



LOCAL PLAN

FOR CHEMUNG SCHUYLER STEUBEN WORKFORCE NEW YORK

JULY 1, 2012 - JUNE 30, 2013

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The following attachments are provided separately:

- ATTACHMENT B - EXTENDED VERSION: SIGNATURE OF CHIEF ELECTED OFFICIAL
- ATTACHMENT G: ONE STOP OPERATOR INFORMATION
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Labor Market Overview

WIA §118 (b) *The local plan shall include - (1) an identification of—*

(A) the workforce investment needs of businesses, jobseekers, and workers in the local area;

(B) the current and projected employment opportunities in the local area; and

(C) the job skills necessary to obtain such employment opportunities;

1. Based on consultation with your Labor Market Analyst and a review of your Regional Economic Development Council's (REDC) Five-Year Strategic Plan, describe the current and projected employment opportunities in your local area and region. Provide a priority ranked list of the local area's demand occupations for PY 2012 that includes O*NET codes and job titles.

As a general rule, when One Stop Career Center Staff provide Labor Market information related to demand occupations, they utilize the New York State Department of Labor Research and Statistics information. Specifically, the Employment Prospects data set; the current is through 2018. This data set provides a forward looking tool for job seekers.

When creating the Demand Occupation list that the local area uses for Individual Training Accounts (ITA) purposes, the data is further informed by local economic dynamics such as the Regional Economic Development Council planning, economic development agency input, local Chamber of Commerce review and employer input.

Below are the current Demand Occupations (ITA purposes) for the Chemung Schuyler Steuben LWIA:

Accounting Clerk (43-3031) – Very Favorable; across all levels

Certified Nurse Aide (31-1012) – Very Favorable

Home Health Aide (31-1011) – Very Favorable

Welder (51-4121) - Favorable

Commercial Driver (53-3032) - Favorable

Heavy Equipment Operator (47-2073) - Favorable

Information Technology Specialist (15-1041) – Favorable; across all levels

CNC Programming (51-4011) – Favorable

Precision Machinist (51-4041) - Favorable

Electrical Technician (17-3023) - Favorable

Mechanical Technician (17-3027) – Very Unfavorable; informed through local employer demand

Chemical Technician (19-4031) – Very Unfavorable; informed through local employer demand

Automotive Mechanic (49-3023) - Favorable

Ultrasonographers (29-2032) – Very Favorable

Dental Hygienist (29-2021) – Very Favorable

Clinical Lab Technician (29-2012) - Favorable

Registered Nurse (29-1111) – Very Favorable

2. Explain how your demand list was shaped. Describe the data source(s) used to develop/support your demand list.

As a general rule, when One Stop Career Center Staff provide Labor Market information related to demand occupations, they utilize the New York State Department of Labor Research and Statistics information. Specifically, the Employment Prospects data set; the current data set is through 2018. This data set provides a forward looking tool for job seekers.

When creating the Demand Occupation list that the local area uses for Individual Training Accounts (ITA) purposes, the data is further informed by local economic dynamics such as the Regional Economic Development Council planning, economic development agency input, local Chamber of Commerce review and employer input.

3. Identify the job skills/credentials that are needed to obtain such employment opportunities, and the education and training resources that exist in your area/region to assist individuals to obtain these skills. Training options such as on-the-job training, ITAs, customized training and contracted training should be discussed where relevant. If there are not sufficient training providers on the ETPL to meet articulated training needs, please describe the steps your area/region is taking in conjunction with business leaders and education and training providers to address this deficit.

For the following Demand Occupations, local training provider training/credentialing is sufficient. Items marked with an “*” also require State licensing.

Accounting Clerk (43-3031)

Certified Nurse Aide* (31-1012)

Home Health Aide* (31-1011)

Welder (51-4121)

Commercial Driver* (53-3032)

Heavy Equipment Operator (47-2073)

Information Technology Specialist (15-1041)

For the following Demand Occupations, an Associate's degree is often required; however a certificate program documenting extensive training in the subject area may suffice for initial attachment to the workforce, then allow the job seeker to complete the Associates program after employment (locally we refer to this as a stackable credential.) Items marked with an "*" may also require State licensing.

