REQUEST FOR QUALIFICATIONS

FOR

Commerce WorkFirst Programs

Issued By:

Goodwill of the Olympics and Rainier Region
714 S 27th St
Tacoma, WA 98409

June 13, 2016
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I. INTRODUCTION

Goodwill of the Olympics and Rainier Region (GORR) is seeking a maximum of 2 qualified vendors to provide Case Management and Job Placement services for Commerce WorkFirst Programs to be provided onsite at the selected vendor’s place of business and Pierce North and South CSO offices. These services will be provided between July 1, 2016 and June 30, 2017. The total contract values will be determined and negotiated per contract upon GORR’s receipt of the FY 17 WorkFirst contract from Washington State Department of Commerce.

The selected vendor/s may not be prohibited, suspended or debarred from work on contracts associated with the United States Government.

The contract to be executed with the successful Contractor/s shall be in accordance with Section III. SCOPE OF SERVICES.

This Request for Qualifications (RFQ) document outlines the requirements, selection process and the documentation necessary to submit a responsive statement of qualifications for this service. Statements should be submitted via email by 5:00 PM June 24th, 2016, to Kurt Simmons.

Name: Kurt Simmons
Department: Workforce Development
Goodwill of the Olympics and Rainier Region
714 S. 27th St.
Tacoma WA 98409
email: Kurts@goodwillwa.org

All accepted statements become the property of GORR and must be provided without cost to GORR.

All statements shall be considered valid for a period of ninety (90) days from the request closing date and shall contain a statement to that effect. Statements accepted shall be subject to applicable laws and regulations governing public disclosure. Any information received within the statement will be considered part of the public record of this procurement. In the event that it is necessary to revise any part of the RFQ, timely addenda will be provided to all prospective Respondents.

GORR reserves the right to reject any and all statements, to waive minor informalities and irregularities in the statement submission process, to extend the date for submittal of responses, to request additional information and data from any or all Respondents, to supplement, amend or otherwise modify the RFQ, to cancel this request with or without the substitution of another RFQ, to reissue the RFQ, to negotiate further with all Respondents within the competitive range and to accept a proposal which is considered to be in the best interest of GORR.

At any time prior to the specified time and date set for the responsive submittal, a Respondent or their designated representative may withdraw, modify or submit an alternative statement. Any response modification must be executed by an authorized person and submitted prior to the response submittal date in accordance with submittal instructions above.

By submittal of a response pursuant to this request, the Respondent certifies that they have not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract, to any employee, official or current consultant of GORR. The Respondent certifies that the financial information in this response...
has been arrived at independently and without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any other response or Respondent.

EEO:

GORR is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, or the presence of any sensory, mental or physical disability in consideration of a contract award. The successful Contractor will be required to comply with all EEO federal, state, and local laws and regulations.

Non-Discrimination Assurances:

The contract or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or other such remedy as GORR deems appropriate.

Respondent Questions, Inquiries and Contact with GORR Staff:

GORR is committed to providing all prospective Respondents with accurate and consistent information in order to ensure that no Respondent obtains an undue competitive advantage. To this end, questions regarding this RFQ will be accepted from June 10th, 2016 through 5pm June 22nd, 2016. Questions and answers will be posted on the GORR website. All questions and inquiries shall be addressed to:

Name: Kurt Simmons
Program/Dept: Workforce Development Training Manager
Goodwill of the Olympics and Rainier Region
714 S 27th St
Tacoma, WA 98409
Phone: (253) 573-6644
E-mail: Kurts@goodwillwa.org

GORR reserves the right to disqualify any Respondent who contacts a GORR official, employee, or agent concerning this Request for Qualifications other than in accordance with this section.

II. AGENCY BACKGROUND

Tacoma Goodwill opened in 1921 as the 19th Goodwill agency in the United States, offering training and assistance for people in our community. While Goodwill is no longer in the business of repairing donated items, Goodwill employs hundreds of people in the cycle of donations, processing, and resale of these goods. On-the-job skills include training programs in Custodial, Culinary Arts, Barista, Retail, office, computer technology, and Warehouse, Logistics and Transportation skills. GED, Financial Literacy and English as a Second Language programs also help our clients to move to competitive jobs in today’s economy.

