

STATE OF SOUTH DAKOTA
Department of Labor and Regulation
123 W Missouri Ave
Pierre, SD 57501

FAMILY FIRST INITIATIVE COMMUNITY EDUCATION COURSES
PROPOSALS ARE DUE NO LATER THAN October 23, 2020

RFP #: 2157

State POC:

EMAIL: Jami.Burrer@state.sd.us

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota Department of Labor and Regulation (DLR) is seeking to enhance the Family First Initiative Program by partnering with providers to assist in offering family-oriented courses. The initiative is designed to deliver courses with practical knowledge to families of all economic and educational backgrounds. Individuals will build positive relationships and receive guidance in a neutral learning environment.

Selected providers will help to maximize programming already offered and fill voids where no programming exists in the areas of Family Financial Literacy, Digital Safety, and Soft Skills courses. The DLR will also entertain other recommended family-oriented courses, which will be subject to DLR approval. Courses will increase attendance by providing meals with family time, childcare, transportation, convenient hours of attendance, and incorporating virtual learning opportunities.

DLR is seeking providers to provide the following courses monthly, semi-monthly, or quarterly based on demand:

- Virtual Family Financial Literacy
- Virtual Digital Safety
- Virtual soft skills overview
- In-person Family Financial Literacy
- In-person soft skills course with curriculum provided by DLR
- Other recommended family-oriented courses

Selected providers may choose to offer courses in one or all categories. Providers must be willing to work closely with DLR to ensure program goals are being met. Providers must work with local Job Service Offices to promote upcoming offerings and connect individuals with DLR for employment and training services. Goals include, but are not limited to, the number of courses provided, number of communities reached, and the number of attendees.

Total funding for the initiative is up to \$170,000 and must be utilized before June 30, 2021.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The **South Dakota Department of Labor and Regulation** is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, **Department of Labor and Regulation**. The reference number for the transaction is RFP #2157. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 LETTER OF INTENT

All interested offerors must submit a **Letter of Intent** to respond to this RFP.

The Letter of Intent may be submitted to Jami Burrer via email at Jami.Burrer@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 2157**".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication

September 18, 2020

Letter of Intent to Respond Due	September 25, 2020
Questions Due	September 25, 2020
Responses to Offeror Questions	October 9, 2020
Proposal Submission	October 23, 2020
Oral Presentations/discussions (if required)	N/A
Proposal Revisions (if required)	N/A
Anticipated Award Decision/Contract Negotiation	November 6, 2020

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the South Dakota Department of Labor and Regulation by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

All proposals must be signed, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. **Proposals must be sent to Jami Burrer at Jami.Burrer@state.sd.us with the subject Link “RFP #2157”.**

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

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

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

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin, or disability.

1.8 RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

1.9 MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

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

1.10 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to **Jami Burrer** at **Jami.Burrer@state.sd.us** with the subject line "RFP #2157".

All offerors will be informed of any inquiries and the State's response. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.11 PROPRIETARY INFORMATION

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

1.12 LENGTH OF CONTRACT

The anticipated contract period is December 1, 2020, to July 15, 2021.

1.13 GOVERNING LAW

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

1.14 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

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

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

2.0 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1** The Contractor will perform those services described in the Scope of Work, attached hereto as Section 3 of the RFP, and by this reference incorporated herein.
- 2.2** The Contractor's services under this Agreement shall commence on _____ and end on _____, unless sooner terminated pursuant to the terms hereof.
- 2.3** The Contractor will not use State equipment, supplies, or facilities. The Contractor will provide the State with its Employer Identification Number, Federal Tax Identification Number, or Social Security Number upon execution of this Agreement.
- 2.4** The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$_____. The State will not pay the Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher. Payment will be made consistent with SDCL ch. 5-26.
- 2.5** The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents, and employees, harmless from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents, or employees.
- 2.6** The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence-based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

The Contractor agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit not less than \$1,000,000.00.

C. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

D. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, Contractor shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance

required in this Agreement. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Contractor agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Contractor shall furnish copies of insurance policies if requested by the State.

