CSS WORKFORCE BOARD, INC.

ADDENDUM TO THE

REQUEST FOR PROPOSALS

FOR

YOUTH SERVICES FOR CHEMUNG, SCHUYLER AND STEUBEN COUNTIES

UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

ADDENDUM NO. 2

Timeline

a. Date of Initial RFP: September 4, 2026
b. Deadline for Questions/Bidders Conference: September 18, 2026
c. Written Question Deadline: October 16, 2026
d. Addendum to RFP posted: October 9, 2026
e. Final Q&A posted: October 19, 2026
f. Proposal Due Date: October 30, 2026
g. Public Opening at 4:00 pm at CSS Workforce Office, Corning, NY
h. Anticipated Proposal Review Completed: November 15, 2026
i. CSS Workforce Board Approval: November 19, 2026
j. Contract Commencement: January 8, 2027

Sealed Proposals shall be delivered to Judy Cherry c/o CSS Workforce 23 West Market Street, Corning, New York 14830 by 4:00 pm on October 30, 2026.

Questions related to this solicitation may be emailed to: Judy@FLXgateway.com

1. PURPOSE OF ADDENDUM

This Addendum is incorporated into and made part of the Chemung, Schuyler and Steuben County Workforce (CSS Workforce) Board Request for Proposals (RFP) for WIOA Title I Youth Services. The purpose of this Addendum is to ensure compliance with applicable Federal and State requirements, including but not limited to:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200);
- Federal Procurement Standards (2 CFR §§200.318-200.327);
- Cost Principles and Reasonableness Requirements (2 CFR §200.404);
- Proposal Cost Requirements (Appendix I to 2 CFR Part 200);
- Workforce Innovation and Opportunity Act (WIOA);

- Any applicable U.S. Department of Labor, New York State Department of Labor, and pass-through entity requirements.
- A link to the full text of the WIOA legislation (Public Law No. :113-128) may be viewed at: http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf. A link to the full text of the WIOA Final Rule may be viewed at: https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf.

In the event of any conflict between this Addendum and the original RFP, the provisions of this Addendum shall control.

2.PURPOSE OF THE REQUEST FOR PROPOSAL

The CSS Workforce Board issues this Request for Proposals (RFP) to solicit innovative youth workforce development programs under the provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA). Applicants may submit proposals to serve the targeted youth population characterized in the following manner based on school status/eligibility:

Youth to be served under WIOA

WIOA Youth Core eligibility criteria 20 CFR 681.200-320Requirements:

a. Be a US citizen or eligible non-citizen; and,
b. Focused on Chemung, Schuyler, and Steuben County residents; and
c. Comply with the military Selective Service Act, if applicable

For this RFP:

Youth means an individual who is:

1. Be 16-24 years old
2. And be identified as one or more of the following:

a. A school dropout
b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
c. A recipient of a secondary school diploma who is a low-income individual and is-
i. Basic skills deficient; or
ii. An English language learner
d. An individual who is subject to the juvenile or adult justice system
e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement.
f. An individual who is pregnant or parenting
g. A youth who is an individual with a disability

h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

3.Eligible Applicants

Any governmental, educational or not-for-profit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible youth may apply. An organization, agency, or company submitting a proposal must do so as an individual organization, and must be prepared to either deliver the planned WIOA services directly or to enter into an agreement with an appropriate provider(s) or the services.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Outstanding Monitoring, Audit or Legal Concerns-Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits, or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals.

Competency - Respondents are expected to have the technical competence, knowledge, and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

Due to the need to obtain annual performance information, applicants are strongly encouraged to become familiar with utilizing the shared case management and reporting software of the New York State Department of Labor (NYSDOL) known as the One Stop Operating System (OSOS). NYSDOL has provided an instructional desk guide entitled "Provider Search and Documenting Services to Youth Program Customers" in OSOS at the NYSDOL website at https://dol.ny.gov/system/files/documents/2021/03/provider-search-and-documenting-services-to-youth-program-customers.pdf. Other relevant resources are available for review and required use when serving WIOA Youth in New York State may be found at: Workforce Professionals Tools | Department of Labor (ny.gov). Respondents will be required to follow all CSS Workforce and NYDOL policies and issued formal guidance.

4.Selection Criteria:

CSS Workforce will score responsive proposals on a 220-point scale using the criteria and point values below. Reviewers will evaluate the specificity, feasibility, commitments, and supporting evidence presented for each criterion. Applicants should clearly explain how each proposed service or activity will be delivered, by whom, on what schedule, with what resources and partners, and how performance will be documented and improved. General assurances that a service will be provided, without an implementation method or supporting evidence, may receive reduced or no points. Whole-number scores will be assigned consistently across all responsive proposals and may not exceed the maximum points stated for each criterion.

Criterion	Points	What reviewers will evaluate
A. Program Strength & Narrative — 190 points		
Outreach, recruitment, and enrollment	**35**	An innovative and credible strategy to identify and engage out-of-school youth (5 points), including youth facing barriers to participation (5 points); precise plan to determine and document eligibility which ensures accurate data entry and retention of DEV (15 points); and a precise plan to achieve continuous enrollment and engagement for at least 45 youth actively engaged in training or work experiences in each full program year (10 points). *Reviewers will consider referral sources, partnerships, staffing responsibilities, recruitment events and methods, milestones, retention practices, and corrective action if enrollment falls behind.*
Service design and participant experience	**45**	A clear, participant-centered path from intake and objective assessment through the Individual Service Strategy (10 points), a clear plan on how required program elements will be provided (10 points), a well-designed plan for how the case management will be upheld (15 points), and a plan for providing and tracking follow-up which includes how to stay in contact with participants after exit (10 points). *Reviewers will consider how education and employment activities are connected; how services respond to individual needs and barriers; and how the applicant will sustain engagement, coordinate services, document progress, and support successful outcomes.*

