2014

SENIOR SERVICE
AMERICA

SENIOR COMMUNITY
SERVICE EMPLOYMENT
PROGRAM (SCSEP)

Request for Proposal —
Crawford County in Pennsylvania

Request for Proposal (RFP)
Overview and Timeline

Overview	
Program	Senior Community Service Employment Program (SCSEP)
Awarding agency	Senior Service America Inc. (SSAI)
Contact person	Chris Garland, National SCSEP Director
Estimated available funding	$ 35,493 from April 1, 2015 – June 30, 2015 $141,972 from July 1, 2015 – June 30, 2016
Grant period	April 1, 2015 – June 30, 2016 (15 months)
Counties and authorized positions	17 authorized positions in Crawford County
Proposal submission address and instructions	Proposals may be submitted via email to sga2012@ssa-i.org by 4:00 p.m. EST on December 17, 2014. Cover letters should be addressed to: Senior Service America, Inc. 8403 Colesville Road, Suite 1200 Silver Spring, MD 20910 ATTN: Chris Garland
Required copies to be submitted	1 electronic copy of complete application package Zipped files not accepted
Timeline	
RFP date of issuance	Thursday, November 6, 2014
Bidders' webinar	Monday, November 17, 2014
Last day to ask questions	Friday, December 12, 2014
Proposal submission deadline	**Wednesday, December 17, 2014, 4:00 p.m. EST**
Grant award announcement	No later than Friday, January 9, 2015
Transition activities delineated by SSAI	January – March 31, 2015
Initiation of services	April 1, 2015

I. INTRODUCTION

Senior Service America, Inc. (SSAI) is issuing a Request for Proposal (RFP) to seek a qualified public or non-profit organization for the provision of Senior Community Service Employment Program (SCSEP) services through a subgrant with SSAI. Through this RFP, a qualified service provider will be identified and selected to assist SCSEP-eligible residents in Crawford County in Pennsylvania, to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments. Those eligible for the SCSEP program are unemployed, low-income persons who are 55 years of age or older. The subgrant award is in two parts which total fifteen months. The first subgrant is from April 1, 2015 – June 30, 2015 and the second subgrant starts on July 1, 2015 and ends on June 30, 2016. There will be opportunities for renewal following the period specified in this announcement. SCSEP funds are contingent upon the availability of federal funds.

A. About Senior Service America, Inc.

Senior Service America, Inc. (SSAI) is committed to making it possible for low-income and other disadvantaged older adults to participate fully in determining their own future and the future of their communities.

For over 40 years, we have operated SCSEP, our largest program. We also operate two other programs for older workers. Headquartered in Silver Spring, Md., near Washington, D.C., we are a 501(c)(3) non-profit organization. For more information on SSAI, please see our website at www.seniorserviceamerica.org.

B. Our Network of Local Subgrantees

Since the U.S. Department of Labor (DOL) awarded SSAI its first grant in 1968, we have operated the program exclusively through local subgrantees. Through our 81 subgrantees, over 5,000 disadvantaged seniors will serve their communities in 410 counties spread over 16 states.

We work with a diverse network of subgrantees, including:

- 25 area agencies on aging
- 11 community action agencies
- 11 regional councils of government
- 16 workforce development agencies
- Seven faith-based organizations
- Three independent Goodwill agencies
- Two community colleges
- One local United Way

C. What We Believe

Programs like Social Security have greatly reduced—but not eliminated—poverty among our nation's older adults. The majority of aging baby boomers are healthier, wealthier, and more educated than their parents' generation. Yet the number of older adults 55 and older who are at or just above the federal poverty level is growing faster than the total older population. Reversing this trend will not be easy or quick.

We believe that low-income older adults can—and must—participate in efforts to reduce poverty. Too often, we overlook their knowledge, wisdom, and abilities, especially if they are women, have less education or fewer advantages, belong to a racial or language minority, or live in a rural community. Targeting opportunities and resources that enable low-income older adults to serve their community is a sound public investment that produces multiple returns.

As a national organization, we also believe that we can best achieve our mission by strengthening the capacity of local subgrantees through genuine, lasting partnerships. We make long-term investments in local organizations with proven track records and extensive networks in their communities. Nearly two-thirds of our partners have received funding from SSAI for 20 years or more. We rely on our network of local partners to know best what's needed and what works in their counties, neighborhoods and municipalities.

