals received in accordance with the time and content requirements identified in this request for proposals will be evaluated and scored based on the criteria outlined below.

The maximum number of points for any proposal can receive is 100.

<b>POINTS</b>	<b>PROGRAM COMPONENT</b>
10	Organization Background and Experience - experience of Organization in providing the same or similar services or ability to replicate a successful model provided elsewhere
35	Program Description – completeness of proposal and program activities. System development and implementation strategy design.
20	Outcomes - likelihood of obtaining outcomes identified in the proposal. How the proposed activities can positively affect participants and employers.
15	Staffing Plan and Qualifications - the experience and qualifications of staff identified to provide services and reasonableness of staffing plan.
20	Financial Management Plan and Budget Cost of services and fiscal capacity. Overall cost, evidenced fiscal capacity, experience with grants, absence of previous monitoring or audit findings.
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<b>100</b>	<b>TOTAL POINTS</b>

**SELECTION OF CONTRACTOR(S)**

Selection of contractor(s) shall be in accordance with federal, state, and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting performance goals, costs, quality of training, and characteristics of participants. Proposals must be for a single organization and proposals that include subcontracting part or all of the services to be provided will not be considered.

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals.

## PROVISIONS

1. The release of this Request for Proposals does not commit the Workforce Investment Board of Will County to award a contract.
2. All proposals submitted will be subject to competitive review.
3. The Workforce Investment Board of Will County has the right to reject any and all proposals that do not follow the format instructions set forth by this Request for Proposals.
4. This Request for Proposals does not commit the Workforce Investment Board of Will County to award a grant, to pay for any costs incurred in the preparation of a proposal, or to procure a contract for services or supplies prior to issuance of a written agreement.
5. The Workforce Investment Board of Will County retains the right to accept or reject any or all proposals received, to negotiate with all qualified sources or to cancel in part, or in entirety, this Request for Proposals if it is in the Board's best interest to do so. The Board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed upon during the negotiations.
6. The Workforce Investment Board of Will County may modify any portion or terms of this Request for Proposals and may solicit additional proposals as necessary. The Workforce Investment Board of Will County reserves the right to modify or change this RFP based on rules, regulations, requirements put forth by the U.S. Department of Labor, the Illinois Department of Commerce and Economic Opportunity, or other regulatory entities.
7. Proprietary rights to all data, materials, and documentation originated and prepared for the Workforce Investment Board of Will County pursuant to the subcontract agreement shall belong exclusively to the Board.
8. The Workforce Investment Board of Will County retains the right to accept, reject, or negotiate proposals received, as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the Board.
9. All proposals will be subject to negotiation of terms, conditions, and amount.
10. In the event a proposer wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the

Workforce Investment Board Office. Grievances related to this proposal must be filed in writing within 10 days of the public Workforce Investment Board meeting at which proposals are selected for award and must comply in all other respects to the information requested and service requirements as stated in the Workforce Investment Board grievance policy.

11. Contracts will be awarded to successful bidder(s) for the period from April 20, 2015 to June 30, 2016. Two additional one year extensions may be awarded based on successful program performance and availability of funds.

## CONTRACT REQUIREMENTS

The applicant's proposal will become part of the contract/grant award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process.

The contract/grant includes reporting requirements, to be determined by the Workforce Investment Board of Will County. To some extent, reporting will be dictated by the Department of Commerce and Economic Opportunity.

Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to the Workforce Investment Board of Will County. The contractor(s) will acknowledge and agree that any Product and/or Deliverable created hereunder shall be considered a "work made for hire" and all rights to said Product and/or Deliverable shall belong exclusively to the Workforce Investment Board of Will County. The contractor(s) further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this Agreement as part of the Products and/or Deliverables, the contractor(s) agrees to provide the software source code in both human and machine-readable format upon the request of Administrative Entity. The contractor(s) also agrees to certify in writing that the Products and/or Deliverables have been fully tested in the production environment and verifies that they are fully operational. The contractor(s) will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the contractor(s).

The contractor(s) will be prohibited from disseminating products and information developed under the grant without the prior written consent of the Workforce Investment Board of Will County.

All respondents must be in compliance, or agree to comply, with the following federal and state laws and related regulations in order to be considered for an award:

- Workforce Innovation and Opportunity Act
- Equal Employment Opportunity
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension (E.O.s 12549 and 12689)
- Applicable State of Illinois Laws
- State WIA/WIOA Policies
- 20 CFR Parts 667.200 and 667.410

## Cover Sheet

Name of Organization:	Federal Employer ID:
Address:	Phone:
Contact Person:	Title:
Email:	Fax:
Total Budget Request:	
Proposal Title:	
Brief Description of Project:	
<b>Legal Status (circle one):</b> Public Agency    Private Nonprofit Corporation    Private for Profit Corporation    Other _____	
<b>Statement of Certification</b>	
<b>The applicant certifies that the information provided in this Request for Proposal including all attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization. The applicant further certifies that the organization will comply with Workforce Innovation and Opportunity Act rules and regulations should the Workforce Investment Board of Will County fund this program.</b>	
_____ <b>Authorized Signer (Name Typed)</b>	_____ <b>Authorized Signature</b>
_____ <b>Authorized Signer's Title</b>	_____ <b>Date Signed</b>

**BUDGET**

<i><b>LINE ITEM</b></i>	<i><b>BUDGET AMOUNT</b></i>
Wages – Staff	
Fringe Benefits	
Staff Travel	
Rent	
Insurance/Bonds	
Supplies	
Communications	
Copying/Printing	
Utilities	
Equipment	
Other	
<b>TOTAL BUDGET</b>	



**BUDGET NARRATIVE**  
(use additional page if necessary)

**For each budget line item in Attachment 1, provide a detailed justification for the amount requested.**

**ORGANIZATION CHART**

**Highlight staff who will work on this project.**

**STAFF JOB DESCRIPTIONS/RESUMES**

**Attach the job descriptions and resumes of staff who will work on this project. A job description only may be provided for positions not yet filled.**

**PREVIOUS WIA GRANTS/CONTRACTS**

**Granting Organization**  
**Year**

**Amount**

**REFERENCES**

**(provide 3)**

1. Contact Name:  
Organization:  
Relationship:  
Address:  
Phone:  
Email:
  
2. Contact Name:  
Organization:  
Relationship:  
Address:  
Phone:  
Email:
  
3. Contact Name:  
Organization:  
Relationship:  
Address:  
Phone:  
Email:

**AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of \_\_\_\_\_ (agency) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, or national origin. Therefore, this organization shall take Affirmative Action to insure that it shall:

- a. Recruit, hire, and promote all job classifications regardless of race, color, religion, sex, age, disability, political affiliation, or national origin.
  
- b. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
  
- c. Incorporate equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, and tuition assistance.
  
- d. Conduct programs without regard to race, color, sex, religion, or national origin.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective \_\_\_\_\_(name) will be the Equal Employment Opportunity representative for \_\_\_\_\_ (agency). This person shall be responsible for working with the Department of Equal Opportunity for the purpose of aiding this agency in establishing future Affirmative Action goals.

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certified, 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 Congress, or any employee or 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 any cooperative agreement and the extension, continuations, 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, Member of Congress, and 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 completed and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all subawards and tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into 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 failure.

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Organization

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Printed Name and Title of Certifying Official

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Signature of Certifying Official

Date

Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY  
MATTERS PRIMARY COVERED TRANSACTIONS**

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

**(BEFORE SIGNING, READ INSTRUCTIONS  
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal debarment or agency;
  - (b) Have not within a three year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause of default.
  
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Printed Name and Title of Authorized Representative

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Signature