In addition to operating training programs, GORR is also a fiscal agent and service provider of several different government and private foundation grants and contracts, such as the Commerce WorkFirst Contract, aimed at helping people with barriers and other disadvantages to employment become employed.
III. **SCOPE OF SERVICES**

For this RFP bidders must be willing to provide Case Management and Job Placement services in all four Commerce WorkFirst program areas described below. (See Appendix A for a more detailed description of the administrative/management expectations needed to support this work).

**Community Jobs Program**  
Community Jobs (CJ) is a full time (40 hours per week) WorkFirst activity that provides TANF participants with up to six (6) months of paid, temporary employment combined with intensive case management to resolve employment barriers. Through the combination of 20 hours per week of paid subsidized employment, stacked activities, and issue resolution, CJ gives TANF participants the opportunity to gain experience in an employment setting while increasing their income, skills and self-confidence. A Community Jobs enrollment:

- Creates a bridge to unsubsidized employment
- Allows the individual to gain marketable skills while providing support to address employment barriers
- Makes training available and addresses skill attainment
- Provides intensive support, mentoring and engagement

**Community Job Connection/Career Jump Program**  
The Job Connection (JC)/Career Jump Program provides TANF participants with opportunities to build references, develop networking connections, and demonstrate their work skills directly through employment by performing jobs within their chosen field. The Job Connection Program consists of up to three (3) months of paid employment at a worksite, paired with targeted job hunting activities and mentoring opportunities.

The Job Connection Program offers worksite opportunities at nonprofit, tribal and government agencies. The Career Jump Program offers employment opportunities with any employer who has agreed to hire the participant at the end of the training time.

Participants who complete the full three (3) months of the Job Connection Program without finding unsubsidized employment would transition to full time Job Search/Career Scope with significant assets to assist in their full time job search efforts including:

- Recent work history in that field
- An enriched resume
- Current on-the-job performance evaluations; and
- Reference letters from their supervisor, professional mentor and co-workers

**Career Development Program**  
The Career Development Program provides a volunteer unpaid work activity to TANF participants to support their engagement in an education pathway provided at a community or technical college. Participants will be enrolled in their work activity for up to 12 months to coincide with their education plan. Worksites will be co-located on campus when possible and provide work experience to support the specific education/certification pathway. The “education certificate” comes from collaborative activities with the college system. Participants are required to maintain enrollment in the education activity to continue to participate in the Career Development Program.

Participants enrolled in an education pathway can be referred to a contractor to begin establishing their volunteer worksite. Program elements could include the following:
• Supports an education certificate from the community college
• Worksites that directly support the career goal and specific education track if applicable
• Co-located worksites on campus whenever possible to limit the amount of traveling for the participant
• Hours based on FLSA regulations related to unpaid volunteer work activities
• Up to 12 months of continuous on-the-job training for the duration of their education plan
• Monthly worksite evaluations from worksite supervisors to assess skill attainment
• Monthly documentation of actual hours worked
• Contractor coaching/support for work related issues
• Peer mentoring activities

Community Works Program
The Community Works program provides WorkFirst participants a core work activity for one (1) to twelve (12) months of participation that counts towards meeting federal participation requirements. Community Works is designed for WorkFirst participants who are:
• Employed less than 32 hours per week
• Participating in other activities, but need additional hours to meet WorkFirst participation requirements
• Transitioning between activities
• In an education component not coded to the community or technical colleges
• Needing a beginning level of activity due to limited participation capabilities
• Needing additional support for re-training or additional experience to be competitive in the labor market
• Able to participate at least five hours per week

Participants receive services tailored to worksite placement to increase employability. These services include:
- An initial assessment that identifies education level as well as current and desired work skills
- Career planning that identifies both short-term and long-term job goals
- On-going assistance for work-related issues
- Work-related support services
- Assistance with developing childcare and transportation plans

Performance Measures
The WorkFirst partnership is currently re-evaluating all program activity, data and outcome performance measures. GORR will notify contractors via email of the new performance measure expectations when they are finalized.