CNC Programming (51-4011)

Precision Machinist (51-4041)

Electrical Technician (17-3023)

Mechanical Technician (17-3027)

Chemical Technician (19-4031)

Automotive Mechanic (49-3023)

Ultrasonographers* (29-2032)

Dental Hygienist* (29-2021)

Clinical Lab Technician* (29-2012)

For the following Demand Occupations, an Associate's degree is required. Items marked with an "*" may also require State licensing.

Registered Nurse* (29-1111)

All of the Demand Occupations, as noted above, are eligible for ITA training with suitable candidates; rarely would they be eligible for On-the-Job-Training (OJT). Some of the occupations such as Nurse Aide may also be a possibility under Customized Training contracts. Locally, we also use contracted training for occupations that can effectively utilize local training provider training/credentialing as a means to initial employment. For the medical occupations in particular, there are at times, a lack of training providers in the region. We continue to work with our training provider cadre to add these to the available offerings.

4. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2012. Explain how these initiatives have influenced or shaped the demand occupation list provided under question 1.

The Chemung Schuyler Steuben LWIA continues to work with area training providers to develop training programs/degrees related to demand sectors such as manufacturing, healthcare and the nascent energy sector. We are also coordinating when feasible these and other initiatives regionally as appropriate; specifically as we align with the Regional Economic Development Council's vision and initiatives.

Performance

WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

Please complete Table 1 entitled “[Performance Indicators](#)” on page 7. In order to use the hyperlinks in the document, hold CTRL and click the link to go to the corresponding chart. To return to the question, hold CTRL and click on the chart title.

5. Has the local area achieved greater than 100% of any goals during PY11?

Yes No

a. If so, please describe the goals that were exceeded.

The following measures were met by 100% or better as of the latest data set representing Q3 of PY2011:

Training w/Individual Employment Plan

Serving The Business Customer Top 100 Employers

Serving The Business Customer Top 50 Employers with Job Listings

WIA Adult Entered Employment Rate

WIA Adult Average Earnings

Dislocated Worker Entered Employment Rate

Youth Placement Rate

b. Please describe the policies or actions that led to the local area’s success in these areas.

Training w/Individual Employment Plan – New system monitoring each file for completeness prior to approval has positively impacted this greatly.

Serving The Business Customer Top 100 Employers – Regional Business Services Team spearheaded this measure; worked very well.

Serving The Business Customer Top 50 Employers with Job Listings – Regional Business Services Team spearheaded this measure; worked very well.

WIA Adult Entered Employment Rate - Functional Alignment assisted with attaining this measure. Customized training offerings provided some support.

WIA Adult Average Earnings- Functional Alignment assisted with attaining this measure. Customized training offerings provided some support.

Dislocated Worker Entered Employment Rate – Functional Alignment assisted with attaining this measure.

Youth Placement Rate – Local process for monitoring exits, tracking outcomes has been a tremendously positive support on this measure.

c. Describe how the local area plans to continue its success.

Training w/Individual Employment Plan – Expect to continue with local process and apply it to other program areas in need of early intervention improvements.

Serving The Business Customer Top 100 Employers – Continue utilizing the Regional Business Services Team to spearhead this measure.

Serving The Business Customer Top 50 Employers with Job Listings – Continue utilizing the Regional Business Services Team to spearhead this measure.

WIA Adult Entered Employment Rate – We anticipate that macro economic conditions will assist with this as we move forward; continue local program delivery refinements and Customized Training offerings.

WIA Adult Average Earnings - We anticipate that macro economic conditions will assist with this as we move forward; continue local program delivery refinements and Customized Training offerings.

Dislocated Worker Entered Employment Rate – We anticipate that macro economic conditions will assist with this as we move forward; continue local program delivery refinements and Customized Training offerings.

Youth Placement Rate – Continue to refine local process and tracking improvements.