Work Experience	**35**	The number of proposed paid and unpaid work experience opportunities (10 points), the quality of proposed paid and unpaid work experience opportunities (15 points), and variety of proposed paid and unpaid Work Experience opportunities (10 points). *Reviewers will consider employer outreach, worksite development and support, participant preparation, supervision, alignment of placements with career goals, and the credibility of the approach to meeting the RFP Work Experience expenditure requirement.*
Performance and continuous improvement	**25**	A specific method to track enrollment (2.5 points), participation (2.5 points), credentials (5 points), employment or education outcomes (5 points), Work Experience activity (5 points), and expenditures (5 points). *Reviewers will consider assigned responsibilities, reporting frequency, data systems and tools, quality controls, and how performance data will be used to identify problems and make timely service adjustments.*
Organizational capacity and implementation	**25**	Relevant organizational experience (5 points); qualified staff (5 points); defined assignments (2.5 points), supervision (2.5 points), and partner roles (5 points); and a realistic implementation schedule (5 points). *Reviewers will consider the applicant's operational, fiscal, and administrative ability to begin services promptly and sustain compliant, high-quality services throughout the contract period.*
Accessibility and coordination	**25**	How youth across the region will reach and use services, including transportation (5 points), service locations (2.5 points), scheduling (2.5 points), accommodations (5 points), language and disability access (5 points), and technology access (5 points). *Reviewers will also consider coordinated referrals and collaboration with workforce, education, employer, and community partners, including documented partner commitments and mechanisms for referral follow-through.*
B. Budget & Leveraged Funding — 30 points		

Budget clarity and reasonableness	**10**	Whether proposed costs are detailed (2 points), adequately explained (2 points), necessary and reasonable (3 points) for the proposed enrollment and services, and consistent with the program narrative (3 points). *Reviewers will consider staffing levels, cost per participant, direct-service investment, administrative costs, and the support provided for assumptions and calculations.*
Work Experience funding plan	**10**	Whether the budget presents a credible (2.5 points) and traceable (2.5 points) method to meet the RFP Work Experience expenditure requirement (5 points). *Reviewers will consider whether wages or stipends and other allowable Work Experience costs are clearly identified, realistic, and consistent with the proposed program design and projected participation.*
Documented leveraged resources	**10**	The extent to which partner services (3 points), employer contributions (2 points), or other leveraged resources (5 points) are clearly identified and strengthen the proposed program without duplicating costs charged to the award. *Proposals should state each resource's source, intended use, value or scope, and commitment status.*
Total	**220**	

Applicants will not be considered for funding where the criteria above are not addressed. Other reasons for disapproval may include, but are not limited to:

- Proposal is incomplete or is not considered responsive to this RFP;
- Program is not cost-effective;
- Program is not responsive to needs of population to be served;
- Applicant lacks demonstrated administrative and/or fiscal capacity to operate the proposed program;
- Applicant is seeking to start up a new training institution or business;
- Proposed program duplicates existing services.

5.Review and Award Process

The Proposal Review Team, made up of the CSS Workforce Executive Committee and the Operations & Oversight Committee, will review and evaluate proposals and determine whether to recommend them to the full WIB Board.

The full WIB Board shall approve 1 (one) applicant for contract awards subject to successful resolution of all negotiation issues.

If applicants protest the award made by CSS Workforce, CSS Workforce reserves the right to continue the award process while it considers the protest. Protest rights are limited to violations of Federal, State, or local laws or regulations.

6.Period of Performance

The award period will be for three years with the option to renew the contract for two (2) additional one (1) year periods based on satisfactory performance and the best interests of CSS Workforce. The initial three-year period begins January 8, 2027, and ends June 30, 2029, with a one-year option for PY 2030 and a second-year option for PY 2031. Contract renewals may be subject to contractor's performance, funding availability, and negotiation/modification.

7.Availability of Funds

The actual amount of funding to serve youth through this RFP will be determined after CSS Workforce receives its allocation from the New York State Department of Labor (NYSDOL).WIOA mandates that at least 75% of local area youth funds be spent on out-of-school services and 20% of overall local youth funding be prioritized for work-based learning (work experiences such as summer jobs, pre-apprenticeship training, OJT, and internships that have academic and occupational education as a component).

Based on the current program year allocation, it is anticipated that up to seven hundred seventy thousand dollars ($770,000) are available over the contract period, with a maximum budget of three hundred thousand dollars ($300,000) per program year with the exception of an increase or decrease in unanticipated funding amounts. For the period of January 2027 to July 2027, the budget amount is anticipated to be one hundred seventy thousand dollars ($170,000). The amount budgeted for Work Experiences for the Program Year is ninety thousand nine hundred and seven dollars $90,907. The budget amount for PY 26, PY 27, and PY 28 is expected to remain at $300,000 with a possibility for either an increase or decrease in funding. For these program years, the contract amount is subject to change based upon the changes in funding levels and proposed scope of work.

To meet the overall organizational WIOA mandate regarding the funding of work experience as a percentage of total expenditure, a **minimum of 30%** of the applicant's budget must be dedicated to work experience activity expenses. All work experience wages or stipends are the responsibility of the selected organization and must be issued through a payroll mechanism of their designation.

Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;

- Staff time specifically working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time specifically working with employers to ensure a successful work experience, including staff time managing the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience and training services;
- Incentive payments, except costs related to entertainment-related incentives, that are directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Funds under this RFP cannot be used to pay for services that are currently funded through any other sources. Rather, they are intended to fund additional services, so that the range of service options available to targeted youth to successfully transition into a self-sufficient adulthood is expanded and made more comprehensive.

8.Eligibility of Program Participants

In order to be served by programs funded under this RFP, youth must meet the eligibility requirements for WIOA Title I Youth Programs. Participants will be youth ages 16-24 who have dropped out of school, those who have graduated from high school but have basic skills deficiencies and other barriers to education or employment, and will include in-school youth in poverty, and eligible youth in programs not funded by other sources. (See the NYSDOL Youth Program Eligibility Brief link.)