We have deepened our commitment to these principles after four decades of working with over 100 local organizations that have enabled hundreds of thousands of low-income older adults to serve their community through SCSEP.

II. REQUEST FOR PROPOSAL

Senior Service America Inc. is seeking a qualified public or nonprofit agency (referred to as "Subgrantee") to administer SCSEP, Title V of the Older Americans Act. SCSEP is the only Federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants receive work experience at local public or non-profit agencies and are paid the higher of the Federal, State or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training. The dual goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment, where appropriate.

III. ROLES AND RESPONSIBILITIES

SSAI and its subgrantees work in partnership to ensure the best outcomes for each participant and the overall program. The following provide a brief overview of roles and responsibilities of the subgrantee and SSAI.

Subgrantee. Key among their responsibilities, subgrantees recruit SCSEP-eligible individuals, assist them in gaining the skills and confidence necessary to secure unsubsidized employment, provide training, especially community service employment for the number of participants specified in the sponsor agreement, facilitate their unsubsidized employment and promote their retention in those jobs. To accomplish this, subgrantees take the following steps:

- Meet all performance goals outlined in their Sponsor Agreement;

- For 17 modified authorized positions, employ at least a half-time SCSEP project director and other personnel necessary for the direction, programmatic and financial administration and supervision of the SCSEP program;

- Recruit and select eligible participants for enrollment in SCSEP;

- Select host agencies;

- Promote linkages and partnerships with local employers and public workforce providers; and

- Comply with SCSEP policies, procedures and related requirements, such as using the DOL database for SCSEP (SPARQ), as well as SSAI's Webtools and forms to inform SSAI about performance measure data and other information necessary for the program; and

- Use our case management method, specifically the assessment and Individual Employment Plan (IEPs) to guide all program services, including appropriate community service assignments, additional training, job development and placement assistance and supportive services.

SSAI. SSAI SCSEP staff supports every subgrantee by:

- Providing guidance, training and coaching on program planning and performance, program expenditures, data collection, and SCSEP and SSAI policy;

- Providing technical assistance on SSAI's person-centered approach to IEPs, community service assignments, and unsubsidized placements;

- Monitoring program performance and operations;

- Ensuring quality data, training and supporting subgrantees' data entry staff, and using Webtools and reports; and

- Assisting on cost reporting and other fiscal matters.

IV. FUNDING

Subgrantees' SCSEP budgets are formula-funded based on the number of authorized positions. Each budget has four line items:

1. **Participant Wages and Fringe Benefits (PWFB),** which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g. orientation, community service assignment, orientation, other permissible training). Participant wages are based on the higher of the Federal, State or local minimum wage or the comparable wage for similar employment. Subgrantees must spend 100% of the PWFB funds provided in the subgrant. Generally, subgrantees pay participants' wages every two weeks.

   SCSEP regulations list required fringe benefits as: the offer of an annual physical examination; workers' compensation coverage; compensation for scheduled work on Federal holidays; and necessary sick leave. Unemployment compensation coverage is not required for SCSEP participants by Pennsylvania state law and therefore not applicable. Fringe benefits prohibited by SCSEP regulations include contributions to retirement plans, annual leave, bonuses, or any carryover of benefits from one program year to the next.

2. **Administrative Costs (ADM),** which are the costs associated with:
   - Performing overall general administrative and coordination functions, including:
     - Accounting, budgeting, financial and cash management functions;
     - Procurement and purchasing functions;
     - Property management functions;
     - Personnel management functions;
     - Payroll functions;
     - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
     - Audit functions;
     - General legal services functions; and
     - Developing systems and procedures, including information system, required for these administrative functions.
   - Oversight and monitoring responsibilities related to administrative functions.
   - Costs of goods and services.

3. **Other Program Costs (OPC),** which include, but are not limited to, the costs of the following functions:
   - PWFB, consisting of wages paid and fringe benefits provided to participants for hours of community service assignments;
   - Outreach, recruitment, and selection, intake, orientation, assessment and preparation of IEPs;
   - Participant training provided on the job, in a classroom setting or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment and tuition;

- Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
- Participant supportive services.

4. **Non-Federal Share of Costs (Non-Federal). S**ubgrantees provide at least a 13 percent non-Federal contribution to SCSEP. As part of submitting this application, the subgrantee agrees to this voluntary commitment, which must be from non-Federal sources.

Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources that sponsor expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits, the cost of general liability insurance and rent paid for either the premised or meeting rooms, if paid in cash.

- Indirect is the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.

- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the subgrantee and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kinds costs are donated or discounted professional services, space charges, meeting space, telephone and transportation.

The total estimated amount of funds for the two grant periods totaling 15 months is below.

	3 Months April 1, 2015 – June 30, 2015 17 positions	12 months July 1, 2015 – June 30, 2016 17 positions
PWFB	$ 31,118	$124,472
OPC	$ 1,436	$ 5,744
ADM	$ 2,939	$ 11,756
Total Federal	**$ 35,493**	**$141,972**
Non-Federal	$ 4,605	$ 18,420
Total	$ 40,098	$160,392

V. TARGET POPULATION

The following information describes key aspects of the program. For more in-depth understanding, please join the scheduled Bidders' Webinar (see Section XII of this RFP for more information) and refer to the resources listed in Section XIV of this RFP.

Eligible Participant. An individual is eligible for SCSEP if he or she is not employed at the time of enrollment, is age 55 or older, has not previously participated in SCSEP for 48 months, and has includable family income totaling no more than 125 percent of the Federal poverty guidelines.

Priority of Service for Individuals with Multiple Barriers to Employment. SCSEP provides priority of service to those most-in-need as provided at 20 CFR 641.520. These individuals:

- Are veterans (or eligible spouses of veterans) for purposes of §2a of the Jobs for Veterans Act, 39 U.S.C. 4215(a)
- Are age 65 or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after using services provided through the American Job Center delivery system; or
- Are homeless or at risk of homelessness.

Individual Employment Plans (IEP). Subgrantees assess each SCSEP participant to determine his or her skills and employment-related needs, and develop a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal for each participant. The subgrantee must then provide or arrange for training and other supportive services identified in participants' IEPs that are consistent with SCSEP's goal of unsubsidized employment. (Other employment and training programs sometimes refer to this type of plan as an Individual Development Plan or Individual Training Plan). The subgrantee monitors the participant's IEP progress regularly and completes a reassessment for each participant at least twice during a 12-month period, and updates the IEP as necessary but at least twice a year. If the subgrantee determines that the initial goal of unsubsidized employment is not feasible, the subgrantee reviews the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after SCSEP participation has ended.

Unsubsidized Employment. An important goal of the program is to help participants achieve self-sufficiency when they exit the program. For participants whose IEP includes a goal of unsubsidized employment, subgrantees provide training opportunities that enable participants to obtain such employment. In addition, subgrantees provide regular follow-up communication, for 16 months after exit, with former participants and employers to ensure that the person retains the job. Quality training efforts, appropriate placements, and good

relationships between the subgrantee and the local employer community increase the likelihood of successful unsubsidized employment and job retention for SCSEP exiters.

Community Service Work-Based Training. Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. The training must be provided by a public agency or 501 (c)(3) non-profit organization that meets the requirements of a host agency. Participants earn wages and develop the confidence and skills needed for successful employment; the organizations that host the participants benefit from the participants' work. Community service may include but is not limited to activities such as social, health, welfare and educational services; weatherization efforts; and economic development. The training provided at these host agencies must be consistent with the participant's assessment and IEP.

Host Agencies. Host agencies provide supervision, training and work sites for SCSEP participants and may be public agencies or 501 (c)(3) non-profit organizations. Host agencies provide training and work experience for participants. Subgrantees also work with host agencies to identify appropriate training that does not lead to maintenance of effort violations.

Maintenance of Effort. A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each subgrantee must not reduce the number of employment opportunities; displace currently employed workers; impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or employ a SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

Other Permissible Training. Subgrantees can provide other types of training in addition to work-based community service training. This additional training is tailored to each participant and may include classroom training or general skills training. With prior approval from SSAI, training can also include specialized training and on-the-job experience training.

Coordination with American Job Centers, State and Local Workforce Investment Boards, Area Agencies on Aging, Other SCSEP Providers. As a required partner, all SCSEP subgrantees must coordinate activities with local American Job Centers (Job Centers) administered by Local Workforce Investment Boards under the Workforce Investment Act through a Memorandum of Understanding (MOU). Subgrantees also coordinate with other SCSEP providers and area agencies on aging to ensure seamless support to help participants achieve self-sufficiency.

VI. SSAI SCSEP Performance Measures

The subgrantee must achieve the performance goals outlined in their Sponsor Agreement with SSAI. As stated earlier, SSAI will provide training, guidance and technical support to assist the selected subgrantee. During the Bidder's Webinar (see Section XII of the RFP for more information), we will answer questions on the performance measures and other aspects of SCSEP. Listed below are the PY14 goals for SSAI's current subgrantee serving Crawford County.

1. **Number of eligible individuals served**
   160% times your number of authorized positions

   PY14 Goal = 160% of 17 positions = 27 participants by June 30, 2015

2. **Community Service Hours (in the aggregate of community service employment)**
   Hours in the aggregate of community service employment compares the total number of hours of community service provided by each SCSEP subgrantee to the number of community service hours funded by the grant

   PY14 Goal = 80%

3. **Most-in-Need**
   Counts the total number of the most-in-need characteristics (these are the same as the *Priority of Service for Individuals*, listed on page 7) and divides by the total number of participants served

   PY14 Goal = 2.5

4. **SSAI Unsubsidized Placement Goal**

   31% times your number of authorized positions

   PY14 Goal = 31% of 17 positions = 5 participants exited into unsubsidized jobs by June 30, 2015

5. **Entry into Unsubsidized Employment**
   Of those who are not employed at the date of participation: the number of participants who are employed in the first quarter after the exit quarter divided by the number of adult participants who exit during the quarter

   PY14 Goal = 39%

6. **Retention in Unsubsidized Employment for Six Months**
   Of those who are employed in the first quarter after the exit quarter: the number of adult participants who are employed in *both* the second and third quarters after the exit quarter *divided* by the number of adult participants who exit during the quarter

   PY14 Goal = 67%

7. Earnings

> Of those adult participants who are employed in the first, second *and* third quarters after the exit quarter: the total earnings in the second quarter *plus* the total earnings in the third quarter after exit *divided* by the number of adult participants who exit during the quarter*   *(*this measure only looks at those individuals who are included in the retention measure)

> **PY14 Goal = $7,407**

8. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by the end of the program year.

In addition, the Secretary of Labor may set additional performance indicators, which if done, SSAI will require of all its subgrantees. Although the Secretary has not set any goals or specific targets, the measures would be:

- Retention in Unsubsidized Employment for One Year

- Satisfaction Level of Participants, Employers and Host Agencies

- Volunteer Work Indicator

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

Any 501(c)(3) non-profit or government agency that can meet the goals, standards and policies of SSAI for providing SCSEP services to persons 55 years of age and over, as described in this RFP, is eligible to apply.   SSAI discourages any 501(c)(3) non-profit or government agency from applying that intends to subcontract this SCSEP subgrant to another agency to provide services.

VIII.   CONTENT OF THE RESPONSE PACKAGE

A complete Request for Proposal application package must include <u>all requested documents,</u> <u>transmitted electronically</u>. <u>Do not send any zipped files</u>. The application package must contain all of the following items and must be presented in the order listed below:

A.   Application Face Sheet (Attachment A)

Complete the Application Face Sheet provided in this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an Application Checklist. Subgrantees must complete the checklist and ensure that all required documents are included in the response packet for each service proposed.

B.   Complete Narrative Responses (Attachment B)

Using the Narrative Response Form provided in this RFP, respond to the question and information requested in order to describe your capacity to successfully develop and deliver SCSEP. Narrative responses should be provided on this form and must not exceed 12 pages total, including the form itself.

C.   Letters of Support

Include a minimum of two letters of support from partner organizations. The letter of support should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve client's access to local resources.

IX.   SUBMISSION OF PROPOSAL IN RESPONSE TO THE RFP

For each bid, a complete Request for Proposal application package must include <u>all requested</u> <u>documents, transmitted electronically</u>. <u>Do not send any zipped files.</u>

The application package must be submitted electronically to sga2012@ssa-i.org **no later than 4:00 p.m. EST, Wednesday, December 17, 2014.** The cover letter should be addressed to:

<div align="center">

Senior Service America, Inc.
8403 Colesville Road, Suite 1200
Silver Spring, MD 20910
ATTN: Chris Garland, National SCSEP Director

</div>

A statement of receipt will be issued by email to all Applicants for applications received by the deadline.

X. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

a. Organizational Capacity: history, experience, and capacity of the organization providing similar services to the target population (25 points)

b. Program Design and Approach (40 points)

c. Administrative and Fiscal Qualifications (35 points)

The Applicant must score a minimum of 70 points to be considered for funding. A committee comprised of SSAI staff will evaluate the proposals. SSAI reserves the right to seek clarifying or additional information from Applicants, potentially including site visits or agency interviews.

XI. NOTICE OF AWARD

SSAI will announce the contract award **no later than Friday, January 9, 2015.** All Applicants will be notified of the award decision by email.

XII. BIDDERS' WEBINAR & QUESTIONS, COMMENTS & TECHNICAL ASSISTANCE

SSAI will host a Bidders' Webinar on **Monday, November 17, 2014, 2:00 – 3:30 p.m. EST.** Potential Applicants will have a chance to address questions and clarify specific elements of the RFP announcement during this webinar. Questions, comments and requests for technical assistance received before the Bidders' Webinar will be addressed during the webinar, where applicable. To maintain a fair and open bidding process, SSAI will only accept inquiries regarding this RFP received in writing to Chris Garland, National SCSEP Director, at cgarland@ssa-i.org or questions posed during the Bidders' webinar. Potential applicants are strongly encouraged to attend the Bidders' Webinar as technical difficulties may prevent SSAI from posting the recording of the webinar, but attendance is not required in order to submit an application. Applicants unable to attend the Bidders' Webinar may contact Chris Garland at cgarland@ssa-i.org to get the web link to the event recording, if available.

To connect to the SSAI Bidders' Webinar, copy and paste this link into your web browser five to ten minutes before the webinar start time:

https://connect1.uc.att.com/service13/meet/?ExEventID=87387350&CT=M

If you have never used AT&T Connect before, to prepare in advance for this conference (for all devices), copy and paste this link into your web browser:
https://connect1.uc.att.com/service13/Prepare/

To view supported Operating Systems and devices:
http://www.corp.att.com/attconnectsupport/supporteddevices

XIII. LIST OF ATTTACHMENTS

1. Attachment A: Application Face Sheet and Checklist – pp. 14
2. Attachment B: Narrative Response – pp. 15-18

XIV. ADDITIONAL DOCUMENTS TO REVIEW

The following links outline the program requirements and regulations governing Title V of the Older Americans Act, the Senior Community Service Employment Program. Copy and paste the link to your web browser to access the document.   Applicants may review these documents in order to understand the program requirements before submitting an application.

1. SCSEP Final Regulations http://www.doleta.gov/seniors/pdf/FinalRule2010.pdf

2. 2006 Older Americans Act (OAA) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.;
   http://www.doleta.gov/seniors/other_docs/PublicLaw109-365.pdf

3. 2014 SCSEP Federal Poverty Guidelines, TEGL 11-13
   http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6525

4. Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGL 12-06 http://www.doleta.gov/seniors/other_docs/TEGL12-06.pdf

Attachment A
(Application Face Sheet & Checklist)

Agency Name: _____

Address: _____

_____
| City | State | Zip |

Phone Number: _____   **Website (if applicable)**: _____

Person to contact regarding this application:

Name: _____   **Title:** _____

Phone Number: _____   **Email:** _____

Executive Director: _____

Phone Number: _____   **Email:** _____

Estimated Funding Request:

PY2014: April 1 – June 30, 2015	PY2015: July 1, 2015 – June 30, 2016
$35,493	$141,972

Service Proposed: Senior Community Service Employment Program (SCSEP) in Crawford County, PA

A complete application package must be submitted and must include **ALL** of the following documents.
Check below all items include in the response package. An incomplete application could result in automatic disqualification without further review.

- ☐ Cover letter
- ☐ Completed Application Face Sheet (Attachment A)
- ☐ Narrative Response (Attachment B)
- ☐ At least two (2) letters of support
- ☐ Email electronic copy of entire application package to: sga2012@ssa-i.org - zipped files not accepted

I, the undersigned, am an official authorized to bind the Subgrantee to this Request for Proposal. I understand that Senior Service America, Inc. (SSAI) reserves the right to modify the specifics of this application at the time of funding; that no officer, employee or agency of SSAI, exercising any function or responsibility in connection with the RFP or with planning or carrying out any agreement relative to this RFP has any personal financial interest, direct or indirect, in the operation of the Subgrantee; and that there is no contract until a written Subgrant Agreement has been signed by both parties.

Signature of authorized representative(s):

Name: _____   **Title:** _____

Signature: _____

Name: _____   **Title:** _____

Signature: _____

Attachment B (Narrative Response)

Instructions: *Please provide complete and concise responses to the following questions directly on this form. Limit your responses to no more than* <u>12 pages total including this form and excluding the attachments requested</u>*.*
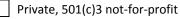
Agency Name: _____

Estimated Funding Request: <u>For SCSEP services in Crawford County, PA</u>

PY2014: April 1 – June 30, 2015	PY2015: July 1, 2015 – June 30, 2016
$35,493	$141,972

ORGANIZATIONAL CAPACITY (25 POINTS)

1. Which best describes your organization? (Check only one)

☐ Private, 501(c)3 not-for-profit

☐ Governmental

2a. Which of these further describes your organization? (Check all that apply)

☐ Area Agency on Aging

☐ American Job Center or Workforce Investment Board

☐ Community-based organization

☐ Community action agency

☐ Faith-based organization

☐ Community or Technical College

☐ Other aging services provider

☐ United Way member/grant recipient

☐ Unit of government:

    ☐ State   ☐ Local

    ☐ Regional government or council   ☐ Other, Specify _____

☐ Rehabilitation services provider

☐ Veteran services provider

2b. Do you currently administer SCSEP?   ☐ Yes   ☐ No

3. List counties (by state) your organization currently serves through any of your organization's programs.

_____

_____

_____

4. Describe your organization's history, purpose, and mission statement.

_____

_____

_____

_____

5. Provide a summary of your organization's skills, resources, and experience relevant to the services described in this Request for Proposal (RFP).

_____

_____

_____

_____

6. Describe your organization's experience in coordinating with local and regional community services to integrate the service delivery system in Crawford County. Provide specific examples of how these efforts have led to increased opportunities for older adults to access services. Please include a minimum of two letters of support (excluded from the narrative page limit) from partner organizations describing the nature of the collaboration.

_____

_____

_____

_____

7. Describe your staff's access to Internet service (check one):

☐ T1 or faster

☐ Cable, Satellite or DSL

☐ Other (please specify) _____

_____

_____

_____

SERVICE DESIGN AND APPROACH (40 Points)

1. Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to *Priority of Service for Individuals with Multiple Barriers to Employment* on page 6). Include in your response outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.

2. Describe your history and capacity in working with area employers.

3. Describe your approach and relevant experience in helping older adults secure jobs.

4. Describe your approach to meet the program goals describe in *Section VI, SSAI SCSEP Performance Measures.* If you answered "yes" to question 2b on page 15, please include information regarding your performance achievement from PY2012 and PY2013, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.

ADMINISTRATIVE AND FISCAL QUALIFICATIONS (35 Points)

1. Describe your organizational structure and proposed job descriptions and duties of paid staff and volunteers that will be involved in the program.

2. Describe the agency's client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client records, and procedures for handling and reporting data/client information breach.

3. Describe the office space you would make available for your SCSEP program, including secure storage for personnel files and privacy for interviewing.

4. Describe the organization's current accounting system, including the following: staffing, what accounting software used, areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency's procedures for ensuring timely submission of invoices and other fiscal reports as requested by SSAI.

5. Using the Budget found on page 6 of this RFP, describe what specific source(s) you expect to use for your non-Federal match (cash, in-kind and/or indirect). Also, if you answered "yes" to question 2b on page 15, please include in your response whether you returned any grant funding at closeout. If yes, please also include the total amount returned for PY2012 and PY2013, if applicable, and also identify the subtotal of funds by category: PWFB, Admin or OPC.

6. Under the federal Transparency Act, SSAI must report subgrantee activity to the Federal Government and requires each subgrantee to have the following: (please provide your organization's information below)

- Federal ID: _____

- DUNS number: _____

- Do you have a current Central Contractor Registration (CCR): YES _____   NO _____

- If yes, please provide: _____

- 9 digit zip for Headquarters: __ __ __ __ __ - __ __ __ __ (for Congressional District)

- 9 digit zip for Primary Place of Performance: __ __ __ __ __ - __ __ __ __ (project director's office if different from headquarters)

7. **Please attach the following documents with this RFP.** (The documents are <u>excluded</u> from the 12 page narrative limit but must be included as part of your application packet).

- A minimum of two letters of support (s*ee Section VIII-C above for more information)*

- Most recent annual report

- Most recent financial statement audit

   o   Federal compliance reports (*if applicable*)

- Agency Brochure (*If your agency uses its Annual Report as its brochure, please make a note as part of your submission materials*)

- Mission Statement and Strategic Plan *(if available)*

- Organizational Chart

- For 501(c) 3 organizations – provide a copy of your IRS determination letter or some other form of verification.