In previous contract years, the performance expectation was to meet or exceed CJ/JC Shadow Performance Measure goal of 60 percent of those enrolled gain UE (eJAS and ACES data source). Employment is based on meeting the minimum monthly earning requirements equivalent to 20 hours per week, times current Washington minimum wage, times 4.3 weeks.

In previous contract years, the performance expectation was to meet or exceed CJ/JC Performance Measure goal of 68 percent of those enrolled gain income from UE (UI data source).
IV. COMPENSATION

GORR will pay the Contractor all allowable costs as identified below, based on payment points accomplished during this contract period (See Appendix B for more specific details regarding pay points, allowable costs and billing). The total amount reimbursed will not exceed the Contract total amount stated on the Contract Face Sheet and any subsequent amendments. The invoices must describe to GORR satisfaction the work performed, outcomes accomplished, and required participant information for payroll and support services based on allowable costs described below.

Funds will be disbursed to the Contractor for pay points earned, reimbursable payroll and support services provided to program participants, and employment outcomes achieved during the project period.

In order to obtain payment, the Contractor shall submit a monthly A-19 invoice voucher provided by Goodwill which identifies pay points, support services, and outcomes achieved. Completed A-19s and all requested supporting eJAS data must be delivered by COB on the 10th of each month. If the 10th falls on a weekend the billing will be due the following Monday. Staff will enter evaluations, supervisor contacts, skills progressions and update barriers between the 15th and the 25th of each month. The manager will check I statements between the 25th and the 1st of each month. All support services need to be entered for the billing month by the 5th of the next month. Evaluations will be entered when the time cards are received. All final hours for participation will be entered and updated by the 5th of the month. The billing period for each invoice will be monthly and for one month’s activity only.

- Invoices received later than 60 days from the last day of the month being billed will only be processed with prior approval from the Commerce contract lead staff
- Supplemental or amended A-19 invoices for a previous month’s billing corrections or additions may be submitted. All supporting documentation will be maintained on file with the Contractor and will be made available to GORR and Commerce upon request.

Invoices presented for reimbursement without the required data will not be processed for payment until the data is received and verified.

All handwritten additions to payment point reports require written approval from GORR lead staff. Written approval will be maintained on file with the Contractor.

The Commerce Income Verification form must be maintained on file to claim Part Time UE or Full Time UE payment points.

V. REQUIRED QUALIFICATIONS

A. Minimum of 2 years organizational and staff experience operating Commerce WorkFirst programs.
B. Minimum of 2 years organizational and staff experience providing case management and employment services to low income clients with multiple barriers to employment.
C. Proven staff experience in using eJAS for case management and service documentation.
D. Proven organizational infrastructure and capacity to support a Commerce WorkFirst program and contract as outlined in the Scope of Services above.
E. Proven ability to submit billings, invoices and reports both accurately and in a timely manner.
F. Proven ability to work in a cooperative and collaborative manner with community partners and as a key member of a consortium.
VI. STATEMENT OF QUALIFICATION REQUIREMENTS

Please limit the statements to a maximum of five single spaced pages with 1 inch margins and 12 point font. The five page limit does not include the attached resumes of key personnel, reference list, financial statements, and A-133 single audit. To assist the Evaluation Committee in the review of submitted statements, Respondents should organize statements in the following order:

A. A summary of firm’s qualifications as they relate to the duties and desired qualifications described above.

B. Describe your firm’s experience providing Commerce WorkFirst program services and case management. Include a discussion on past and planned ability to perform the duties and meet the timelines described in section IV under compensation as well as meeting contractual timeline obligations such as weekly actual hours for stacked and bi-weekly hours for non-stacked activities.

C. A discussion of strategies your organization uses to develop employment sites along with some of your key employer partnerships.