9.Recruitment of Program Participants

While the applicant will receive referrals from CSS Workforce-approved One-Stop Centers, County Youth Centers, and other referral agencies, it is expected to perform unique, innovative independent recruitment of participants for the program. All recruitment efforts should be coordinated with CSS Workforce and its designated providers.

10.Program Design Requirements

WIOA places emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship training, on-the-job training and internships that have academic and occupational education as a component) should be integral to youth program design. The CSS Workforce Board is a strategic planning, policy, and oversight body for the workforce area. The CSS Workforce staff will provide technical assistance as needed and support the service delivery system in its continuous improvement. Please see the RFP for the fourteen (14) required services under Section 129 (c)(1)

of the Workforce Innovation and Opportunity Act (WIOA). If a provider does not directly provide the services listed, it must demonstrate the ability to make referrals to appropriate providers of such services

Applicants have the discretion to determine what specific services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy (ISS), a written plan of long and short-term goals addressing educational, occupational, vocational and personal support service needs. Applicants are responsible for ensuring that all fourteen elements are accessible to all enrolled youth, as needed, either directly in-house or through partner agencies.

11.Program Components: Outreach, Recruitment, and Enrollment

It is expected that the following components will be integrated into the program design.

A Recruitment

Applicants are responsible for the recruitment of applicants. CSS Workforce may assist applicants in recruitment. The intent is to use WIOA funds to serve youth who would benefit from year-round service and otherwise have no access to comprehensive services. It is expected that innovative methods will be used to ensure youth are targeted and recruited from all three counties.

B.Eligibility Determination and Verification/WIOA Registration

Prior to enrollment in a WIOA activity, youth must be certified as eligible under WIOA guidelines. Service Providers are responsible for determining, verifying, and certifying WIOA eligibility for each youth applicant by obtaining acceptable records/documents to verify each required eligibility item. These verification documents must be maintained in a paperless system. Files will be reviewed periodically by WIB area staff and during monitoring. Only youth who have been certified as WIOA-eligible by completion of required forms and whose documentation to verify eligibility has been obtained by staff may be enrolled and begin to receive WIOA services.

C.Assessment

WIOA requires that Youth Service Providers/Contractors administer or obtain a thorough and in-depth assessment of the academic level, skill levels, and service needs of each youth at the time of enrollment into WIOA activities. Assessment should be carefully planned and administered to collect specific, relevant information leading to an appropriate mix and sequence of services and interventions. Youth Service Providers will use only assessment tools and strategies that are valid for youth. Initial/entry assessment will include: basic skills, work readiness skills, occupational skills, prior work experience, barriers to employment, family situation, occupational interests and aptitudes, financial resources and needs, supportive service needs, and developmental needs. This information should be acquired through various means, including, but

not limited to, standardized tests, structured interviews, behavioral observations, inventories, career guidance instruments, performance-based or competency-based assessment tools, and, where the information is current and reliable, assessment results from another service provider (school or agency). Assessment instruments, especially online tools, used to measure learning styles, life skills, etc. must be adequately researched by service provider staff prior to use to determine that they are objective, conform to widely accepted standards for validity and reliability, and are age-appropriate for the youth. WIOA staff must have adequate training on the administration, scoring, and proper use of test results. Information collected from the assessment process serves as the basis for individualized service planning in order to achieve the educational and employment outcomes desired for each youth. Assessment should be an ongoing process throughout participation in WIOA in order to track each youth's progress and to measure and record personal growth, skill goal attainment, and achievement of planned objectives for each youth. Progress testing should occur at regular intervals to determine the need to try other strategies or approaches when learning gains are not occurring as expected.

D.Individual Service Strategy

Each youth enrolled into the WIOA program will have a written, individualized plan of services and activities (an appropriate mix of the fourteen required program elements), including appropriate learning objectives and goals, based on the entry assessment information. CSS Workforce will provide a standardized form for completing each youth's Individual Service Strategy (ISS). The ISS is intended to provide in-depth information about a youth, both history and present circumstances, in order to create a plan of action agreed upon by the young person and staff working together. Youths' service plans should be flexible and responsive to the changing needs of the youth as they move through WIOA. Each youth's service plan will outline the appropriate mix and sequence of services, indicate the rationale for decision-making, and include appropriate achievement objectives and expected timeframes. The ISS will be developed in partnership with each youth and will be client-centered and flexible in accommodating changes in plans as youth's needs and situations change. It identifies a youth's career pathway, goals, barriers, and supportive service needs (e.g., transportation, childcare, clothing). Each youth's ISS will identify educational and employment goals, selected learning objectives, and provide preparation for unsubsidized employment. The ISS will set clear and realistic goals for educational advancement, entry into employment in a targeted industry, and continued learning and development.

E.Comprehensive Case Management

The WIOA Service Provider will provide comprehensive case management services to youth as part of the year-round strategy to support and assist youth to attain meaningful outcomes. Staff is expected to work closely with youth to provide support and guidance, address needs and barriers, solve problems, serve as role models, and assist in the attainment of the objectives and goals agreed upon in the ISS. The selected provider must ensure that all fourteen WIOA youth

program elements are available to participants based on individual need, are documented in OSOS using the appropriate Youth service types, and are connected to each participant's ISS. The ISS serves as a roadmap to determine appropriate OSOS services, goals, and performance measures using the SENSE Framework. The SENSE Model is a style of comments that documents who provided the service, what occurred, participant progress, next steps, and how the service supports the ISS. Specifically, **S** is for Situation: the documentation shall describe the current circumstance or event prompting the interaction or service; **E** is for Evaluation: Assess the participant's response, progress, or barrier status; **N** is for Next Steps: Outline the agreed-upon action items, upcoming milestones, or services to be provided; **S** is for Sufficient Information: Provide clear, factual, and concrete details without vague generalizations; and **E** is for Employment-Related Information Only, which means to keep all recorded notes strictly focused on career, education, and workforce development goals. The provider remains responsible for ensuring access, follow-through, case-note documentation, and outcome tracking.

