

STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
ADULT EDUCATION AND LITERACY PROGRAM
123 WEST MISSOURI AVENUE
PIERRE, SD 57501-4505

PROVISION OF ADULT EDUCATION AND LITERACY SERVICES IN SOUTH DAKOTA

PROPOSALS ARE DUE NO LATER THAN 5:00PM CDT ON APRIL 07, 2017

RFP #: 876

AWARDER: DLR / AEL

EMAIL: John.Anderson@state.sd.us

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ EMAIL: _____

DUNS NUMBER _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ EMAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Under the federal Workforce Innovation and Opportunity Act (“WIOA”), the South Dakota Department of Labor and Regulation (“DLR”) seeks to award Adult Education and Family Literacy Act (“AEFLA”) grant funds (“funds”), including dedicated general funds, to eligible Applicants for the provision of allowable Title II instruction, activities, and services. DLR anticipates the federal funds available for July 1, 2017 – June 30, 2018 (“initial grant year”) will total approximately one million dollars (\$1,000,000), plus general funds.

Applicants may reference the following web link to explore WIOA law, guidance, and related resources.
<https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/wioa-reauthorization.html>

1.2 ELIGIBLE APPLICANTS

Applicants eligible for the award of funds under this RFP (individually and collectively referred to herein as “Applicant” or “Applicants”) are organizations with demonstrated effectiveness in providing adult education and literacy activities that may include—

- a local educational agency;
- a community-based organization or faith-based organization;
- a volunteer literacy organization;
- an institution of higher education;
- a public or private nonprofit agency;
- a library;
- a public housing authority;
- a nonprofit institution [not noted above] which has the ability to provide adult education and literacy activities to eligible individuals;
- a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities noted above; and
- a partnership between an employer and an entity noted above.

1.3 DIRECT AND EQUITABLE ACCESS

Applicants will be required to utilize the same proposal process pursuant to Section 231 of WIOA. DLR’s Adult Education and Literacy Program (“AEL”) is required to ensure all eligible Applicants have direct and equitable access to apply and compete for the funds being awarded under this RFP; additionally, DLR is required to use the same grant-announcement process and application process for all eligible Applicants.

Special Rule: DLR will not use Title II funds for the purpose of supporting or providing programs, services, or activities for ineligible participants, unless the aforementioned are related to family literacy activities. In providing family literacy activities under AEFLA, an eligible Applicant shall attempt to coordinate with programs and services that are not assisted under this title prior to using funds for adult education and literacy activities under this title for activities other than activities for eligible individuals.

1.4 ISSUING OFFICE AND RFP REFERENCE NUMBER

DLR is the issuing agency for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota. The reference number for the transaction is RFP # 876. This number must be noted on all proposals, correspondence, and documentation relating to the RFP.

1.5 LETTER OF INTENT

All potential Applicants must submit a **Letter of Intent** to respond to this RFP.

The letter of intent must be received by DLR no later than 5:00pm CST on March 03, 2017. The Letter of Intent must include an email address for the potential Applicant’s point of contact. The Letter of Intent may be submitted to John Anderson via email at John.Anderson@state.sd.us. Please place the following in the subject line of your email: “**Letter of Intent for RFP # 876**”.

* *State Specific Requirement(s)*

1.6 **SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	February 03, 2017
Letter of Intent to Respond Due	March 03, 2017—5:00pm CST
Deadline for Submission of Written Inquiries	March 10, 2017—5:00pm CST
Responses to Written Inquiries	March 17, 2017
Applicants' Conference	March 24, 2017 (see §1.16)
Proposal Submission	April 07, 2017—5:00pm CDT
Anticipated Award Decision	May 05, 2017

1.7 **SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received postmarked by DLR before the date and time indicated in the Schedule of Activities.

An original and four identical copies of the proposal shall be submitted. In addition, the Applicant should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format on a CD, DVD, or portable drive (e.g., USB Flash Drive, SD Cards, Micro SD, etc.).

The *Award Proposal* section must be submitted in a separate sealed envelope and labeled “Award Proposal.” No funding, cost, or budget information should be included with the *Detailed Response* portion of Applicant’s proposal (see Section 5.2 and Section 7.0).