- 2.7** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.8** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.
- Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.
- 2.9** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.10** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.11** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.
- 2.12** This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.13** The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.14** The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents,

and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

- 2.15** Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.16** "Pursuant Executive Order 2020-01, for contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by signing this contract Contractor certifies and agrees that it has not refused to transact business activities, have not terminated business activities, and have not taken other similar actions intended to limit its commercial relations, related to the subject matter of the contract, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to terminate this contract. Contractor further agrees to provide immediate written notice to the State if during the term of the contract it no longer complies with this certification, and agrees such noncompliance may be grounds for contract termination."
- 2.17** The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.18** Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to _____ on behalf of the State, and by _____, on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.19** In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.20** All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

3.0 SCOPE OF WORK

3.1 The respondent shall provide detailed responses to the following key areas:

- Complete the Course Information and Reimbursement charts located in [Appendix B](#).
- Include a detailed narrative description of the courses your organization will provide and a description of the method of delivery. Include curriculums where applicable.
- Detailed description of how courses will meet the goals identified in [Section 1.1 Purpose of Request for Proposal](#).
- Detailed description of the respondent's resources to meet grant objectives, including access to technological means. If technological needs are being sought with this funding, please provide a detailed description and cost estimate. Describe how these resources will assist in meeting goals and reducing barriers to attendance.
- Describe how partnerships with outside organizations will be maximized to provide courses and incentives such as on-site food or meals, on-site childcare, and transportation to ensure barriers are being met to increase on-site attendance.
- Plan of how the provider will work with the local Job Service Office to promote upcoming offerings and connect attendees with DLR for continued employment and training services.
- Describe your outreach and recruitment plan to bolster attendance.
- A description of your organization's ability to provide these services and grant management experience.
- All providers must be committed to working closely with DLR's Family First Initiative Program Coordinator to ensure goals are met and monthly documentation is received. All providers are required to provide monthly data to the Department of Labor and Regulation including, but not limited to the following: names and residing location of each attendee over the age of 14, attendee age range, attendee employment status, and detailed course information. Quarterly calls with the provider(s) will be held.
- Provide a record of past performance, including price and cost data from previous projects in similar nature to those described in this RFP, quality of work, ability to meet schedules, cost control, contract administration, and proven history in handling special project constraints.
- All providers are subject to random compliance monitoring.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

4.1 Sample terms of the agreement see [Appendix C](#).

4.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

4.3 **Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.4 The offeror may be required to submit a copy of their most recent audited financial statements upon the State's request.

5.0 PROPOSAL RESPONSE FORMAT

- 5.1 A PDF electronic format must be submitted.
- 5.1.1 The proposal must be typewritten on 8.5" x 11" paper, including page numbers and an index and/or table of contents referencing the appropriate page number.
- 5.1.2 The application must be emailed to Jami.Burrer@state.sd.us by 5:00pm (CDT) on [October 23, 2020](#).
- Page limit: Narrative is limited to ten (10) single pages, not including the RFP form (initial page of this RFP), index or table of contents, or letters of support.
 - Spacing: Single-spaced allowed but not required.
 - Font and Margins: 10-point font minimum and minimum of 0.5 inch margins.
- 5.2 All proposals must be organized in the following format:
- 5.2.1 **RFP Form** (initial page of this RFP). The State's Request for Proposal form completed and signed.
- 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
- 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
- 5.2.3.1 A specific point-by-point response for each items identified in Section 3.0 Scope of Work. This should include a complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

- 6.1** After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:
- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
 - 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
 - 6.1.4 Availability to the project locale;
 - 6.1.5 Familiarity with the project locale;
 - 6.1.6 Proposed project management techniques; and
 - 6.1.7 Ability and proven history in handling special project constraints.
- 6.2** Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3** The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4** The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
 - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