Planned Services and Expenditures

Adult and Dislocated Workers

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

Please complete the charts entitled “PY 2011 Training” and “PY 2012 Training Projection” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

6. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

WIA services in the Chemung Schuyler Steuben LWIA are centered in the five One Stop Career Centers. The Career Centers are spread geographically around the region with sites in Hornell, Bath, Corning Montour Falls and Elmira. In a short, programmatic summary of service availability (not an all-inclusive list, but covers the largest program areas):

- All of the Career Centers offer access to WIA Adult & WIA Dislocated Worker Core, Intensive and Training Services.
- All of the Career Centers offer access to WIA Youth Services.
- Four of the five, with Montour Falls being the exception, offer access to the Wagner-Peyser Services.
- Four of the five, with Montour Falls being the exception, offer access to Veterans Services.
- Four of the five, with Montour Falls being the exception, offer access to Reemployment Services.
- All of the Career Centers offer access to TANF Services as negotiated with the LDSS system.
- All of the Career Centers offer access to WIA Title 2 Services.
- Four of the five, with Elmira being the exception, offer access to ACCES-VR Services.

The CSS WFNY LWIA does not distinguish between the Adult and Dislocated Worker when offering access to the vast majority of services available through the Career Centers; all are considered job seekers and afforded the opportunity to consume system services to meet her/his respective employment goal(s) if they meet basic WIA Core and/or Intensive Services criteria. With the exception of Training services where individual-specific funds are spent, the local system works with customers without regard to specific program enrollment, rather focusing on meeting the individual's needs. Federal, State and Local policy give Veterans and Eligible Spouses priority access to all services, and there are some Training services that have a Priority of Service structure in effect.

A job seeking customer has access through the Career Centers to a battery of services designed to assist the job seeker meet her/his employment goals.

All WIA Core services are available at all of our Career Centers for eligible job seekers (defined as those individuals eligible for WIA Core Services.) In addition, New York State Department of Labor (NYSDOL) policy requires Functional Alignment as the service delivery strategy, with mandatory/automated Common Measure system enrollment. Each new customer receives an initial assessment in accordance with NYSDOL policy, is assigned a Job Search Ready Status (JSRS) or Career Development Services (CDS) status and is explained the available services the Career

Centers can offer including schedules and eligibility if applicable.

Core Services would include NYSDOL enrollment, Basic Labor Market Information, Self-directed and Staff assisted Job Search, Job Matching services, and staff assisted initial assessment services to determine what if any skills gaps might be acting as a barrier to meeting employment goal(s). In addition, some Partner programs will offer access to services available under the TANF, ACCES-VR, WIA Title 2 or other programs and services that may come available from a myriad of other funding sources. Staff are regularly informed of the available services in order to offer these to customers who may be interested and/or eligible.

All WIA Intensive services are available at all of our Career Centers for eligible job seekers (defined as those individuals eligible for WIA Intensive Services.) Intensive services include workshops on a variety of topics designed to meet customer needs such as Modern Interview Techniques, Resumes, Basic Computer Skills, Intermediate Computer skills, Job Search Skills, Internet/Computer Based Job Search and Application, and comprehensive access to Basic Skills/GED study onsite. Other programs and services rotate through the system including Small Business Development, Entrepreneurship, Financing A Small Business, Financial Well Being, Budgeting, and College Financial Aid workshops among others. No-cost Career Counseling and Guidance are also available for individuals who desire or need a more comprehensive discussion about career goals and objectives.

All WIA Training services are available at all of our Career Centers for eligible (defined as those individuals eligible for WIA Training Services) and suitable (defined further by specific local suitability parameters for each Training program.) Training Services currently include an online Metrix System program, traditional ITA, OJT, Customized Training, and the contracted offerings referred to locally as Brokered Trainings. Currently limited funding has required us to declare a Priority of Service for the ITA and Brokered Offerings.

7. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of eligible providers of services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

The local Workforce Investment Board (WIB) has proactively updated policies regarding its training intake systems, Career Center systems and looks to continue its effort to ensure local customers are getting the best services possible with available resources. The initial stages of this effort were geared towards meeting the Common Measure performance standards negotiated with the NYSDOL and the United States Department of Labor (USDOL), then incorporating the Customer Service Indicators established by the NYSDOL. New, local standards are being discussed and planned for further refinement to local need. It is anticipated that over the course of PY12 and PY13, additional local benchmarks will be established.

8. Describe any partnerships that the WIB and One-Stop Operators have developed to improve services to customers in the local area or region.