D. A discussion of the qualifications and experience of key personnel assigned to this service, along with attached detailed résumés. Also include a description of how your firm and staff will be fully operational by July 1, 2016.

E. A list of references knowledgeable of your firm’s community agency related work. Include contact names, telephone numbers, and addresses.

F. Copy of your organizations A-133 single audit and financial statements.

VI. EVALUATION OF STATEMENTS

Proposals will be evaluated by a GORR evaluation committee. The Respondents selected for contract award will be chosen on the basis of staff experience, prior experience and performance with Commerce WorkFirst contracts, cost effectiveness, and described ability to deliver on the scope of work in this RFQ. GORR reserves the right to recommend contract award based solely on the original proposals or to interview and negotiate further with those Respondents deemed to be within the competitive range.
The criteria to be used in the evaluation of proposals, along with respective weighted importance, are as follows:

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<th>CRITERIA</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>1. Qualifications, experience and capacity of the firm to meet performance measures starting July 1, 2016.</td>
<td>20</td>
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<tr>
<td>2. Qualifications and experience of key personnel to meet performance measures starting July 1, 2016.</td>
<td>20</td>
</tr>
<tr>
<td>3. Discussion of past and planned future ability to meet the timelines described in section IV under Compensation as well as meet ongoing contractual case management obligations such as weekly actual hours and bi-weekly actual hours reporting.</td>
<td>15</td>
</tr>
<tr>
<td>4. A-133 single audit and financial statements.</td>
<td>20</td>
</tr>
<tr>
<td>5. Employment site development and employer partnerships.</td>
<td>15</td>
</tr>
<tr>
<td>6. References</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
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**VII. TERM OF CONTRACT**

The anticipated term of a contract award shall be for 12 months and shall commence July 1, 2016 and go through June 30\(^{th}\), 2017. Timing and issuance of contracts is contingent upon GORR’s receipt of the FY 17 WorkFirst contract from Washington State Department of Commerce. Contract total values are also contingent on the FY 17 WorkFirst total contract allocation from Commerce and will be determined and negotiated upon a contract award.
APPENDIX A
APPENDIX A

A. **Administrative/Management**
- Establish and/or maintain administration and management of the program
- Provide core program staff training to practitioners/staff
- Attend designated training offered by Commerce
- Actively participate in Local Planning Area (LPA) activities
- Coordinate with local Community Services Offices, WorkFirst participants, Employment Security, Community/Technical Colleges and non-profit, tribal and government agencies as appropriate
- Coordinate with public, nonprofit, tribal, and government entities to develop and maintain work assignments that benefit the local community and provide work skills to participants
- Provide continuous program enrollment opportunity throughout the entire contract year without exceeding the total contract fiscal allotment
- Ensure compliance with Commerce WorkFirst Program Guidelines (incorporated by reference), Scope of Work requirements, and WorkFirst participation requirements per the DSHS WorkFirst Handbook (incorporated by reference)
- Ensure performance measure outcomes are achieved as described in the Commerce WorkFirst Scope of Work
- Use Commerce Caseload Management Report (CLMR) and all other available reporting tools to ensure participants are coded for full-time participation and meeting participation requirements.
  - Each contractor will establish a documented process to randomly verify participation reported as completed on a participant’s Job Readiness/Job Hunting Log. One percent (1%) of the *monthly* total number of participants must be documented as verified. Documentation must be retained on file and available either upon request or during a monitoring visit.
- Act as the “Employer of Record” for all program participants. Provide all employer payroll functions for participants including processing and issuing wages to participants in Community Jobs, Job Connection and Career Jump. The contractor is required to pay Labor and Industry (L&I) benefits for all program participants.
- Contractor will leverage or provide the following activities to support their programs:
  - Worksites
  - Life/soft skills classes
  - Job readiness activities
  - Job hunting
  - Mentoring opportunities (professional mentoring, peer mentoring, Job Club, etc.)
  - Community service
  - Education not provided by the local community/technical college
APPENDIX B
APPENDIX B

A. Allowable Costs

Performance Payments
GORR will pay the Contractor via pay points based on 100 percent performance. GORR reserves the right to deny pay points based on non-performance. The Contractor will have flexibility to manage the Contract allotment within the Community Jobs, Community Job Connection, Community Works, and Career Development Programs without designated categories for performance, support services and payroll expenses.