All proposals must be signed, in blue ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number. The words “Sealed Proposal Enclosed” must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**DEPARTMENT OF LABOR AND REGULATION
JOHN ANDERSON
REQUEST FOR PROPOSAL # 876
PROPOSAL DUE DATE: APRIL 07, 2017—5:00PM CDT
123 WEST MISSOURI AVENUE
PIERRE, SOUTH DAKOTA 57501-4505**

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.8 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this proposal, the Applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the Applicant is unable to certify to any of the statements in this certification, the Applicant shall attach an explanation to their offer.

1.9 **COMPLIANCE STATEMENT**

The State of South Dakota requires that all applicants, contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the Applicant certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability. Applicant policies on services to adults with disabilities must not discriminate or violate the Americans with Disabilities Act (“ADA”). Because programs cannot discriminate in any manner in their services to individuals, programs must ensure they have made a concerted effort to serve all learners effectively.

* *State Specific Requirement(s)*

Successful Applicants must certify, through official signature of the Applicant's executive officer, compliance with specific state and federal laws and/or regulations annually. Signatures indicate that the Applicant agrees, if selected as a Fund recipient, to fully comply with all assurances. It is the responsibility of Applicants to be knowledgeable about applicable laws and regulations.

1.10 **MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by the Applicant prior to the established due date and time.

No oral, telephonic, telegraphic, or facsimile responses or modifications to informal bids, formal bids, or Request for Proposals will be considered.

1.11 **APPLICANT INQUIRIES**

Applicants may email inquiries concerning this RFP to obtain clarification of requirements. No written inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to John Anderson at John.Anderson@state.sd.us with the subject line as "RFP # 876".

DLR prefers to respond to an Applicant's written inquiries via email. A summary of Applicant-written inquiries and DLR's responses will be emailed to all potential Applicants [who have submitted a Letter of Intent] on March 17, 2017. Furthermore, a summary of all Applicant inquiries made during the Applicants' Conference and DLR's responses will be emailed to these same Applicants on March 27, 2017. Applicants may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Applicants will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.12 **PROPRIETARY INFORMATION**

The proposal of the successful Applicant(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Applicants must clearly identify in the Program Abstract and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Program Abstract must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of DLR. All materials submitted become the property of DLR and may be returned only at the DLR's option.

The Federal Funding Accountability and Transparency Act ("FFATA") went into effect in September 2006. The intent of the FFATA is to reduce wasteful spending in the government through accountability measures. The FFATA requires information on federal awards be made public via a single, searchable website, which is www.USASpending.gov. Funds awarded through this RFP are subject to the foregoing and the information pertaining thereto will be posted on the aforementioned website. DLR is required to collect and report certain information on successful Applicants to the FFATA Sub-award Reporting and System.

1.13 **LENGTH OF AWARD**

Beyond the anticipated \$1,000,000 of federal funds available for the initial grant year (PY2017-18), DLR also anticipates the same funding amounts will be available for the second year (PY2018-19) of the designated two-year grant period. Furthermore, DLR reserves the right to extend or renew local awards for an additional year or two [beyond PY2018-19]. Funds may be allocated and divided among multiple eligible Applicants in accordance with each provider's needs and the criteria set forth herein. Final grant awards are always subject to the availability of funds and the expenditure-authority as appropriated by the South Dakota Legislature.

Funding after the initial grant year for successful Applicants will be by way of the noted renewal options and will be based upon a request for continuation, to be issued at the sole discretion of DLR. DLR does not guarantee a subsequent award of funds and the exercise of the optional renewal option may be based on the successful Applicant's compliance with federal and state policies, responsiveness to

* *State Specific Requirement(s)*

monitoring and technical requirements under this award, completion or sufficient progress toward stated goals and objectives, timely submission of required reports, participation in DLR-sponsored meetings/trainings, and verification of the contracted number of adults participating in funded programs.

1.14 GOVERNING LAW *

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.15 DISCUSSIONS WITH APPLICANTS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an Applicant to clarify a proposal may be required at the sole discretion of DLR. However, DLR may award funds based on the initial proposals received without discussion with the Applicant. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the Applicant's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each proposal shall be evaluated, and each respondent shall be available for negotiation meetings at DLR's request. DLR reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

1.16 APPLICANTS' CONFERENCE

One Applicants' Conference will be provided to potential Applicants who have submitted a Letter of Intent to respond in accordance with Section 1.5 herein. Information and inquiries will be limited to the factual content of the RFP narrative, including without limitation, AEFLA funding parameters, constraints, and state/federal regulations relating thereto.