The local Workforce Investment Board (WIB) assigns its staff to regularly engage potential system partners with an eye towards expanding the availability of services to CSS WFNW LWIA customers. Recent successes included the addition of local

Library services funded through ARRA; these Resume, Computer and Job Interviewing services greatly assisted in meeting the capacity expansion required during the recent recession. Also of note, the Chamber of Commerce agencies have begun partnering with the local system to better communicate system services to the business customer. Lastly, the local Staffing agencies have begun discussing how the two systems could work together to increase the speed and stickiness of placements benefiting both parties.

Youth

WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

Please complete the Youth worksheet in the Service Provider spreadsheet (SPREADSHEET J).

9. Describe the metrics that the WIB uses to determine whether or not a youth provider is successful.

The local Workforce Investment Board (WIB) uses the following criteria when evaluating Youth Providers: enrollment/caseload goals met, expenditure goals met, and Common Measures attainment.

10. Describe the steps that you have taken to address providers that you have determined to be unsatisfactory. Please address each unsatisfactory Youth Provider specifically.

The CSS WFNY LWIA has been fortunate not to have a Youth Provider deemed unsatisfactory. All issues have been able to be addressed through the oversight, support and technical assistance process.

11. Describe the oversight/support/technical assistance pertaining to the WIA Youth Common Measures that is administered in your local area.

WIA Youth oversight, support and technical assistance is an ongoing process with roles for the WIB, Youth Council, Administrative Staff and the Youth Providers.

The Youth Council is integral in providing design and implementation guidance (relative to the WIA Youth programming) to the local WIB. The local WIB then procures Youth Providers and monitors key benchmarks by assigning contract administration duties to the Administrative Staff. Reports are provided at each local WIB meeting concerning progress or issues; follow up, if needed, is provided by the Administrative Staff with program and process informed by the Youth Council.

Administrative Staff comprise the Quality Assurance Team responsible for oversight of performance and data integrity.

12. Describe how youth data is managed in your area. Explain how often data is reviewed and who reviews the data.

All potential new enrollments are submitted by the Youth Provider(s) for review by the CSS WFNY Executive Director. If accepted, then the full file (paper and electronic) is reviewed by the Quality Assurance Specialist for completeness and accuracy within 30 days of enrollment. Weekly progress reports are submitted each Friday to the Executive Director and the Quality Assurance Specialist by the Youth Counselors, updating the entire caseload's progress towards goals and Common Measure Objectives. When a Youth is ready for exit, the Youth Counselor will request a [final file](#)

~~review from the Quality Assurance Specialist. n exit be entered. The request will be reviewed by the Quality Assurance Specialist ensures proper and complete OSOS data entry prior to exit. for impact upon WIA Common Measures, and either approved or denied by the CSS WFNY Executive Director.~~

Staff Information

Please complete the charts entitled “PY 2011 FTE Staffing” and “Projected PY 2012 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

13. Please explain the reasons for any changes between PY2011 and PY2012.

The nature of the CSS WFNY LWIA Staffing is such that the daily FTE available varies with partners staff waxing and waning with funding. It is planned that overall, the numbers will remain level, but the variances between funding streams will vary. Of particular noteworthiness - the end of the EUC program provided by the NYSDOL partner may end. Also, there is the possibility of additional staff being provided as a result of the Staffing agency outreach initiative. Neither program/initiative can be absolutely guaranteed to either wax or wane, but the possibility of fluctuation is greatest with these two partners.

Procurement

WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

14. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented).

All CSS WFNY small purchase, Request for Proposal (herein after referred to as “RFP”) and sealed bid procurement transactions are conducted in a manner of full and open competition.

1. All procurement transactions shall be conducted in a manner to provide, to the maximum extent, practical, open and free competition. The CSS WFNY shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate unfair competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to the CSS WFNY, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by the CSS WFNY. Any and all bids or offers may be rejected when it is in the CSS WFNY’s interest to do so.

2. CSS WFNY fiscal department will (on an annual basis) review multiple small purchase transactions which are within the competition or price quote thresholds but over time aggregate to an amount above these levels will be considered a single procurement subject to bidding or

quotation.

3. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government.
4. CSS WFNY shall avoid purchasing unnecessary items.
5. CSS WFNY shall establish written procurement procedures.
6. The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the CSS WFNY but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The “cost-plus-a-percentage-of-cost” or “percentage of construction cost” methods of contracting shall not be used.
7. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.