Support Services
Although DSHS has removed limits to support service subcategories, Commerce has removed limits to some categories, but not all. Commerce limits are noted on the Support Service Directory.

GORR will reimburse the Contractor 100 percent of costs for support services provided to program participants as allowed in the Support Service Directory and the Exception to Rule (ETR) process.

When possible and appropriate, the purchase of support service should be integrated into programming to teach the participant to independently purchase the support service. For example, public transportation; providing this support service the first 3 months of CJ with the parent budgeting and paying for it the remaining months.

Contractors must view eJAS Support Services for WorkFirst partner entries to ensure services provided will not exceed the hard limit for the program year. If it exceeds the hard limit, an Exception to the Rule (ETR) must be submitted to Commerce and approved prior to providing the service.

The ETR process must follow the WorkFirst Support Service guidelines.

Support services can only be provided to participants to engage or maintain active participation in Commerce programs. Note: For participants exiting the program with unsubsidized employment, support services can be provided for up to 14 calendar days after the last date at the CJ/JC worksite. TANF must be open to provide support services.

Support services specific to the Career Development and Community Works Program:
Contractors may only provide support services related to work activities.

Prepaid Merchant Cards
Federal guidelines indicate that any unspent prepaid merchant card funds must be returned to the WorkFirst program. Therefore, GORR recommends against the use of pre-paid merchant cards. If pre-paid merchant cards are used by the contractor, there must be clear documentation that any unspent funds has been returned to the WorkFirst program by the end of the fiscal year.

Participant Wage and Payroll Expenses for Community Jobs and Job Connection Programs
Contractors are responsible for wage subsidy costs, including participant payroll and employer payroll expenses for the Community Jobs and Job Connection Programs. GORR will reimburse the Contractor 100 percent of payroll related costs.
APPENDIX B

B. **Sample FY16 Payment Point Schedule for Commerce WorkFirst Programs**

Below is a sample Payment Point schedule for FY16. Some Payment Points could be subject to change in FY17. Successful bidders will be notified of any potential changes once GORR receives the FY17 contract from Commerce.

The program manager or designated supervisory staff must complete the monthly billing verification statement. Completion of monthly billing verification requires supervisory level, or above, knowledge of program and contractual obligations.

### Performance Payment Schedule for Community Jobs

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP Create</td>
<td>$300.00</td>
</tr>
<tr>
<td>IDP Program Start Date</td>
<td>$500.00</td>
</tr>
<tr>
<td>Monthly IDP Updates</td>
<td>$250.00</td>
</tr>
<tr>
<td><em>This requires all worksite evaluations, WORKSITE SUPERVISOR CONTACTS, SKILL PROGRESSION, MONTHLY UPDATES AND APPLICABLE BARRIERS HAVE BEEN UPDATED. If a participant is not on a worksite, the I statement cannot be claimed.</em></td>
<td></td>
</tr>
<tr>
<td>Stacked Activities</td>
<td>$150.00</td>
</tr>
<tr>
<td><em>Can only be claimed if there are hours of participation</em></td>
<td></td>
</tr>
<tr>
<td>Attendance Reporting for Monthly Activities</td>
<td>$150.00</td>
</tr>
<tr>
<td>Part Time Unsubsidized Employment (within 45 calendar days of leaving the program)</td>
<td>$800.00</td>
</tr>
<tr>
<td>Full Time Unsubsidized Employment (within 45 calendar days of leaving the program)</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