All service provider staff is expected to be informed of, and adhere to, professional standards of client confidentiality. Staff with access to, or control over WIOA youth records or other confidential information is expected to safeguard such information. No staff member, volunteer, or other person associated with the WIOA Service Provider shall release or disclose information concerning the youth without securing a signed release of information authorization prior to releasing the records. This includes information sharing that is verbal, written or electronic. Exchange of information is generally to be used for eligibility verification, coordination of services and activities, tracking progress and participation, securing additional services, and for follow-up purposes.

The provider remains responsible for ensuring access, follow-through, case-note documentation, and outcome tracking. Program design must align with WIOA Title I Youth requirements, NYSDOL Youth & Young Adult Services guidance, and applicable USDOL guidance, including requirements for eligibility determination, objective assessment, ISS development, work experience expenditure tracking, follow-up services, and performance accountability. **The primary goal is to have a youth successfully exit after receiving training and a workforce experience and document their performance.**

F. WIOA Data Validation and Record Keeping

The U.S. Department of Labor has issued a data validation policy that establishes record-keeping requirements to ensure the accuracy and integrity of information collected and reported on WIOA activities and program outcomes. The federal policy mandates that states "demonstrate the validity of reported data" and conduct data validation annually. New York State has set statewide policy for data validation with developed guidelines and instructions for participant records/files that include file content and structure, data validation labeling requirements, and file maintenance. CSS Workforce staff can provide staff training and ongoing technical assistance for data validation

Data Entry Rules (OSOS): Strict adherence to the One Stop Operating System (OSOS) is non-negotiable:

- **5-Day Rule:** For every participant, all services that are provided to them, and required accompanying case note/comments, must be recorded in OSOS within 5 business days of the service start date to ensure data currency. The notes/comments will include the initial plan for the participant, including goals, recommended services, performance indicators, in-person service delivery, and exit strategies
- **90-Day Contact:** A qualifying service or contact must be documented at least once every 90 days for every participant. Notes/comments must include the detailed strategy being used to meet goals and milestones of success for the participant to exit, as well as details of the participant's performance.
- **Service Documentation:** Contractors must use the correct OSOS Youth Program service type and program association for each activity, avoid duplicative service reporting, and enter SENSE-style comments that document who provided the service, what occurred, participant progress, next steps, and how the service supports the ISS. Specifically, the contractor shall use the Data Element Validation (DEV) process that mandates that for every data field marked in a participant's file, there must be an approved, matching piece of source documentation. For example, under DEV rules, low-income status is validated by public assistance records, intake application, or case notes. Date of birth validation is supported by a driver's license or birth certificate, and employment retention is documented using UI wage records or tax documents. All records shall be retained for six (6) years.

G.Information and Referrals for WIOA-Eligible Youth

Eligible youth will be provided information on services and opportunities that are available from WIOA Service Providers and other appropriate education and training opportunities in the community. WIOA Service Providers will refer eligible youth to other educational, employment, training, community agencies, and/or human service organizations that have the capacity to serve them. This requirement applies to youth who may benefit from services other than, or in addition to, WIOA-funded activities. Records of these referrals and the outcomes of the referral shall be recorded in case notes/OSOS comments.

H.Referrals and Record Keeping for Youth Not Meeting WIOA Eligibility

Youth who are not eligible for WIOA or those who can be better served by another agency or program should be referred to appropriate agencies and/or organizations in the community. WIOA staff is responsible for maintaining applicant records, WIOA Intake forms,

eligibility documentation copies, etc. of eligible youth who do not become enrolled (for whatever reason) and of youth who are determined to be ineligible for WIOA services.

I.Performance

The Workforce Innovation and Opportunity Act (WIOA) establish performance measures for youth. Performance is calculated for individuals in the quarters after they exit program services. Partner agencies will be required to report information on participants in their individual programs on a monthly basis. This report shall include the customer's progress and any achievement of performance measures. Benchmarks, contract costs, and progress will be monitored regularly by the CSS Workforce. The Workforce Development Board retains the right to monitor all aspects of approved programs and the provider agrees to retain all records pertinent to this agreement, including financial, statistical, property, participant, and supporting documentation for a period of six (6) years.

Performance Measures

CSS Workforce is focused on successful outcomes for Youth in the program. The indicators include:

- In education or training activities or unsubsidized employment during the second quarter after exit.
- In education or training activities or unsubsidized employment during the fourth quarter after exit.
- Median earnings in unsubsidized employment during the second quarter after exit.
- Attainment of a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation or within one year after exit.
- During a program year, youth are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

Indicators of effectiveness in serving employers:

- Placement in Employment or Education (2nd quarter after exit) - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program
- *Placement in Employment or Education (4th quarter after exit) - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program
- Median Earnings - the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
- Educational Attainment during Participation or Within One Year after Exit from Program of a Degree or Certificate - the percentage of program participants who obtain a

recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program

- *Participation in Education or Training Leading to a postsecondary Credential or Employment, and Measurable Skill Gains Toward These Goals - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. This will be reported by ZIP code to the CSS Workforce Operation and Oversight Committee..
- *Effectiveness in Serving Employers - the indicators of effectiveness in serving employers in Chemung, Schuyler, and Steuben Counties

J. Monitoring

Monitoring is a tool for ensuring compliance. It can also help to identify performance problems and/or areas which may require technical assistance. Additional benefits that monitoring may provide include: improvements in quality of services, enhancements in administrative systems, and development of new programs and systems.