Authority, Responsibility and Delegation

1. The employees authorized to execute small purchases are all staff with permission from the Executive Director. Sealed bids, RFP’s and sole source procurements are done by the Executive Director and Fiscal Manager. Responsibility for review of proposed procurements to avoid purchase of unnecessary/duplicate items is the Fiscal Manager’s. The use of State contracts is reviewed by the Executive Director. Use of Federal surplus equipment is utilized when available. Award to responsible contractors is the responsibility of the Fiscal Manager.

Code of Conduct

Each Director, Officer and employee of the CSS WFNY shall:

1. Uphold the Constitution, laws and legal regulations of the United States and all governments therein and never be a party to their evasion.
2. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for renunciation or not; and never accept for himself/herself; his/her family or friends; gifts or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his/her duties.
3. Engage in no business with or for the CSS WFNY, which is inconsistent with the conscientious performance of his/her duties for the Workforce Investment area.
4. Never use any information coming to him/her confidentially in the performance of his/her duties for the Workforce Investment Area as a means for making profit.
5. Seek to find and employ the most efficient and economical ways of getting tasks

accomplished.

6. Expose corruption, fraud, or abuse wherever discovered.
7. Be ever conscious that the receipt, control and expenditure of public funds require conduct in accordance with the highest moral principles and standards.
8. Provide for penalties for violations of standards.
9. The CSS WFNY shall set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. (29 CFR 97.36(b)(3)(iv)).

Conflict of Interest

1. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. This policy establishes only the framework within which the CSS WFNY wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.
2. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Workforce Investment Area's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, when the employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director as soon as possible that existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
4. Personal gain is prohibited where the employee or relative significant ownership in a firm with which the Workforce Investment Area does business, and also when the employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving the Workforce Investment Area in which the employee has influenced.

Selection of Procurement Method

1. Small purchase procedures are utilized for procurement of services, supplies and equipment that do not exceed \$25,000 in aggregate. Items such as, but not limited to, office supplies might fall within this category.
2. Competitive RFP's are utilized to procure training and/or services, and are publicized. The CSS WFNY utilizes technical evaluations to review and rank proposals and awards are made to

responsible applicants whose proposals are most advantageous to the program with regards to price, technical and other factors.

3. Competitive sealed bids are utilized for procurement of service, supplies or equipment where cost is the primary determinant and cost exceeds \$25,000.

4. Non-competitive negotiation sole source procurement is utilized under the following circumstances:

- Sole Source of Supply
- The item is available only from a single source.
- When it is clear that no other contractor can provide a specific product or service, a single source procurement may be made. This provision cannot be used to favor a contractor, it can only be done when there is no doubt there will be no other contractor.
- Emergency/Urgency
- Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved.
- When the urgency for the requirement will not permit the time needed for competitive solicitation.
- Failed Competition
- Following solicitation of a number of sources, competition is determined to be inadequate.
- Grantor Authorization
- A grantor may, from time to time, allow for or require the specific purchase of a product or service. In these instances, no further quotations will be necessary.
- The Grantor Agency explicitly authorizes non-competitive negotiations.

Sole-Source Purchase

Any non-competition negotiation will contain as a part of the contract file, documentation which details that circumstances by which the particular case meets the above stated rule.

All sole source procurement transactions require prior review and approval at a level above that which is normal for that type of procurement.

Sole source agreements will contain specifications that, at a minimum are equivalent to the specifications in competitively bid agreements.

Cost/Price Analysis

The CSS WFNY performs cost analysis on sealed bid and small purchase procurements by comparing costs against the various bids received.

The use of cost or price analysis in connection with every procurement action, including contract modifications is a consideration. The competitive RFP process budgets are reviewed first to insure that costs are allowable under Workforce Investment Act of 1998 (herein referred to as "WIA"). Further analysis reviews, as relevant, items such as cost per person serviced, cost per entered employment, comparison to other similar programs and services, reasonableness of all budgeted items as compared to recent past costs for similar goods and services and a review of any offsetting contributions from other sources.

Solicitation for goods and services shall provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.
5. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.