### Performance Payment Schedule for Job Connection/Career Jump

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Plan Create</td>
<td>$300.00</td>
</tr>
<tr>
<td>Career Plan Program Start Date</td>
<td>$500.00</td>
</tr>
<tr>
<td>Career Plan Program Start Date transferred to Career Jump Program Start Date</td>
<td>$200.00</td>
</tr>
<tr>
<td>Career Jump Program Start Date</td>
<td>$700.00</td>
</tr>
<tr>
<td>Monthly Career Plan Updates</td>
<td>$100.00</td>
</tr>
<tr>
<td><em>This requires all worksite evaluations, WORKSITE SUPERVISOR CONTACTS, SKILL PROGRESSION, MONTHLY UPDATES AND APPLICABLE BARRIERS HAVE BEEN UPDATED. If a participant is not on a worksite, the I statement cannot be claimed.</em></td>
<td></td>
</tr>
<tr>
<td>Job Readiness Activities</td>
<td>$150.00</td>
</tr>
<tr>
<td><em>Can only be claimed if there are hours of participation</em></td>
<td></td>
</tr>
<tr>
<td>Attendance Report for Job Readiness Activities</td>
<td>$150.00</td>
</tr>
<tr>
<td>Part Time Unsubsidized Employment (within 45 calendar days of leaving the program)</td>
<td>$800.00</td>
</tr>
<tr>
<td>Full Time Unsubsidized Employment (within 45 calendar days of leaving the program)</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

### Performance Payment Schedule for Career Development

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development Enrollment Date</td>
<td>$500.00</td>
</tr>
<tr>
<td>Monthly Career Development Plan Updates</td>
<td>$100.00</td>
</tr>
<tr>
<td><em>Can only be claimed if there are hours of participation</em></td>
<td></td>
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</tbody>
</table>
APPENDIX B

<table>
<thead>
<tr>
<th>Monthly Attendance</th>
<th>$150.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Payment Schedule for Community Works</td>
<td>Revenue</td>
</tr>
<tr>
<td>Community Works Plan Create</td>
<td>$300.00</td>
</tr>
<tr>
<td>Community Works Enrollment Date</td>
<td>$500.00</td>
</tr>
<tr>
<td>Monthly Community Works Plan Updates</td>
<td>$250.00</td>
</tr>
<tr>
<td>*This requires all worksite evaluations, WORKSITE SUPERVISOR CONTACTS, SKILL PROGRESSION, MONTHLY UPDATES AND APPLICABLE BARRIERS HAVE BEEN UPDATED. If a participant is not on a worksite, the I statement cannot be claimed.</td>
<td></td>
</tr>
<tr>
<td>Monthly Attendance</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

point was not already claimed during the same fiscal year. If the participant obtains a second UE within the same fiscal year, the second UE pay point may not be claimed.

**Unsubsidized Employment (UE)**

UE payment points may **not** be claimed for the following:

- Government subsidized training/volunteer programs with no intent to hire at the end of service.
- Seasonal/short-term temporary employment – participants should be placed on “hold” so they can resume program participation upon completion, if appropriate.

UE payment points may be claimed for participants who maintain long-term temporary employment or non-permanent employment if the position is maintained for 90 days and the position meets all other UE payment point criteria.

If a parent obtains a UE **prior to being placed on a worksite**, the following documentation is required:

- For Job Connection:
  - An open JS component with actual hours documented.
  - A Career Plan Job Readiness or Job Hunting section detailing specific activities the participant was engaged in. Mere completion of stacked activity or program orientation will not satisfy the necessary level of participant-specific documentation.
  - Completed exit narrative that includes all exit narrative requirements including documentation of the specific activities that were provided to the participant by the contractor that helped the participant obtain the UE.
APPENDIX B

- For Community Jobs:
  - If stacked with JS
    - JS component with documented actual hours
    - A Job Readiness or Job Hunting section detailing specific activities the participant was engaged in. Mere completion of stacked activity or program orientation will not satisfy the necessary level of participant-specific documentation.
    - Completed exit narrative that includes all exit narrative requirements including documentation of the specific activities that were provided to the participant by the contractor that helped the participant obtain the UE.
  - If stacked with other activities
    - At the minimum, a completed exit narrative that includes all exit narrative requirements including documentation of the specific activities that were provided to the participant by the contractor that helped the participant obtain the UE.