The Applicants' Conference will be held on March 24, 2017, at 10:00am CDT via webinar. Potential Applicants who submitted a timely Letter of Intent will receive the webinar-link and conference-call details prior to the Applicants' Conference.

1.17 SUPPLEMENT NOT SUPPLANT

Pursuant to Section 241(a) of WIOA, funds made available for adult education and literacy activities under this title shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.

1.18 PROGRAMS FOR CORRECTIONS EDUCATION AND OTHER INSTITUTIONALIZED INDIVIDUALS

The funds made available under WIOA §225 shall be used for the cost of educational programs for criminal offenders in correctional institutions and for other institutionalized individuals, including academic programs for—

- adult education and literacy activities;
- special education;
- secondary school credit;
- integrated education and training;
- career pathways
- concurrent enrollment
- peer tutoring; and
- transition to re-entry initiatives and other postrelease services with the goal of reducing recidivism.

* State Specific Requirement(s)

1.19 **INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION (IELCE)**

The funds made available under WIOA §243 shall be used for integrated English literacy and civics education, in combination with integrated education and training activities. These IELCE programs shall be designed to—

- prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
- integrate with the local workforce development system and its functions to carry out the activities of the program.

1.20 **SOUTH DAKOTA’S UNIFIED STATE PLAN**

For Applicants’ reference, following are two web links to the nation’s WIOA State Plans. The first is a comprehensive download-link by state; the second link allows you to browse by Section or even search for certain text.

<https://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/index.html>
<https://rsa.ed.gov/ad-hoc-query-wioa.cfm?usp=Y>

1.21 **ONE-STOP OFFICE SPACE**

Under WIOA’s Funding of One-Stop Infrastructure (§121[h]), office space is available to sublease from DLR in some of the One-Stop locations. Details regarding costs and square footage are noted in *Appendix A*. An Applicant should indicate within its award proposal whether it seeks to access office space for the operations of local Title II instruction, activities, and services. Successful Applicants who select to utilize this space are required to expend funds awarded in the grant to pay for the costs of this space.

2.0 STANDARD CONTRACT TERMS AND CONDITIONS *

Any contract or agreement resulting from this RFP will include DLR’s standard terms and conditions as detailed in *Appendix B*, along with any additional terms and conditions or modifications as negotiated by the parties.

3.0 SCOPE OF WORK

3.1 **General Scope.** Under WIOA, the term “adult education” is defined in §203 as academic instruction and education services below the postsecondary level that increase an individual’s ability to—

- read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- transition to postsecondary education and training; and
- obtain employment.

The funds awarded under this RFP are to be utilized by successful Applicants to operate one or more programs providing services or instruction in one or more of the following categories, which may include—

- adult education,
- literacy,
- workplace adult education and literacy activities,
- family literacy activities,
- English language acquisition activities,
- integrated English literacy and civics education,
- workforce preparation activities, or
- integrated education and training.

These programs are limited to participants who have attained the age of 18 years of age and who are not enrolled (or required to be enrolled) in secondary school under State law; and who—

- are basic skills deficient;
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- are English language learners.

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Applicants should provide the information requested below, as applicable, for each program for which they seek an award of funds under this RFP.