Appendix A

Family First Initiative Criteria for Evaluating Proposal

CATEGORIES	SCORING RANGE	FINAL SCORE
Courses The application narrative includes a thorough and complete description of the organization’s current courses and the method of delivery.		
Resources (6.1.2) The application narrative includes a thorough and complete description of the organization’s access to resources to provide program services and grant management.		
Program Goals The application narrative includes a thorough and clear plan that includes the intent to assist with program goals and outcomes.		
Partnerships with Outside Organizations (6.1.2, 6.1.4, 6.1.5) The application narrative includes a thorough and complete discussion on the inclusion and engagement of partners, identifying appropriate collaborative partners, each of which adds considerable value to the program.		
Partnership Between One-Stop Office and Related Program (6.1.2, 6.1.4, 6.1.5) The application narrative clearly articulates how the organization will partner with the One-Stop Office(s).		
Ability (6.1.1, 6.1.3, 6.1.6, 6.1.7) The application narrative includes a thorough and complete description of the organization’s ability and proven history in handling special projects, including past performance, cost data from previous projects, quality of work, cost control, and contract administration.		
Outreach The application narrative includes thorough and complete plan of the organizations outreach and recruitment efforts to boost attendance.		
Cost Proposal The application narrative includes a cost proposal in alignment with projects goals and funding availability.		
Overall Quality of Proposal The application narrative includes a thorough and complete description of the overall vision and value of the program.		
TOTAL SCORE		

APPENDIX B

COURSE INFORMATION

Course Name	Method of Delivery <i>(e.g. on-site, virtual)</i>	Number of Courses Provided <i>(per month)</i>	Number of Communities Course will be offered in	Number of Attendees	Length of Course <i>(in hours)</i>	Meals Provided	Childcare Made Available	Transportation Provided

REIMBURSEMENT

	Cost	Reimbursement Type <i>(e.g. per hour, per course, per attendee, etc.)</i>
On-Site Tuition		
Virtual Tuition		
Meals		
Childcare		
Transportation		
Other:		
Other:		
Other:		
Other:		

Appendix C

- A) It Shall be the responsibility of the Provider to:
- 1) Provide a classroom space for the courses.
 - 2) Provide curriculum and a trained facilitator to instruct the courses.
 - 3) Develop an application/registration process.
 - 4) Provide all individuals who complete the seven A's for Bring Your 'A' Game to Work with a DLR Certificate of Completion.
 - 5) Utilize the Bring Your 'A' Game curriculum for soft skills courses.
 - 6) Refer individuals in need of training or employment to DLR.
 - 7) Accept referrals from DLR Job Service offices, Department of Social Services, Department of Human Services or any other state agency, community organization, and faith-based organization.
 - 8) Offer course to all individuals.
 - 9) Coordinate the date, time, and venue for each course.
 - 10) Provide outreach and marketing materials to promote courses, including those with barriers to employment
 - 11) Notify DLR Program Coordinator of all scheduled courses.
 - 12) Notify individuals and referring agency of cancellation as soon as possible.
 - 13) Provide the DLR survey prior to the course beginning.
 - 14) Surveys are located on the DLR Survey Monkey website.
 - 15) Utilize the invoice template, sign-in sheet, and Release and Waiver of Liability provided by the DLR.
 - 16) Send invoices within 45 days of the course to DLR Central Office, Attn: Labor Program Assistant, 123 W Missouri Ave, Pierre, SD 57501 or jami.burrer@state.sd.us.
 - 17) Assist DLR as needed regarding information requests as it relates to performance reporting for the Joint Committee on Appropriations.
 - 18) Allow DLR Program Coordinator to attend workshops at no cost.
 - 19) Allow State Agencies to share information about additional services at no cost.
 - 20) Display the DLR overview video at the beginning of each course.
 - 21) Assist in offering meals, childcare, and transportation services to minimize attendance barriers.
 - 22) Offer courses at traditional and non-traditional times, such as evenings and weekends to meet the needs of individuals with barriers to employment.
- B) Other
- 1) Parents or legal guardians taking advantage of on-site childcare must sign the Release and Waiver of Liability Form.
 - 2) Childcare, transportation, and food will be paid for by the Provider to the vendor. There will be no reimbursement paid to attendees.
 - 3) Courses offering daycare may not be held in a state-owned building or a state-rented building without prior written approval by DLR.
 - 4) Providers are encouraged to collaborate with outside entities to provide coursework, daycare, transportation, facilities, etc.
 - 5) Individuals may not repeat the course, unless it has been 12 or more months since the last date the course was completed by that individual.
- C) Reimbursement
- 1) Providers may not invoice any other company or agency for expenses invoiced to DLR.
 - 2) DLR will provide reimbursement to the Provider upon completion of the course and receipt of the invoice submitted on the template provided by DLR. Providers must include a sign-in-sheet of those attending the course, an agenda for the course identifying the length and location of course, verification of meal and transportation, the Release and Waiver of Liability form(s) per child, and verification if interpreter services (if utilized) with the invoice.