Performance information may be derived and monitored from data input into the One-Stop Operating System (OSOS), which is the mandatory shared case management software for the local workforce area. OSOS provides accountability, tracking, and reporting of all services provided via One Stop Service Delivery offices and their affiliates. All successful applicants shall be required to complete and submit an OSOS Partner Network Integration Questionnaire, OSOS Interagency Agreement, and OSOS Individual Access and Confidentiality Agreement to access the system. The NYSDOL will be responsible for providing training on the system which whereby CSS Workforce will submit requests to NYSDOL for OSOS security permission based on an individual staff persons' duties and responsibilities. NYSDOL and CSS Workforce will work with successful applicants to ensure that all aspects of OSOS connectivity and usage are achieved.

The act of monitoring can occur through on-site visits, as well as desk reviews using techniques such as interviews, observations, and review of performance using the OSOS Management Reports. An analysis of how the program is performing in relation to the required performance outcomes stated in the contract will also be conducted. Findings from these reviews will be shared with the contractor staff. It is expected that each successful applicant will be monitored a minimum of three times during the contract period. At least one review will be conducted on-site and will include an analysis of source data documents in participant files. The second review will be either on-site or as a desk review.

Both CSS Workforce and NYSDOL will perform required monitoring of program and financial systems and procedures consistent with its plan submitted to NYSDOL. Monitoring guides

approved by NYSDOL will be used for this activity. Performance will be monitored on a regular basis so that failing performance levels can be identified early, well before the end of the contract. Monitoring and performance outcomes will be reported to CSS Workforce. Periodic meetings will be scheduled between the contractor and CSS Workforce staff. Successful applicants will be expected to make timely changes within their programs to ensure enrollment levels and outcomes are being achieved in a way that measures the success of the program. The CSS Workforce Board may choose to terminate the contract if corrective action is not successful.

Monitoring will consist of enrollment levels, worksite monitoring, fiscal monitoring, and performance outcomes.

Program progress will be reviewed each quarter. The Interim Outcome Measures (see below), expenditures and Performance Deliverables will be assessed. Benchmarks for monthly monitoring are as follows:

- First Year: 85 percent of program participants shall be enrolled in a program service or activity that leads to a performance outcome.
- Eighteen Months: Applicant progress will be rated against the Performance Deliverables. If the applicant fails to provide the required monthly reports and/or fails to comply with the written corrective action plans, CSS Workforce has the right to not reimburse the contractor for the time frame involved.

CSS Workforce reserves the right to terminate a contract with 30-day notice if an applicant continues to fail to reach enrollment, performance goals, or meet NYSDOL/WIB compliance requirements. In this circumstance, CSS Workforce reserves the right to reallocate remaining funding to existing, successfully performing subcontractor(s) for the continued provision of services to youth impacted by the contract termination.

K.Interim Outcome Measures

Because most data on performance outcomes will not be available during the program year, CSS Workforce will use shorter-term or interim outcome measures and process measures in order to ensure progress toward the WIOA and CSS Workforce outcome measures. Some of these interim measures may be obtained through OSOS reports, and others will be required to be tracked and reported to CSS Workforce on a monthly basis by the program provider. It is expected that after June 30, 2027, a minimum of 7 active work experiences with a minimum of 4 new successful completions every month, with an 80% successful follow-up after program exit.
The interim outcome measures that will be monitored by CSS Workforce staff generally are:

1. Number of Active and New Program Enrollments by ZIP Code
2. Number to Exit Programming & Receiving Follow-up Services

3. Number who Have Terminated, Reason for Termination, and specific efforts taken to assist before termination
4. Number in Unsubsidized Employment, Education, or Training Activities
5. Number who have attained a Credential (Including HSE)
6. Number of Measurable Skill Gains Attained
7. Number participating in Work Experience activities
8. Work Experience Expenditures for the Participant
9. Work Experiences reported by ZIP code

L. Form of Contract

All contracts will be on a cost reimbursement basis and will be negotiated based on a line-item budget to be submitted as part of the proposal. Funded program providers will receive reimbursement for expenditures associated with the program based on a final negotiated contract budget.

M. Insurance and Bonding Requirements

The applicant will be responsible for providing liability insurance for $1,000,000 and bonding in the amount of $100,000. Prior to the disbursement of funds, satisfactory evidence will be required to confirm that proposing organizations maintain sufficient liability insurance and are covered by appropriate bonding of staff.

N. Adherence to Laws / Audits / Disallowed Costs

If chosen through this RFP process, the applicant agrees to conduct any and all activities under the Agreement in accordance with any and all Federal, State, Local, or departmental statutes, rules, regulations, laws, or ordinances applicable to contracts of CSS Workforce in effect or promulgated during the term of the Agreement or any extensions thereof, (including but not limited to the Workforce Innovation and Opportunity Act and the rules and regulations promulgated thereunder) and to execute such certifications and other documentation as may be required pursuant to Federal, State, local, or departmental statutes, rules, regulations, orders or ordinances. At any time during normal business hours and as often as CSS Workforce may deem necessary and in such a manner as not to interfere with the normal business operations of the applicant, the applicant shall make available to CSS Workforce, NYSDOL, or the USDOL for examination all its records with respect to all matters covered by the contract and shall permit CSS Workforce to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by the agreement between the applicant and WIB.

The applicant shall comply with applicable Office of Management and Budget (OMB) Circulars. OMB published final uniform guidance on reforming the cost principles and administrative and audit requirements for federal grants and cooperative agreements in the December 26, 2013, Federal Register and codified at 2 CFR Part 200. This uniform guidance supersedes, streamlines and consolidates requirements form OMB Circulars A-21, A-87, A-110 and A-122 (2 CFR Parts 220, 225, 215 and 230); and the guidance related to following up on audits prepared by non-federal auditors contained in OMB Circular A-50. CSS Workforce requires an applicant, subject to OMB requirements, to have a single audit of their organization annually. The applicant must submit, within 30 days of completion of audit, a copy of their single audit for all fiscal years affected by the term of the contract to CSS Workforce. Any disallowed costs identified through these audits or inspections are the responsibility of the applicant.