- 3.2 **Statement of Need.** Demonstrate the need for the grant program in relation to the RFP. A need is defined as the difference between the current status and the outcomes and/or standard the applicant would like to achieve. Provide documentation to substantiate the stated need. Documentation may include but is not limited to census figures, Labor Market Information, community-needs assessment results, standardized test data, student demographics, personnel data, and relevant research.
- 3.2.1 Describe the Applicant's past effectiveness in improving literacy skills of adults and families, especially with respect to those adults with low levels of literacy.
 - 3.2.2 Describe how the program will serve the area's needs, as well as the Applicant's capacity to serve individuals who are most in need of literacy services, including individuals with disabilities, with low-income status, with minimal literacy skills, or with limited English proficiency.
 - 3.2.3 Describe how the program will provide learning in real-life contexts to ensure individuals have the skills needed to compete in the workplace, to transition to postsecondary education or training programs, and to exercise both the rights and responsibilities of citizenship.
 - 3.2.4 Describe how the Applicant's activities will coordinate with other available resources in the community to link services for adult education students and their families. Furthermore, describe the proposed collaboration efforts with DLR (e.g., One-Stop/Job Service, TANF, SNAP, Veteran Services, etc.), other job-training programs, social service agencies, businesses, Vocational Rehabilitation, postsecondary educational institutions, and any other relevant entities.
 - 3.2.5 Describe how the Applicant might assist eligible Title II participants in addressing students' Barriers to Employment (WIOA §3[24]) via Workforce Preparation Activities (WIOA §203[17]) or other work-readiness methodology.
 - 3.2.6 Describe how the Applicant's instructional activities (e.g., reading, writing, speaking, math, and English acquisition) will use effective practices built upon a strong foundation of research, and how these activities will provide sufficient intensity and duration for substantial learning gains.
 - 3.2.7 Provide documentation indicating the program is staffed by well-trained instructors, counselors, and administrators.
 - 3.2.8 Describe the program's ability to assist adults in establishing realistic, measureable educational and employment goals.
 - 3.2.9 Provide documentation detailing how the Applicant's flexible schedules and provision of supporting services assist adults in meeting goals and completing programs.
 - 3.2.10 Describe how the Applicant's services and instructional activities employ technology and the use of computers.
 - 3.2.11 Describe the Applicant's capacity to maintain a high-quality management information system.
- 3.3 **Goals and Objectives.** For each grant year, describe your program's plans and initiatives to improve or address perceived deficits. Provide data and other evidence used to determine program improvement priorities, identify constituents involved in this planning, and detail your program's capacity to implement these initiatives.

Year 1	July 1, 2017 – June 30, 2018
Year 2	July 1, 2018 – June 30, 2019

Objectives should be measurable, achievable, realistic, and consistent with the needs described. Provide a time frame for the accomplishment of each objective.

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The objectives should indicate improvement and progress of the project over the two-year period of time. Although some objectives may remain consistent throughout the first two years, new objectives may also be formed. For example, perceived deficits that were identified in year one should be reflected in new objectives, beginning in year two. The objectives should lead to the achievement of the outcomes.

Both Performance Measures and Program Quality Improvement should be addressed.

- 3.4 **Program Activity Plan.** Describe the tasks and activities planned for the accomplishment of the goals and objectives as listed in the RFP's Section 3.3.
 - 3.4.1 Describe all the proposed activities that will lead sequentially to the attainment of the objectives.
 - 3.4.2 Clearly state the activities that will enable the project to be at full implementation by the completion of the initial grant year.
 - 3.4.3 Describe the staff development activities utilized to accomplish objectives.
 - 3.4.4 Identify the number and titles of staff responsible for the activity. Indicate staff from other participating agencies where appropriate.
- 3.5 **Program Evaluation Plan.** Provide an evaluation plan that will determine if the gap between needs and desired outcomes has been closed. Describe the methods that will be used to evaluate the program (formative) and outcomes (summative) of the program. Describe the measures and instrumentation to be used, who will develop and conduct the evaluation, and how results will be used.
 - 3.5.1 Specify measures to be used.
 - 3.5.2 Who/what is to be measured.
 - 3.5.3 Provide a schedule of measurement activities.
 - 3.5.4 Describe how the results will be used to improve the program.

4.0 PROPOSAL AND APPLICANT REQUIREMENTS AND QUALIFICATIONS

- 4.1 The Applicant is cautioned that it is the Applicant's sole responsibility to submit information related to the evaluation categories and that DLR is under no obligation to solicit such information if it is not included with the proposal. The Applicant's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 **Applicant's Contacts:** Applicants and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc., to the awardee of record indicated on the first page of this RFP. Applicants and their agents may not contact any state employee other than the awardee of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Applicants and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3 Successful applicants will enter into a Sub-Recipient relationship with DLR. Based upon the Office of Management and Budget's Uniform Grant Guidance (2 CFR 200.331), DLR is required to conduct a risk assessment. **The Applicant must submit the following information with its application: ***
 - 4.3.1 Any conflicts of interest existing between the Applicant and the State.
 - o A conflict of interest usually arises when a state officer or employee works for or derives a benefit from the entity entering into contractual relationship. Having a conflict of interest does not exclude an entity from receiving a grant, but a waiver may need to be applied for if a grant is awarded.

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- 4.3.2 The staff and their qualification who will be complying with the grant agreement, including the fiscal components.
- o This can include the program director, fiscal director, and executive director.
- 4.3.3 The Applicant's policies and procedures for complying with federal grants.
- o If the Applicant does not have formal policies and procedures established yet, the Applicant will be directed to create them if successful in receiving a grant. Policies required by the Federal regulations include:
 - i. Payments (vouchering) 200.302 (6), and 305
 - ii. Procurement 200.318
 - iii. Competition (procurements) 200.319
 - iv. Method for evaluation and selection (procurements) 200.320
 - v. Allowable costs 200.302 (7) and Subpart E – Cost Principles
 - vi. Compensation 200.430
 - vii. Fringe Benefits 200.431
 - viii. Employee relocation costs 200.464
 - ix. Travel costs 200.474
 - x. Cost Allocation Plan (if applicable)
- 4.3.4 Any audit reports conducted on the Applicant's operations over the past 3 years.
- 4.3.5 Personal property owned by an employee which may be utilized and reimbursement sought.
- 4.3.6 The authorized procurement card users, reviewers of card purchases, and person who approves the card purchases if the Applicant intends to use procurement cards for program purchases.
- 4.3.7 A brief explanation of each of the following items:
- o The accounting system the Applicant utilizes, including whether it is manual, automated, or a combination.
 - o How the Applicant prepares, reviews/approves, and reconciles Federal vouchers.
 - o The process used for tracking the matching requirements for the grant.
 - o The company's time keeping methodology or system.
- 4.4 If applicable, provide the following information related to at least three previous and current services/contracts, performed by the Applicant's organization, which are similar to the requirements of this RFP. Provide this information for any contract that has been terminated, expired, or not renewed in the past three years.
- Name, address, and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - Dates of the service/contract; and
 - A brief, written description of the specific prior services performed and requirements thereof.
- 4.5 Successful Applicants will be required to submit program reports documenting grant-related activities. These reports will be reviewed to ascertain the successful Applicants progress within the scope of work and its compliance with program regulations. Required reporting documentation will include without limitation, quarterly reports detailing adult education statistics, performance, compliance, and progress toward program goals. Failure to submit the foregoing reports in a timely fashion or unsatisfactory progress demonstrated in said reports could result in a non-renewal of funds in subsequent grant years.
- 4.6 As a condition of receiving funds, successful Applicants will be required to provide a local match at a percentage determined by DLR in accordance with fund regulations, policies, and guidelines. The initial grant year will require a cash or in-kind match, or a combination of the two, not to exceed 25% of the funds awarded to the successful Applicant (final percentage to be negotiated). Specific reporting requirements relating thereto will be provided to successful Applicants after the funds have been distributed.
- 4.7 Unless otherwise negotiated with DLR, not less than 95% of the federal funds awarded to successful Applicants shall be expended for carrying out adult education and literacy activities. The remaining amount, not to exceed 5%, may be used for planning, administration, personnel development, and coordination.

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Special Rule: In cases where the **Local Administrative Cost Limits** are too restrictive, the Applicant may negotiate with DLR in order to determine an adequate level of funds to be used for noninstructional purposes (WIOA §233). In any event, the federal funds utilized for the foregoing should not exceed 15% of the grant funds awarded.

- 4.8 Successful Applicants will be required to demonstrate improvement in literacy skill performance in participants, as measured by student educational functional level (“EFL”) gain. Using the National Reporting Service (“NRS”) benchmarks, program instructional personnel can determine when participants have made progress with an EFL, completed an EFL, and are ready to move to the next level. EFL descriptors for adult basic education can be found on the website for the National Reporting System at http://www.nrsweb.org/foundations/implementation_guidelines.aspx.
- 4.9 Successful Applicants, as AEFLA Sub-Recipients, will be subject to ongoing monitoring from DLR for programmatic and fiscal compliance with all grant requirements. Monitoring may be in the form of a desk review, on-site review, or both.

5.0 **PROPOSAL RESPONSE FORMAT**

- 5.1 An original and four copies shall be submitted.
 - 5.1.1 In addition, the Applicant should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format on a CD, DVD or portable drive (e.g., USB Flash Drive, SD Cards, Micro SD, etc.). Applicants may not send the electronically formatted copy of their proposal via email.
 - 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 All proposals must be organized and tabbed with labels for the following headings:
 - 5.2.1 **RFP Form.** DLR’s Request for Proposal form completed and signed.
 - 5.2.2 **Program Abstract.** The one- or two-page program abstract is to briefly describe the Applicant’s proposal. This summary should highlight the (a) need for the program; (b) its purpose; and (c) projected outcomes. The reader should be able to determine the essence of the proposal by reading the program abstract. Proprietary information requests should be identified in this section.
 - 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - 5.2.3.1 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement, as applicable, enumerated in Section 3 herein. **The detailed response must include a thorough analysis of Statement of Need; Goals and Objectives; Program Activity Plan; and Program Evaluation Plan.**
 - 5.2.3.2 A clear description of any options or alternatives proposed.
 - 5.2.4 **Risk Assessment.** The Applicant must submit all information it has pertaining to Section 4.3 to the best of its ability. The Applicant does not need to create policies and procedures in order to apply, but will be required to document policies and procedures if successful.
 - 5.2.5 **Award Proposal.** Awards will be evaluated independently from the technical proposal. Applicants may submit multiple award proposals. All costs related to the provision of the required services must be included in each award proposal submitted.

The award proposal(s) must be submitted in a separate sealed envelope labeled “Award Proposal” as outlined in Section 1.5 of this RFP.

See Section 7.0 for more information related to the award proposal.

* *State Specific Requirement(s)*

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After it has been verified that a proposal has met the mandatory requirements stated in this RFP, evaluators shall use subjective judgment, guided by the federal considerations noted in Section 231 of AEFLA, in determining the proposal's merit:

- 6.1.1 The degree to which the Applicant would be responsive to (a) needs or priorities identified in the Unified State Plan; and (b) serving individuals in the community most in need of adult education and literacy activities, including individuals (i) who have low levels of literacy; or (ii) who are English language learners.
- 6.1.2 The ability of the Applicant to serve eligible individuals with disabilities, including individuals with learning disabilities;
- 6.1.3 The past effectiveness of the Applicant in improving the literacy of eligible adults, and the ability of the Applicant to meet State-adjusted levels of performance as described in WIOA §116, especially with respect to eligible individuals who have low levels of literacy;
- 6.1.4 The extent to which the Applicant demonstrates alignment between proposed activities and services and the strategy and goals of the Unified State Plan, as well as the activities and services of the One-Stop partners;
- 6.1.5 Whether the Applicant's program (a) is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (b) uses instructional practices that include the essential components of reading instruction;
- 6.1.6 Whether the Applicant's activities, including reading, writing, speaking, mathematics, and English language acquisition instruction, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice;
- 6.1.7 Whether the Applicant's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance;
- 6.1.8 Whether the Applicant's activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship;
- 6.1.9 Whether the Applicant's activities are delivered by well-trained instructors, counselors, and administrators, and whether the Applicant's staff members have access to high quality professional development, including through electronic means;
- 6.1.10 Whether the Applicant's activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, One-Stop centers, job training programs, and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, for the development of career pathways;
- 6.1.11 Whether the Applicant's activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
- 6.1.12 Whether the Applicant maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with WIOA §116) and to monitor program performance; and

* *State Specific Requirement(s)*

- 6.1.13 Whether the local areas in which the Applicant is located have a demonstrated need for additional English language acquisition programs and civics education programs.
- 6.2 After determining that a proposal satisfies the mandatory requirements stated in this RFP, consistent with SDCL 5-18D-18, the evaluators shall also use their judgment in conducting a comparative assessment of each qualified proposal by considering the following criteria:
- 6.2.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements; *
 - 6.2.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project; *
 - 6.2.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration; *
 - 6.2.4 Availability to the project locale; *
 - 6.2.5 Familiarity with the project locale; *
 - 6.2.6 Proposed project management techniques; and *
 - 6.2.7 Ability and proven history in handling special project constraints. *
- 6.3 After verifying an Applicant's proposal has met the requirements as stated in this RFP, DLR shall conduct a risk assessment of each eligible submission. This risk assessment includes a review of the Applicant's prior experience in providing such services, compliance with Federal grants, and general operations management.
- 6.4 Experience and reliability of the Applicant's organization are considered in the evaluation process. Therefore, the Applicant is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.5 The qualifications of the personnel proposed by the Applicant to perform the requirements of this RFP, whether from the Applicant's organization or from a proposed subcontractor, will be evaluated. Therefore, the Applicant should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.6 DLR reserves the right to reject any or all proposals, waive technicalities, and make award or multiple awards as deemed to be in the best interest of DLR and the Purposes under this title as noted in WIOA §202.
- 6.7 **Award:** DLR and the highest ranked Applicant(s) shall mutually discuss and refine the scope of services for the program and shall negotiate terms, including fund award and performance schedule.
- 6.7.1 If DLR and the highest ranked Applicant(s) are unable for any reason to negotiate a contract at an award level that is reasonable and fair to DLR, DLR shall, either orally or in writing, terminate negotiations with the Applicant(s). DLR may then negotiate with the next highest ranked Applicant(s).
 - 6.7.2 The negotiation process may continue through successive Applicants, according to DLR ranking, until an agreement is reached or DLR terminates the award process.

* State Specific Requirement(s)

7.0 AWARD PROPOSAL

- 7.1 **Funding Formula:** A *modified foundation formula* shall be used to negotiate final allocation which factors a base-funding amount by students' program type, an Applicant's geographic location(s), a percentage of most-in-need or difficult-to-serve participants, an Applicant's ability to demonstrate past effectiveness, and other available services/resources [as noted in SD's Unified State Plan §III.b.5.B.1].

This methodology for grant-award allocation prioritizes scope-of-service, potential return-on-investment, inclusion of special populations (i.e., Individual with a Barrier to Employment), and the anticipated impact upon targeted sectors or high-demand occupations. Applicants' proposals will also be reviewed to determine fiscal accountability. Based upon historical budgets, the average [reportable] cost to serve an adult has totaled approximately \$700 per fiscal year; however, these average annual costs have also ranged from \$200 to \$2,000+ per adult learner, depending upon the scope, capacity, intensity, and duration of these AEFLA activities.

- 7.2 Please indicate the amount of funds requested for each program and itemize all program costs regardless of whether funds are being requested for a specific expense.
- 7.2.1 The award proposal must identify sufficient financial resources to support the applicant's proposed activity plan. Include funds from other funding sources (e.g., grants or matching funds).
 - 7.2.2 The award proposal must demonstrate a clear link between proposed expenditures and proposed activities.
 - 7.2.3 The award proposal must be shown to be reasonable and practical within the context of the program description and rationale, the goals and objectives, and the activity plan.
 - 7.2.4 Funds must be allocated appropriately across budget line items.
 - 7.2.5 The award proposal must support and justify the funds requested.
 - 7.2.6 Funds must be allocated in conformity with the requirement listed in Section 4.7 herein.
 - 7.2.7 The award proposal must show all program costs regardless of whether grant funds are being requested for a specific purpose.
 - 7.2.8 Detail award amount attributed to each program participant (e.g., \$800 per English language learner, \$700 per Adult Basic participant, \$600 per Adult Secondary student, etc.).
- 7.3 Please detail the changes, if any, to the award proposal(s) which would occur if:
- 7.3.1 75% of funds requested are awarded; 50% of funds requested are awarded; or 25% of funds requested are awarded.
 - 7.3.2 For award proposals encompassing more than one program, funds are awarded to cover only one program proposed. If any difference occurs based on which program is awarded funding, please differentiate between programs.

* *State Specific Requirement(s)*

Adult Education Award Proposal

Initial ____ Revised ____ Final ____ (FY 2017-2018)

Applicant Name: _____

RFP # 876

	AEL Grant		Local Match (5-25% of AEL grant)	Total
ADMINISTRATIVE				
Administrative Salaries				
Administrative Benefits				
Support Staff Salaries				
Support Staff Benefits				
Administrative Facilities/Space				
Administrative Supplies				
Administrative Travel				
Staff Development				
State Trainings/Meetings/Conferences				
Local Professional Development				
Data Management				
Collection, entry, analysis, & reporting				
Indirect Costs/Other				
Specify:				
SUBTOTAL Administrative				
INSTRUCTIONAL				
Instructional Salaries				
Instructional Benefits				
Instructional Materials/Supplies				
Instructional Equipment				
Instructional Travel (↔ sites only)				
Classroom/Facility Expenses				
SUBTOTAL Instructional				
GRAND TOTAL				

Signature

Date



* State Specific Requirement(s)