Small Purchase Procedures

The majority of administrative procurement transactions will take place under small purchase procedures developed to govern instances where it has been determined that the administrative costs of carrying out full and open competition would not be economical. These procedures (a) generally allow a buyer to get a limited number of quotes (often 3), or (b) to use a previously established source such as a state bid list, or (c) to streamline the documentation process.

Purchases from vendors:

- Under \$999 will require approval of the Executive Director, or designee.
- From \$1,000 - \$4,999 will require three oral/verbal/phone/email/written/website quotes

which will be documented in the procurement file.

- From \$5,000 - \$24,999 will require the transmission of written invitations to quote to at least three vendors and the subsequent receipt of at least three written or faxed quotes.
- Over \$25,000 will require the use of the sealed bid or RFP method.

Request for Proposals (RFP)

RFP's are used to solicit proposals from sub-contractors for all work sub-contracted by CSS WFNY. Their main use is in hiring program operators for such programs as WIA, Dislocated Worker and Welfare-to-Work, but may be used for more specialized services such as Information Technology, marketing, or other skilled projects that CSS WFNY staff may not have demonstrated expertise. CSS WFNY Staff are responsible for preparing RFP's for their programs; fiscal staff will assist as requested.

Public Notices

Each RFP issued by CSS WFNY will be printed in all official newspapers of CSS WFNY. Public notices will contain, at a minimum, the following:

1. The program for which an RFP is requested
2. Deadline for submitting sealed RFP's (date, time and place)
3. Place of RFP opening and public reading
4. CSS WFNY contact person and phone number
5. Equal Opportunity Employer tag lines.

Federal regulations require that the RFP remain open for at least 15 business days after the printing of the last legal ad in the newspaper(s) of record.

Official Newspapers

The following are designated as official newspapers of the CSS WFNY:

- Elmira Star Gazette
- Corning Leader
- Hornell Evening Tribune
- Additional newspapers may be used as desired.

Applicant's List

CSS WFNY maintains a list of organizations that are interested in proposing on programs. Any

responsible organization such as a school, community based organization, small businesses, minority-owned firms, women's enterprises or educational services company can request to be placed on the list. Notification of available RFP's will be sent to organizations on the list.

Content of RFP's

There is great latitude left to staff in the content of the RFP's. As a minimum, the following information must be included in every RFP:

1. Date, place, and time of RFP submission deadline
2. Date, place, and time of public reading, if applicable.
3. CSS WFNY contact person and phone number.
4. Statement of Non-Collusion.
5. Evaluation Criteria.
6. Specific information on the program to be run; or services or equipment to be required.
7. Requirements of RFP submission, such as budget information or other cost data, information on the proposer and their experience, credentials of program operators, placement goals, etc.
8. Required insurance information.

Public Opening and Reading

RFP's which have a specific deadline must be publicly opened and read by an employee designated to do so by the Board of Directors. The designate for CSS WFNY is the Executive Director, who may in turn designate another employee. The public reading should take place at the time of the RFP deadline at the CSS WFNY Administrative Office. A record of the RFP's should be made at the RFP opening and presented to the Board of Directors along with any staff and/or committee recommendations.

Statement of Non-Collusion

In accordance with NYS General Municipal Law Section 103-d, all applicants must sign a Statement of Non-Collusion and return it with their RFP's. The content of the statement is as follows:

“By submission of this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint RFP each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices of this RFP have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter related

to such prices with any other proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.”

The statement must be signed by the CEO of the proposer or other individual responsible for submitting the RFP.

Evaluation Criteria

Each RFP must list the criteria for RFP evaluation. Criteria can be as broad as desired, but no criteria can be used to evaluate a proposal unless it was specifically listed in an evaluation criteria in the RFP. Criteria can include cost, cost per participant, prior experience, program length, program goods, etc.

Insurance Requirements

Proposer is required to present proof of insurance in order to conduct programs with participants. Those requirements are:

1. Liability Insurance
2. Workman’s Compensation Insurance
3. Employee Bonding Policies
4. Temporary Disability Insurance

Requirements may be adjusted accordingly to the services being purchased.