O.Program Income

If chosen through this RFP process, any program income earned by the applicant pursuant to this contract shall be remitted to CSS Workforce in accordance with the procedures set forth in a contract between CSS Workforce and the applicant.

P. Sub-Contracting

If chosen through this RFP process, the applicant agrees not to sub-contract, assign, transfer, convey, sublet, or otherwise dispose of this contract or any right, title, obligation or interest it may have therein, without prior written consent from CSS Workforce. Any such sub-contract assignment, transfer, subletting, conveyance, or disposition of the contract or any right, title, or interest therein without the prior written consent of CSS Workforce will relieve CSS Workforce of any and all liabilities and obligations growing out of such contract to the applicant or to the person or corporation to which the contract shall have been subcontracted, assigned, transferred, conveyed, or sublet. Subcontractors, assignees, transferees, or sublessees shall forfeit and lose all monies theretofore earned under such contract.

For purposes of this RFP, the proposing agency and any partner agencies will be considered one proposing entity. Subcontracting outside of this entity will be prohibited without prior written consent as previously referenced.

III. PROCUREMENT STANDARDS

1. Full and Open Competition

All procurement actions under this solicitation shall be conducted in a manner providing full and open competition consistent with 2 CFR §200.319.

The CSS WDB will not:

- Place unreasonable requirements on firms in order for them to qualify;
- Require unnecessary experience or excessive bonding;
- Engage in noncompetitive practices between affiliated organizations;
- Specify a brand-name product without allowing equivalent alternatives, unless otherwise justified by federal regulations;
- Take any action that unduly restricts competition.

2. Conflict of Interest

Consistent with 2 CFR §§200.318(c)(1) and (2), no employee, officer, board member, consultant, committee member, evaluator, or agent participating in the selection, award, or administration of a contract supported by federal funds may participate if a real or apparent conflict of interest exists. A conflict of interest includes situations where an individual or immediate family member, partner, employer, prospective employer, or affiliated organization has a financial or other interest in the firm selected. All evaluators and decision-makers shall disclose any actual, potential, or perceived conflicts and may be removed from participation in the procurement process if such conflicts exist.

3. Responsible Contractor Requirement

Awards shall be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed contract as required by 2 CFR §200.318(h).

Responsibility determinations may consider:

- Integrity and business ethics;
- Compliance with public policy requirements;
- Financial stability;
- Record of past performance;
- Technical resources and staffing capacity;
- Experience administering federally funded grants and contracts;
- History of audit findings, monitoring findings, or debarment actions.

4. SUSPENSION AND DEBARMENT

As required by 2 CFR Part 180 and 2 CFR Part 200, contractors must certify that neither the organization nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted transactions.

Prior to award, CSS WDB reserves the right to verify contractor eligibility through the federal System for Award Management (SAM.gov).

Failure to maintain eligibility throughout the contract period may constitute grounds for contract termination.

5. FEDERAL COST PRINCIPLES

A. Allowability of Costs

All costs charged to the resulting contract shall comply with:

- 2 CFR Part 200, Subpart E;
- WIOA regulations;
- Applicable federal agency guidance;
- New York State Department of Labor requirements.

Costs must be:

1. Necessary for program performance;
2. Reasonable;
3. Allocable to the award;
4. Consistently treated;
5. Adequately documented; and
6. Permitted under federal, state, and local law and policy.

6. PROPOSAL COSTS

- All costs incurred in preparing and submitting a proposal are the sole responsibility of the bidder.
- Proposal preparation costs are not reimbursable under this procurement.
- Neither CSS WDB nor any federal funding source shall be liable for costs associated with proposal development, submission, presentations, interviews, negotiations, or clarifications.

7. COST AND PRICE ANALYSIS

Bidders shall provide sufficient budget detail to allow evaluation of:

- Personnel costs;
- Fringe benefits;
- Indirect costs;
- Participant costs;
- Work experience expenditures;
- Supportive services;
- Contractual costs including ITAs;

- Administrative costs (capped at 10%);
- Leveraged resources.

CSS WDB reserves the right to request additional budget information or documentation necessary to determine price reasonableness.

8. NEGOTIATION AND BEST VALUE DETERMINATION

CSS WDB will evaluate proposals using a best-value methodology that considers technical merit, organizational capacity, performance history, compliance history, demonstrated effectiveness serving WIOA youth, budget reasonableness, and the proposer's ability to satisfy federal and New York State requirements. Cost alone shall not be the determining factor in award selection.

CSS WDB reserves the right to:

- Negotiate budget items;
- Request proposal clarifications;
- Conduct discussions with one or more offerors;
- Request revised budgets;
- Make partial awards;
- Make no award;
- Determine the proposal that provides the best value and most advantageous combination of technical quality, performance capability, and cost.

9. RECORD RETENTION AND ACCESS

The successful contractor shall maintain all procurement, financial, and programmatic records related to this award in accordance with federal retention requirements.

Such records shall be available to:

- CSS WORKFORCE;
- New York State Department of Labor;
- U.S. Department of Labor;
- Comptroller General of the United States;
- Federal auditors, monitors, inspectors, and authorized representatives.

Records shall be retained for a minimum of six (6) years (through September30, 2032) following final closeout of the award or longer if audit findings, litigation, claims, or monitoring activities remain unresolved.

10. REQUIRED CONTRACT CLAUSES

The successful contractor shall agree to comply with all federally required contract provisions applicable to the award, including those required by 2 CFR Part 200 Appendix II where applicable.

These may include:

- Equal Employment Opportunity requirements;
- Contract Work Hours and Safety Standards Act;
- Clean Air Act and Federal Water Pollution Control Act;
- Byrd Anti-Lobbying Amendment;
- Debarment and Suspension requirements;
- Rights to inventions made under a contract;
- Access to records provisions;
- Termination for cause and convenience provisions; and
- Any other clauses required by federal law, regulation, executive order, or pass-through entity requirements.

11. CERTIFICATION OF FEDERAL COMPLIANCE

By submitting a proposal, the bidder certifies that it:

1. Has reviewed and understands the federal requirements referenced in this Addendum;
2. Will comply with all applicable provisions of 2 CFR Part 200;
3. Maintains adequate internal controls and fiscal management systems;
4. Will maintain documentation supporting all expenditures charged to the contract; and
5. Will cooperate with all monitoring, audit, and oversight activities.

12. NEW YORK STATE MWBE PARTICIPATION

Pursuant to New York State Executive Law Article 15-A, proposers are encouraged to utilize New York State-certified Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs) to the maximum extent feasible.

Bidders shall describe any planned utilization of certified MWBE firms as subcontractors, suppliers, consultants, training providers, or professional service providers.

CSS WORKFORCE reserves the right to establish MWBE participation goals, require submission of MWBE Utilization Plans, require documentation of good-faith efforts, and require periodic utilization reporting consistent with New York State requirements

13. SERVICE-DISABLED VETERAN-OWNED BUSINESS (SDVOB) PARTICIPATION

Consistent with New York Veterans' Services Law Article 17-B, bidders are encouraged to provide meaningful participation opportunities for New York State-certified Service-Disabled Veteran-Owned Businesses (SDVOBs).

Bidders should document efforts to identify and engage qualified SDVOB vendors for subcontracting, supplies, training, supportive service delivery, worksite development, transportation services, and related activities.

CSS WDB may require submission of an SDVOB Utilization Plan and documentation of good-faith efforts consistent with NYS requirements.

14. EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION, AND WIOA SECTION 188 COMPLIANCE

The contractor shall comply with:

- WIOA Section 188;
- 29 CFR Part 38;
- New York State Human Rights Law;
- Executive Law Article 15;
- All applicable federal and state equal employment opportunity requirements.

The selected contractor shall maintain policies and procedures prohibiting discrimination based on race, color, religion, sex, age, national origin, disability, political affiliation or belief, citizenship status, veteran status, sexual orientation, gender identity, or any other protected category.

The contractor must maintain Equal Opportunity notices, complaint procedures, language access procedures, and disability accommodation procedures and make such information available to participants and applicants.

15. NEW YORK STATE VENDOR RESPONSIBILITY

Prior to award, CSS WDB may conduct a responsibility review to determine whether the bidder possesses the integrity, financial capacity, legal authority, and operational capability necessary to perform the contract.

The review may include:

- Financial stability;
- Audit history;
- Litigation history;
- Performance on government contracts;

- Federal and State debarment reviews;
- NYS Vendor Responsibility Questionnaire information;
- History of corrective actions, monitoring findings, or questioned costs.

CSS WDB reserves the right to request additional information necessary to make a responsibility determination.

Federal and State Procurement Compliance Certification

RFP: WIOA Title I Youth Services for Chemung, Schuyler, and Steuben Counties

Organization Name: _____

Address: _____

Authorized Representative: _____

Title: _____

The undersigned certifies on behalf of the proposer that:

1. Federal Compliance

The proposer understands and agrees to comply with:

- Workforce Innovation and Opportunity Act (WIOA);
- Uniform Guidance (2 CFR Part 200);
- Procurement Standards (2 CFR §§200.318-200.327);
- Cost Principles (2 CFR Part 200 Subpart E);
- Required Contract Provisions (2 CFR Part 200 Appendix II);
- Proposal Cost Principles (Appendix I to Part 200).

2. Full and Open Competition

The proposer certifies that its proposal was developed independently and without collusion, fraud, conflict of interest, or other actions that would restrict full and open competition.

3. Conflict of Interest

The proposer certifies that neither the organization nor any officer, employee, board member, consultant, or agent participating in this procurement has any actual or apparent conflict of interest that would impair objective participation in this procurement.

The proposer further agrees to disclose any conflict that may arise during the procurement or contract period.

4. Records and Audit Access

The proposer agrees to maintain all fiscal, programmatic, procurement, participant, subcontractor, and performance records required by federal and state law and agrees to provide access to such records upon request by:

- CSS Workforce Development Board;
- New York State Department of Labor;
- U.S. Department of Labor;
- New York State Office of the State Comptroller;
- Other authorized monitoring or auditing entities.

. Compliance Certification

The proposer certifies that all statements made in its proposal are true, complete, and accurate to the best of its knowledge.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

RFP: WIOA Title I Youth Services for Chemung, Schuyler, and Steuben Counties

Certification

The prospective contractor certifies that neither it nor its principals:

- Are presently debarred;
- Are suspended;
- Are proposed for debarment;
- Have been declared ineligible;
- Have been voluntarily excluded from participation in federally funded transactions by any federal department or agency.

The proposer further certifies that:

1. It will immediately notify CSS WDB if this status changes during the procurement or contract period.
2. It has not had a federal, state, or local contract terminated for cause within the last six (6) years except as disclosed below.
3. It maintains eligibility to receive federal and state funding.

Disclosure (If Applicable)

The proposer shall disclose any suspension, debarment, settlement agreement, administrative action, contract termination for cause, or similar action occurring within the last five (5) years.

☐ No disclosures.

Certification

I certify under penalty of law that the foregoing is true and complete.

Organization: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Vendor Responsibility Certification and MWBE/SDVOB Utilization Statement

RFP: WIOA Title I Youth Services for Chemung, Schuyler, and Steuben Counties

Part A – Vendor Responsibility Certification

The proposer certifies that:

Organizational Responsibility

The organization:

- Is legally authorized to conduct business in New York State;
- Possesses adequate financial resources to perform the proposed contract;
- Maintains systems for fiscal control and accounting;
- Maintains internal controls sufficient to safeguard public funds;
- Has the staff, experience, and capacity necessary to provide WIOA Youth Services.

Integrity and Performance History

The organization:

- Has not been convicted of fraud, bribery, or other criminal conduct related to public contracting, unless disclosed below;
- Has disclosed all material audit findings, monitoring findings, questioned costs, or corrective action plans occurring within the last five years;
- Will cooperate with all monitoring and oversight activities.

Required Disclosure

_____

_____

_____

☐ No disclosures.

_____

Part B – MWBE Utilization Statement

CSS Workforce encourages the utilization of New York State-certified Minority-Owned and Women-Owned Business Enterprises (MWBE).

Planned MWBE Participation

Vendor Name	NYS Certification Type	Services to be Provided	Estimated Dollar Amount

Vendor Name	NYS Certification Type	Services to be Provided	Estimated Dollar Amount

Good-Faith Efforts

Describe efforts undertaken to identify and utilize qualified MWBE businesses:

Part C – SDVOB Utilization Statement

CSS Workforce encourages the utilization of New York State-certified Service-Disabled Veteran-Owned Businesses (SDVOB).

Planned SDVOB Participation

Vendor Name	NYS Certification Number	Services to be Provided	Estimated Dollar Amount

Good-Faith Efforts

Describe efforts undertaken to identify and utilize qualified SDVOB businesses:

Part D – Certification

I certify that the information contained in this Vendor Responsibility Certification and MWBE/SDVOB Utilization Statement is accurate and complete to the best of my knowledge.

Organization: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment 1: WIOA Youth Program Proposed Budget Summary

Instructions: Complete the proposed line-item budget table below for the program period commencing January 1, 2027 and ending June 30, 2030. All costs must be reasonable, necessary, allowable, and allocable. Please separate carry-in funding from new requested allocations. Under no circumstances may administrative/indirect costs exceed 15.0% of the total budget request. Work Experience (WEX) activities must represent a minimum of 30.0% of total expenditures.

Proposing Organization Name: _____

Proposed Total Funding Request ($): $_____

Projected Participant Caseload (Year-round active): _____ Out-of-School Youth (OSY)

Total Cost Per Person = Total Funds Requested divided by # Planned OS Youth To Serve $_____

Budget Expense Line-Item Category	Carry-In Funding	Total Program Cost	Cost Budgeted to WIOA
1. Staff Salaries (Youth Navigators/Counselors)	$	$	$
2. Staff Fringe Benefits (fringe rate: _____ %)	$	$	$
3. Leveraged Resources	$	$	$
4. Program Operational Supplies & Office Rent	$	$	$
5. Partner Subcontracts / Referral Services	$	$	$
6. Work Experience (WEX) Participant Wages (Direct)	$	$	$
7. Work Experience (WEX) Participant Fringe Benefits	$	$	$

8. Supportive Services (Transportation, uniforms, gear)	$	$	$
9. Indirect Costs	$	$	$
10. Administrative Fee (Max 10%)			
TOTAL CONTRACT BUDGET PROPOSAL	**$**	**$**	**$**

Attachment 1-B: Budget Narrative Template

Bidders must attach a separate sheet titled 'Budget Narrative' that fully explains the development and calculation of every proposed line-item cost. Ensure the narrative specifically addresses:
1. Staffing Plan: Detail the precise FTE count, title, and salary distribution of all program staff.
2. Cost Per Participant Calculation: Divide total requested contract expenses by proposed enrollment casing.
3. Leveraged / In-Kind Resources: Identify all non-WIOA funds or contributions supporting this program design.
4. Work Experience Expenditure Target: Explicitly detail the math demonstrating that WEX direct wages and associated training/fringe represent at least 30.0% of the total request.

Proposal screening evaluation checklist

★ FOR BOARD ADMINISTRATIVE USE ONLY

Instructions: This checklist is used by CSS Workforce Board to conduct the initial technical review for completeness and responsiveness. Applications missing any of the mandatory forms below will be immediately deemed non-responsive and disqualified.

Item	Mandatory Document / Form Requirement	Present?	Comments
1	Proposal submitted before Friday, October 30, 2026, 4:00 PM EST deadline.	**[ ] Y [ ] N**	
2	Proposer is not on federal or state debarment or suspension registers.	**[ ] Y [ ] N**	
3	Two (2) complete original hard copies + one (1) electronic PDF submitted.	**[ ] Y [ ] N**	
4	Attachment 4 (Proposal Cover Sheet & Contractor Qualifications) completed and signed.	**[ ] Y [ ] N**	
5	Executive Summary attached and does not exceed the strict 2-page limit.	**[ ] Y [ ] N**	
6	Program Narrative attached and does not exceed the strict 15-page limit.	**[ ] Y [ ] N**	
7	Attachment 1 (Proposed Budget Table) completed in full.	**[ ] Y [ ] N**	
8	Detailed Budget Narrative attached, supporting cost per participant and staffing.	**[ ] Y [ ] N**	
9	Attachment 5 (Statement of Non-Collusion) signed and dated.	**[ ] Y [ ] N**	
10	Attachment 6 (Certification of Specifications Compliance) signed.	**[ ] Y [ ] N**	

Item	Mandatory Document / Form Requirement	Present?	Comments
11	Attachment B (14 WIOA Service Elements Delivery Plan) completed in full.	**[ ] Y [ ] N**	
12	Attachment 8 (Summary of Partnership Network Template) completed.	**[ ] Y [ ] N**	
13	Attachment 9 (Partnership Agreements / MOAs) signed for all network partners.	**[ ] Y [ ] N**	

Proposal Screening Decision: [ ] COMPLIANT / PASSES TO EVALUATION [ ] REJECTED / NON-COMPLIANT

Screened By Board(Signature): _____ Date: _____

Screened By Board(Print Name): _____