NOTE: If a participant obtains UE prior to completing the 6 month CJ or 3 month JC Program and loses the UE, and it is determined that resuming either program would be beneficial; the UE pay point payment may be required to be repaid.

Only one UE pay point may be claimed per fiscal year. If a participant is approved to re-enroll in a paid program after leaving with a qualified UE, the Contractor does not need to repay the UE pay point if another UE pay

C. Fiscal Reports

The Contractor shall maintain on file all required payment information with each reimbursement voucher, per mandatory reporting criteria set forth by the Department of Social and Health Services (DSHS) and Commerce. The required documentation shall include:

- Support services reports extracted from eJAS
  - Reimbursements for “transportation-related” payments entered in eJAS under the following categories:
    - (07) Mileage Reimbursement
    - (19) Car Repair
    - (43) Public Transportation
    - (44) Gasoline (Transportation Allotment)
    - (61) Licenses/Fees gasoline (transportation allotment must be entered on the A19 as a separate line item under “Support Services (Transportation)”

  - Support service reports must be exported into Excel and the transportation-related payments must be separated out from the other support service payments.
  - Wage/Benefits paid for Community Jobs, Community Job Connection, and Career Jump, extracted from the Contractor's fiscal accounting system and reported in the form of an Excel spreadsheet
  - Labor and Industries Workers Compensation insurance paid, extracted from the Contractor's fiscal accounting system and reported in the form of an Excel spreadsheet for Career Development, Community Works, and Community Service activities in Community Jobs
  - eJAS payment point reports
  - The “paypoint tracker” Excel document should be used to document payment points not generated by eJAS reports.
APPENDIX B

- The WorkFirst partnership is currently re-evaluating all program activity, data, and outcome performance measures. Commerce will notify contractors via email of new data reporting expectations.

Contract invoices must be identified, tracked and billed by program for Community Jobs, Community Job Connection, Community Works, and Career Development.

Specific to Community Jobs
A completed A-19 will be submitted to Commerce.
The Contractor will keep the following documents on file and must be made available to GORR and Commerce upon request:
- CJ IDP Pay Point Report/Pay Point Tracker
- Commerce Income Verification form, as applicable to UE pay points
- Participant Wage Spreadsheets
  - L&I spreadsheet which includes L&I benefits provided for CJ Community Service participants
- Support Service Report

Specific to Community Job Connection
A completed A-19 will be submitted to Commerce.
The Contractor will keep the following documents on file and must be made available to Commerce upon request:
- Job Connection Pay Point Report/Pay Point Tracker
- Commerce Income Verification form, as applicable to UE pay points
- Participant Wage Spreadsheets
  - L&I spreadsheet which includes L&I benefits provided for CJ Community Service participants
- Support Service Report

Specific to Career Development
A completed A-19 will be submitted to Commerce.
The Contractor will keep the following documents on file and must be made available to Commerce upon request:
- Career Development Pay Point Report/Pay Point Tracker
- L&I spreadsheet
- Support Service Report

Specific to Community Works
A completed A-19 will be submitted to Commerce.
The Contractor will keep the following documents on file and must be made available to Commerce upon request:
- Community Works Pay Point Report/Pay Point Tracker
- L&I spreadsheet
- Support Service Report

GORR will email a Monthly Tracking Spreadsheet to the Contractor after monthly invoices have been processed.
APPENDIX C

A. **Holidays**

**Specific to Community Jobs, Job Connection, and Career Jump**
Participants will be paid for their normal scheduled workday that falls on a State recognized holiday.

**Specific to Career Development and Community Works Programs**
Participants scheduled to work on a day that falls on a State recognized holiday will be given participation credit for the number of hours scheduled. These hours will be entered in the eJAS Client Monthly Participation Screen Holiday section. Participants are not required to make up time missed due to holidays.

**All Programs**
Participants are not allowed to work even if their normal scheduled workday falls on a State recognized holiday.

B. **Commerce WorkFirst Programs’ Employment Conditions (WAC 388-310-1500)**
Contractors must ensure they and the host employers meet the criteria as described in WAC 388-310-1500.

C. **Commerce WorkFirst Programs and Displacement**
Contractors must ensure that a participant’s position at their host employer worksite does not result in:

- Regular current employees’ job loss
- A reduction in wages for current employees
- A reduction in hours or overtime available for employees
- The infringement of promotional opportunities for current employees
- Impairment of existing contracts for services
- Violation of any collective bargaining agreement(s)

No Commerce WorkFirst Program participant may be placed at a host employer worksite when any other employee is in a lay-off status from the same or similar job within the same organizational unit. A lay-off is in effect until the expiration of the period required by the recall list; or if no recall list to re-employment rights exist, for a period of one year from the last lay-off.

D. **Affordable Care Act**
Contractors are responsible for determining what actions are necessary to meet ACA law compliance.

E. **Confidentiality**
Contractors shall not use or disclose any information concerning any participant for any purpose not directly connected with administration of the contractor’s responsibilities under this agreement except by prior permission of the Commerce WorkFirst Program participant, unless required by law or court order. Contractor staff must sign confidentiality release forms for any and all communications or referral pertaining to Commerce WorkFirst Program participants.
APPENDIX C

F. Data Sharing

Data Provisions:
The Contractor or Contractor’s staff may not release any information to any other agency or person without specific written consent. Unauthorized disclosure of information is a gross misdemeanor, punishable by law. The Contractor is subject to the same standards and laws of confidentiality as is DSHS.

Data Access:
The Contractor shall limit access to the participant data to authorized staff whose duties specifically require access to such data in the performance of their assigned duties. Prior to making eligible participant data available, the Contractor shall notify all staff with access to data of the authorized use and disclosure requirements identified in the DSHS “Nondisclosure of Confidential Information – Non Employee” form “DSHS 03-374D (REV.10/2014).

Commerce reserves the right to revoke, at any time, an individual’s authorization to access information. Commerce shall send a written Notice Termination of Access, effective no later than date of receipt, to the effected individual. Such notice shall be made by certified mail.

The contractor shall use the DSHS “Nondisclosure of Confidential Information – Non Employee” form “DSHS 03-374B (REV.05/2012)” and any necessary contractor generated consent forms to ensure program participant confidentiality between the contractor and local community partners.

G. Fraud Reporting

The Contractor shall report any knowledge of welfare fraud to DSHS by calling 1-800-562-6906 or on-line at http://www.dshs.wa.gov/fraud/index.shtml

H. Federal participation

WorkFirst partner performance measures related to federal participation targets and requirements are being finalized. Commerce reserves the right to deny or recoup pay points for participants who do not meet performance measure participation requirements or for participants who do not consistently meet federal participation. For example, a participant who does not meet stacked activity participation requirements for more than one month without clear documentation of case manager attempts to address the issue.

I. Use of Commerce programs
   - CJ is meant to be a one-time program. For CJ, if a previous CJ Individual Development Plan (IDP) or JC Career Plan was created, a re-enrollment review is required. Please see Program Guidelines for details.
   - For JC, if a previous JC Career Plan or IDP was created, a re-enrollment review is required. Please see Program Guidelines for details.
   - If a previous Career Development Plan was created, a re-enrollment review is required. Please see Program Guidelines for details.
   - If a previous Community Works Plan was created, a re-enrollment review is required. Please see Program Guidelines for details.
APPENDIX C

J. **Earned Income Credit**

Contractors are required to participate in the Earned Income Tax Credit program and educate CJ and JC participants on the benefits of this opportunity.

K. **eJAS Caseload Management Reports**

The CLMR is available in eJAS and should be used to monitor and manage the overall caseload. It is intended for regular (at least weekly) use by managers and staff to ensure participant program and participation requirements are met.

GORR will also use this report to regularly monitor contractor caseloads to ensure contract requirements are met.

Additional WorkFirst reports may become available throughout the year.