Amendment to RFP’s

State law requires that all applicants have an equal opportunity to respond to RFP’s. Any information supplied to a proposer in response to questions or as corrections to RFP’s must be given to all applicants. Pre-award conferences will take place when deemed necessary and appropriate. When additional information is to be provided to applicants, an RFP amendment will be issued. Amendments will be subsequently numbered and proposer required to sign-off that they have received the amendment.

Late and/or Non-Responsive RFP’s

Any RFP received after the due date and time, for any reason, will not be considered by CSS WFNY and will be returned unopened. Additionally, RFP responses which fail to address the RFP

requirements or provide required information will be deemed non-responsive by staff and not evaluated further.

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, in the event that a prospective offeror requests an extension to a due date specified in a solicitation, and such an extension is both justified and compatible with the requirements of CSS WFNY, an extension may be granted

Open RFP Process

CSS WFNY allows the use of an open, or on-going, RFP process for non-specific programs. All RFP requirements must be met except the deadlines. No RFP can be received that was not advertised for and thus requested.

Evaluation Process

CSS WFNY staff will prepare an analysis of each responsive RFP received. The fiscal department may be asked to provide a comparison financial analysis. Evaluations and staff recommendations are submitted to the respective committee for their review. From the committees, the recommendation is given to the full Board of Directors. An evaluation rating form is shown in Appendix I.

Awards

RFP Awards shall be made by the Board of Directors to the proposer who, in its judgment, best meets the requirements of the RFP. When time limits prevent bringing the entire Board of Directors together, the Executive Committee may award RFPs.

Contract Amendments

Contract amendments only require Board approval if they increase the total dollar amount. Other changes may be made by staff as directed by the Executive or Deputy Director. All changes must be within the framework of the original RFP.

Sealed Bids

Sealed bids will be publicly solicited and will be prepared by CSS WFNY. A firm fixed-price contract will be awarded to the responsible bidder whose bid, confirming with the terms and conditions of the invitation for bid, is the lowest in price.

CSS WFNY will prepare a complete, adequate and realistic specification or purchase description. A minimum of five potential suppliers will be identified, and invited to submit a bid. Any and all sealed bids may be rejected if there is a sound, documented reason.

The invitation for bid will include specifications and pertinent attachments which clearly define the items or services to allow for bidders to properly respond to the invitation.

All bids received must be sealed. All bids will be opened at the time and place specified in the invitation for bid.

Oversight of Files and Contract Administration

It will be the responsibility of the Fiscal Assistant to maintain the required documentation, be it an equipment purchase or a RFP solicitation and to ensure that all vouchers and payments correspond to the original RFP, solicitation guidelines and contract terms.

Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes.

New York has been granted waivers to certain provisions of the act, which have been extended through Program Year 2011. These waivers can be found in the Technical Advisory located here: <http://labor.ny.gov/workforcenypartners/ta/TA10-191.pdf>

New York State has been granted a temporary extension of its PY 2011 waivers and State Plan. As such, the PY 2011 waivers remain in effect for now. PY2012 waiver requests will be submitted to USDOL as part of the State Plan in September, 2012. The State plans on requesting the same waivers for Program Year 2012, along with other waiver requests that may be suggested. When USDOL gives final approval on the PY 2012 waiver requests, guidance will be provided.

15. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

Local Workforce Investment Board Membership

Section 117(b)(1) of WIA authorizes the Governor, in partnership with the State Board, to establish criteria for chief elected officials to follow while appointing members of the local boards. This criterion is explained in Technical Advisory #01-19.1 released by NYSDOL on March 2, 2010. Complete details are found here:

<http://www.labor.ny.gov/workforcenypartners/ta/TA01191LocalGovernance.pdf>

Local Workforce Investment Areas (LWIAs) are advised to review this Technical Advisory as it provides guidance on issues relating to the mandates, obligations and governance role of Local Workforce Investment Boards (LWIBs). In the Technical Advisory, emphasis is placed on language that states LWIBs whose private sector membership drops below 51% can legally transact business only for a period of 90 days. In addition, if a membership category (e.g. organized labor) is not represented due to vacancies, the LWIB can legally transact business for a

period of 90 days. Beyond such a 90 day period, any action taken by the LWIB shall be void. Therefore, the importance of maintaining a LWIB that is in full compliance must not be overlooked.

16. Based on the criteria established and described in Technical Advisory #01-19.1, is the LWIB currently in compliance?

Yes No

a. If the LWIB is not in compliance, what vacancies need to be filled in order to bring the LWIB into compliance?

b. If the LWIB is not in compliance, what obstacles (if any) may prevent the LWIB from being in full compliance within 90 days? **(Remember, after 90 days any action taken by the LWIB shall be void)**

Please complete ATTACHMENT K: *List of LWIB Members*, which is a separate file. Use as many pages as necessary.

Contracts, MOUs, and Appendices

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

17. Is each Memorandum of Understanding for the local area up to date?

Yes No

a. If not, when will they be updated?

Update process is currently progressing. Anticipate Early 2013 to move to signature acquisition phase.

WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);

WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.

Please complete all of the required tables/attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

TABLE 1: Performance Indicators

Performance Indicators			
PY 2011		PY 2012	
Goal	Actual-to-Date	Goal	Planned*

Customer Service Indicators				
Training w/IEP	95%	98%	95%	95%
Init. Assess./Reduce UI Exiters	95%	72.7%	95%	95%
Serving Business Customers				
• Top 100 highest employ	95%	100%	95%	95%
• Top 50 w/job orders	95%	99.3%	95%	95%
NWRC	30%	0%	30%	10%
Common Measures				
Adult EER	57%	59.3% Q3	Unknown at this time	Unknown at this time
Adult ERR	82%	80.8% Q3	Unknown at this time	Unknown at this time
Adult Average Earnings	\$12,625	\$13,943	Unknown at this time	Unknown at this time
DW EER	51%	68.6% Q3	Unknown at this time	Unknown at this time
DW ERR	82%	81.9% Q3	Unknown at this time	Unknown at this time
DW Average Earnings	\$15,980	\$15,059 Q3	Unknown at this time	Unknown at this time
Youth Placement	62%	62% Q3	Unknown at this time	Unknown at this time
Youth Degree/Cert. Attainment	50%	41.2% Q3	Unknown at this time	Unknown at this time
Youth Lit./Num. Gains	45%	30.2% Q3	Unknown at this time	Unknown at this time

* By entering a value other than the PY2011 Goal in the PY2012 Planned column, the local area is indicating that it would like to negotiate that goal with NYSDOL. If the local area does not wish to negotiate a certain goal, then enter the PY2011 Goal value into the corresponding PY2012 Planned cell. Initial Assessment will not be negotiated.

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan for
Program Year 2012-2013, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:	8/14/2012	Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Keith Baumann	
Other	<input type="checkbox"/>		
Name of Board:	Chemung Schuyler Steuben Workforce New York		
Address 1:	20 Denison Parkway West		
Address 2:			
City:	Corning		
State:	New York	Zip: 14830	
Phone:	607-937-8337 ext.1106	E-mail: porterd@csswfny.com	

Submittal directions: Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan for
Program Year 2012-2013, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official. If additional pages are necessary, please see **Attachment B – Extended Version**.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Dennis A. Fagan	
Other	<input type="checkbox"/>		
Title of Local CEO:	Chairman of the Legislature		
Address 1:	105 Ninth Street		
Address 2:			
City:	Watkins Glen		
State:	New York	Zip:	14891
Phone:	(607) 535-8106	E-mail:	Chairman@co.schuyler.ny.us

Submittal directions: Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan for
Program Year 2012-2013, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:	8/14/2012	Signature of Local WIB Director:
Mr. <input checked="" type="checkbox"/>		Typed Name of Local WIB Director:
Ms. <input type="checkbox"/>		Daniel Porter
Other <input type="checkbox"/>		
Name of Board:	Chemung Schuyler Steuben Workforce New York	

Submittal directions: Complete this form as part of the Plan development process and submit the entire Plan electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	Grant Recipient	
	Yes	No
Chemung County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schuyler County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steuben County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient.

Entity	Fiscal Agent	
	Yes	No
Chemung Schuyler Steuben Workforce New York	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all 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 facts 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.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance", which prohibits discrimination on the basis of age;

(4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

Yes

No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

Yes

No

G. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:

Title: Daniel Porter, Executive Director
--

Date:
