

PART I - GENERAL INFORMATION AND INSTRUCTIONS

SECTION A: RFP SUMMARY

1. **PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit service providers to operate a systematic Out-of-School youth program in accordance with Title I of the Workforce Investment Act (WIA) of 1998. ***Priority will be given to agencies who submit a proposal to provide all relevant services.*** However, consideration will be given to those who perform independent services.

The intent of WIA with respect to youth services is to implement a systematic approach that offers a broad range of coordinated services. Such offerings include opportunities for assistance in both academic and occupational learning, developing leadership skills, and preparing for further education, additional training, and eventual employment. Rather than supporting separate categorical programs, the youth regulations are written to facilitate the provision of a menu of varied services that may be provided in combination or alone at different times during a youth's development. ***Priority will be given to proposals that clearly demonstrate the coordination and use of community resources outside WIA to provide the menu of services needed to help youth succeed.***

2. **FUNDING AVAILABILITY:**

Funding availability is subject to adjustment based on final allocations from the U.S. Department of Labor. Any required adjustments to successful bidder's budgets will be made during the contract negotiation period.

Funding Estimates Program Year 2005 (PY05): **\$ 800,000**

Administrative costs shall not exceed 10% of the total budget. Bidders are required to provide a minimum 10% administrative match in the form of cash or in-kind contribution.

3. **YOUTH TO BE SERVED:**

Youth served will include out-of-school youth, ages 16 – 21 that reside in Berkeley, Charleston or Dorchester counties. Proposals must include services for youth in all three counties. All individuals registered in the WIA program must meet the WIA eligibility requirements that are outlined in this document.

Minimum New Youth to Be Served: **350**

4. **FUNDING TIME FRAME:**

The out-of-school program will begin on July 1, 2005 and conclude on June 30, 2006.

5. **RESTRICTED CONTACT:**

Prior to the submission deadline and during the selection process, contact with any person other than the Trident Workforce Investment Board's Contracts Administrator is prohibited. Bidders or parties on behalf of bidders may not contact members, or their families, of the Trident Workforce Investment Board, directly or indirectly, prior to award. **Any such prohibited contact shall form sufficient basis for elimination from the selection process.**

6. **ENABLING LEGISLATION:**

This program is authorized by Public Law 105-220 enacted by Congress on August 7, 1998, and entitled "The Workforce Investment Act of 1998". Interim regulations were issued on April 15, 1999, under 20 CFR Part 652 through 671. Contractors must comply with the Act, the Regulations, State and Local Administrative Entities' Instructions, agency policies, and other applicable federal, state, and local laws and regulations.

7. **PROPOSAL SUBMISSION REQUIREMENTS:**

All proposals **must be received** no later than **4:00 p.m.**, EST on **May 18, 2005.**

Proposals may be mailed or hand delivered to:

**TRIDENT WORKFORCE INVESTMENT BOARD
CHARLESTON COUNTY GRANTS ADMINISTRATION
LONNIE HAMILTON, III PUBLIC SERVICES BUILDING
4045 BRIDGE VIEW DRIVE
NORTH CHARLESTON, SOUTH CAROLINA, 29405-7464
Attn: Contracts Administrator**

Bidders mailing proposal(s) should allow a sufficient mail delivery period to ensure timely receipt of their proposal(s) by the issuing office. Any proposal received after the scheduled date and time will be immediately disqualified. **Postmarks will not be considered.**

8. **BIDDERS CONFERENCE:**

A Bidders Conference will be held **Thursday, April 28, 2005 at 9:00 AM** in room #330 at the Trident One-Stop Career Center, 1930 Hanahan Road, Suite 200, North Charleston, SC. For directions, call (843) 574-1800.

9. **NUMBER OF PROPOSALS SUBMITTED:**

Bidders must submit one (1) original proposal plus ten (10) copies of Part III-WIA Proposal Format and Attachment 1 - Budget forms. **Only one copy of the remaining attachments need be provided.** One copy of your most recent audited financial statement must be provided. If your organization does not have an audited financial statement, proof of sufficient cash reserves and ability to pay back disallowed costs should be provided. All proposals must be typed with 1 inch margins, 12 point font, double spaced and each page numbered. The original and 10 copies must be bound. Proposals must be signed by the appropriate authorized individual.

**SECTION B:
INFORMATION NECESSARY FOR PROPOSAL PREPARATION**

1. MANDATORY SPECIFICATIONS:

In order to have an acceptable proposal, the Bidder shall meet all of the specifications set forth in this RFP by incorporating said specifications into the Bidder's proposal, subject to acceptance by the Trident Workforce Investment Board. By submitting a response to this RFP, the Bidder is agreeing to comply with the specifications.

2. ELIGIBLE BIDDERS:

Any governmental, educational, community, or neighborhood-based organizations or non-profit agencies engaged in a public service may apply, as well as, private for profit agencies engaged in providing the required services for youth activities. Nothing herein is intended to, nor should it be construed to, limit competition, but instead, is for the purpose of meeting the full needs of the Trident Workforce Investment Board (TWIB) using a system of fair, impartial and free competition among all Bidders. It is the intent and purpose of the TWIB that this RFP permit competition.

3. SERVICE AREA:

The Trident Workforce Development Area (WDA) is comprised of Berkeley, Charleston, and Dorchester Counties, South Carolina.

4. ADMINISTRATIVE MATCH:

Bidders are required to provide a minimum 10% administrative match in the form of cash or in-kind contribution. The match must be clearly specified in the contract budget. Bidders who include indirect costs as part of their administrative costs must have an approved indirect cost rate.

5. BIDDER QUALIFICATIONS:

The Bidder must, upon request of the Trident Workforce Investment Board, furnish satisfactory evidence of its ability to provide the proposed activity and other required services in accordance with the terms and conditions of the RFP. The Board reserves the right to make the final determination as to the Bidder's ability to provide the items requested herein before entering into any contractual agreement.

6. BIDDER REQUIREMENTS:

In order to be considered for funding, the Bidder *must*:

- a. Demonstrate ability to provide the proposed activity (ies);
- b. Provide the information requested in the RFP as well as any other information requested after the proposal has been submitted;
- c. Be able to provide a tour of existing facilities, if requested;
- d. Comply with requirements of the Act, the applicable regulations, and existing governing laws (including requirements regarding non-discrimination, political activity, sectarian activities, program accessibility for disabled individuals and participant insurance);
- e. Operate under a cost reimbursement contract;
- f. Be able to operate without reimbursement for indirect cost;
- g. Have source of unrestricted revenue in order to repay disallowed costs should they arise.

7. BIDDER RESPONSIBILITY:

Each Bidder shall fully acquaint himself with conditions relating to the scope and restrictions pertaining to the execution of the work under the attached WIA Terms and Conditions. The failure

or omission of a Bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this request or to the contract.

8. S.C. LAW CLAUSE:

Upon award of a contract under this request, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed application, the Bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

9. AFFIRMATIVE ACTION:

The Bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment including employment of the disabled, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical disability as provided for in 20 CFR Part 667.275 of the Workforce Investment Act of 1998; Interim Final Rule and the administrative provisions of the Workforce Investment Act of 1998 as provided for in Section 188 of Public Law 105-220.

As a condition of the award of financial assistance under the Workforce Investment Act from the Department of Labor, the grant application assures, with respect to the operation of the WIA-funded program or activity and agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the non-discrimination and equal employment opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance.

10. PRIME CONTRACTOR RESPONSIBILITIES:

The Bidder will be required to assume sole responsibility for the complete effort as required by this Request for Proposal. The Trident Workforce Investment Board will consider the Bidder to be the sole point of contact with regard to contract matters.

11. OWNERSHIP OF MATERIAL:

Ownership of all data, material, and documentation originated and prepared for the Trident Workforce Investment Board pursuant to the contract shall belong exclusively to the Trident Workforce Investment Board.

12. AMENDMENTS TO THE RFP:

If it becomes necessary to revise any part of the RFP, all amendments will be provided in writing to all Bidders.

VERBAL COMMENTS OR DISCUSSIONS RELATIVE TO THIS SOLICITATION CANNOT ADD, DELETE, OR MODIFY ANY WRITTEN PROVISION. ANY

ALTERATIONS MUST BE IN THE FORM OF A WRITTEN AMENDMENT TO ALL BIDDERS.

13. PROPOSAL CONSTITUTES OFFER:

By submitting a proposal, the Bidder agrees to be governed by the terms and conditions as set forth in this document. Any proposals containing variations from the terms and conditions set forth herein may, at the discretion of the Administrative Entity of the Trident Workforce Investment Board, be deemed as unresponsive. Any inconsistencies between the RFP and any other contractual instrument shall be governed by the terms and conditions of the RFP except where subsequent amendments to any contract resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provisions of this RFP.

14. COMPETITION:

- a. Any governmental, non-profit or private for profit organization may apply.
- b. It is the intent and purpose of the Trident Workforce Investment Board that this RFP permit fair and open competition. Nothing herein is intended to, nor should it be construed to limit competition, but instead is for the purpose of meeting the full needs of the SDA using a system of fair, impartial and free competition among all Bidders.
- c. It shall be the Bidder's responsibility to advise the Trident Workforce Investment Board Chairman, Charleston County Grants Administration, Lonnie Hamilton, III Public Service Building, 4045 Bridge View Drive, North Charleston, SC 29405-7464, if any language, requirements, etc., in this RFP or any combinations thereof, inadvertently restricts or limits the successful Bidder to a single source. Such notification must be submitted in writing to Trident Workforce Investment Board Chairman, Charleston County Grants Administration, Lonnie Hamilton, III Public Service Building, 4045 Bridge View Drive, North Charleston, SC 29405-7464, and must be received by the Executive Director no later than fifteen (15) days prior to the proposal submission deadline. A review of such notifications will be made.

15. CONFIDENTIAL INFORMATION/PUBLIC ACCESS TO PROCUREMENT INFORMATION:

No documents relating to this proposal will be presented or made otherwise available to any other person, agency or organization until after award. Commercial or financial information obtained in response to this RFP which is privileged and confidential and is clearly marked as such will not be disclosed at any time. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the Bidder supplying the information.

All Bidders, therefore, must visibly mark as "Confidential" each part of their proposal which they consider to contain proprietary information.

16. PROHIBITION OF GRATUITIES:

It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal therefore.

Amended Section 8-13-420 of the 1976 CODE of LAWS OF SOUTH CAROLINA states:

"Whoever gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgement as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion or judgement shall be subject to the punishment as provided by 16-9-210 and 16-9-220."

17. NOTICE OF APPEAL:

If any proposal submitted to the Trident Workforce Investment Board for funding is denied, it may be appealed to the Board's Executive Committee. The appeal procedures are as follows:

- a. The applicant submits a Notice of Appeal to the Board Chair. The appeal **must be received** within 30 days of the date of the denial letter by the Trident Workforce Investment Board's Executive Director, Charleston County Grants Administration, Lonnie Hamilton, III Public Service Building, 4045 Bridge View Drive, North Charleston, SC 29405-7464.
- b. Should an appeal not be filed and received within 30 days of the denial notice, the contract denial will stand. There will be no recourse for appeal after the 30 day time limit has expired.
- c. The appeal submitted to the Board Chair will be reviewed and a hearing will be scheduled. The applicant will be notified of the location, date and time of the appeal hearing and may represent himself/herself at the hearing if desired.
- d. The Board Chair will notify the applicant of the final decision within five days of the appeal hearing.

SECTION C: PROPOSAL PREPARATION INSTRUCTIONS

1. **PREPARATION OF PROPOSAL:**

The following guidelines ***must*** be followed in preparing proposals:

- a. The Bidder's proposal must be prepared in accordance with the format outlined in ***Part III-Proposal Summary***.
- b. All proposals must be complete and convey all of the information requested. If significant errors are found in the Bidder's proposal, or if it fails to conform to the essential requirements of the Request for Proposal, the Administrative Entity of the Trident Workforce Investment Board will be the judge as to whether that variance is significant enough to deem the proposal as unresponsive.
- c. Proposals should be prepared simply and economically, providing a straightforward, concise description of Bidder's capabilities to satisfy the requirements of the Request for Proposal. **Emphasis should be on completeness and clarity of content.**
- d. Each copy of the Proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in a single volume.
- e. If the proposal contains any comment over and above the specific information requested in the Request for Proposal, include this information as a separate appendix to the proposal.
- f. Total number of pages for appendices **cannot exceed ten**. Any pages beyond ten will be discarded.

2. **SUB-CONTRACTORS/SUB-TIER AGREEMENTS:**

If the Bidder plans to sub-contract any activities or funds under the proposal, a copy of the sub-contract agreement and line item budget must be attached as part of the proposal. No part of a contract may be sub-contracted without prior approval of the Trident Workforce Investment Board. Successful Bidders shall ensure any subcontractor complies with all terms of this RFP and any contract resulting here from.

3. **MULTIPLE PROPOSALS:**

Bidders may submit more than one proposal which must satisfy the requirements of this RFP. Each proposal submitted will be evaluated on its own merits.

4. **PROPOSAL SIGNATORY:**

All proposals must be signed by a representative of the entity duly authorized to commit to the provisions of this RFP.

5. **PROPOSAL PREPARATION AND PRESENTATION COSTS:**

The Bidder will bear all costs associated with the preparation and/or any oral presentation of the proposal. The Administrative Entity of the Trident Workforce Investment Board will pay on behalf of its own employees and agents the cost of all reasonable travel and living expenses associated with evaluation visits to a Bidder's location.

6. **REQUEST FOR PROPOSAL REPLY**

Anyone electing not to submit a Request for Proposal may do so by sending a letter of "no reply" to the Trident Workforce Investment Board. ***Entities not replying in any way to this Request for Proposals may be removed from the bidder's list.***

7. **DISCUSSION/NEGOTIATION**

By submission of a proposal, Bidders agree that during the period following issuance of a proposal and prior to final award of contract, the Bidder shall not discuss this proposal request with any party except the Trident Workforce Investment Board Contracts Administrator at the Charleston County Grants Administration office. In accordance with Section 11-35-1530(6) of the S.C. Consolidated Procurement Code, the Trident Workforce Investment Board reserves the right to conduct discussions with responsible Bidders who submit proposals, which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this Request for Proposals. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of their proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Bidders.

8. BIDDER'S QUALIFICATIONS

Special attention should be given to this section of the response package. In particular, for each existing staff person, Bidders should include, in addition to education and experience information, all workshops, conferences, seminars, professional organizations, and/or other activities that staff has participated in during the past two years to stay abreast of current information, procedures, practices, regulations, technological, or programmatic operations. For vacant staff positions, all Bidders should attach a statement which addresses their commitment to hire qualified staff and insure that staff stays current and knowledgeable in all areas associated with their job responsibilities. Special technological and computer skills possessed by staff persons are important for the efficient utilization and maintenance of the client tracking system.

9. COORDINATION OF SERVICES

Bidders should demonstrate a willingness and ability to coordinate with the Trident One Stop System and local education and training agencies including vocational education agencies, public assistance agencies, the employment service, rehabilitation agencies, programs for the homeless, post-secondary institutions, economic development agencies and such other agencies as the Governor determines to have a direct interest in the employment and training programs and human resource utilization within the State.

10. COORDINATION OF RESOURCES

All Bidders/contractors are encouraged to coordinate and utilize outside resources in securing additional funds, supplies and materials, services, etc., in order to enhance WIA activities. Section 663.320 of the Workforce Investment Act Interim Final Rule requires that training providers consider the availability of Pell Grants and other sources of grants to pay for training costs, so that WIA funds supplement other training grants. A WIA participant may enroll in WIA-funded training while his/her application for a Pell grant is pending as long as arrangements are made with the training provider and the WIA participant regarding allocation of the Pell Grant, if it is subsequently awarded.

11. ERRONEOUS PROPOSAL

Correction or withdrawal by the Bidder of an inadvertently erroneous proposal, before proposal opening or withdrawal by the Bidder of an inadvertently erroneous proposal afterwards based on such mistakes, may be permitted. A written request to withdraw a proposal, documenting the fact

that the Bidder's error would cause her/him substantial loss must be submitted prior to announcement of contract awards.

12. **QUESTIONS/ADDITIONAL INFORMATION:**

Every effort has been made to ensure that all information needed by the Bidder is included herein. If a Bidder finds that he/she cannot complete a proposal without additional information, they may submit **written questions only** to the Contracts Administrator **not later than Wednesday, April 27, 2005. No questions will be accepted after this date.** Answers to written questions will be discussed at the bidder's conference as well as mailed to all Bidders. All replies to questions will be in writing. When a question is found to be sufficiently answered in the RFP, that question will be returned to the Bidder with a reference to the part of the RFP containing the answer. All questions and written replies will be distributed to all Bidders.

Address Written Questions To:

**Contracts Administrator
Charleston County Grants Administration
Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive
North Charleston, SC, 29405-7464
Or fax to 843/202-6961**

SECTION D: PROPOSAL REVIEW PROCESS

1. **PROPOSAL REVIEW:**

The proposal review process will involve the following steps:

- a. The Administrative Entity of the Trident Workforce Investment Board will accept and review all proposals and determine if they are responsive to the RFP. Bidders may be asked that additional information be provided. **PROPOSALS DEEMED AS UNRESPONSIVE WILL NOT BE FORWARDED TO OR CONSIDERED BY THE TRIDENT WORKFORCE INVESTMENT BOARD AND YOUTH COUNCIL.**

A proposal will be considered unresponsive if:

- (1) It is received after the deadline.
- (2) It does not have a budget attached.
- (3) Its cost is above the amount as set forth in this Request for Proposal
- (4) It is not signed and completed in its entirety, including all information in Part III - Proposal Summary.
- (5) There are an insufficient number of copies.
- (6) Proof of financial capability is not attached. (Only one copy need be provided) A copy of your most recent **audited** financial statement must be provided. If your organization does not have an audited financial statement, provide proof of:
 - 1) Sufficient cash reserves to operate the program until costs are reimbursed by WIA; **and**
 - 2) Ability to pay back costs if they are subsequently disallowed as a result of an audit or monitoring.
- (8) The information contained in the proposal is found to be unsubstantiated.
- (9) Does not contain the requested information.

The above information must be provided in order for a proposal to be considered responsive and forwarded to the Youth Council. The Youth Council reserves the right to deem proposals unresponsive, if requested information, outside the items listed above, are not provided.

- b. The Trident Workforce Investment Board administrative entity will rate all proposals based on the criteria included in Attachment 6 of this RFP. Staff will provide relevant information to the Trident Workforce Investment Board's Youth Council for recommendation to the full board. The Youth Council may request further information before proposal recommendations are presented to the board for approval.
- c. All discussions during the evaluation process are to be considered confidential.

2. **SEPARATE REQUESTS FOR PROPOSALS**

Bidders may submit more than one proposal which must satisfy the requirements of this RFP. Each proposal submitted will be evaluated on its own merits.

3. **PRICE NOT DETERMINATIVE:**

The Trident Workforce Investment Board reserves the right to select such Bidders which it deems appropriate and is not bound to accept any proposal based on price alone, but takes into consideration other criteria outlined in this RFP.

4. **SELECTION OF SERVICE PROVIDERS/EVALUATION CRITERIA:**

The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency or organization in delivering comparable or related services. This determination shall be based on demonstrated performance in terms of the likelihood of meeting performance goals, cost, and quality of training and characteristics of participants. In complying with this subsection, proper consideration shall be given to community based organizations as service providers.

Funds provided under this Act shall not be used to duplicate facilities or services available in the area from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the Trident Workforce Investment Board's performance goals.

The criteria which will be used to evaluate Proposals are set forth in Attachment 6 - Proposal Criteria in their relative order of importance. An application must score **at least 120 points** out of 160 in order to be considered for funding.

5. **ORAL PRESENTATION:**

Bidders, at the discretion of the Trident Workforce Investment Board's Youth Council and/or Board, may be requested to make an oral presentation of the proposal prior to final selection by the board. The administrative staff of the Trident Workforce Investment Board will schedule the time and location for these presentations.

6. **ADDITIONAL DOCUMENTATION:**

If awarded a contract, the Bidder may be required to submit documents and information prior to release of the contract, such as:

- Detailed Budget Back-Up/Justification
- Letters of Reference
- Audit Reports/Resolutions/Management Letter
- Documentation of Contracting Authority
- Performance and/or Fidelity Bond Documents
- Cost Allocation Plan/Indirect Cost Plan
- Copies of Sub-agreements
- Participant Accident Insurance Plan
- Banking Arrangement Documentation
- IRS Identification Number
- Procedures for Prevention of Fraud and Abuse
- Certification of Program Accessibility for Disabled Persons

7. **DISCUSSIONS/NEGOTIATIONS:**

The Trident Workforce Investment Board and its administrative staff reserve the right to conduct discussions/negotiations. **After approval by the Trident Workforce Investment Board and prior to award**, Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of their proposals and such revisions may be permitted for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Bidders.

SECTION E: CONTRACT INFORMATION

1. **TYPES OF CONTRACTS:**

Contracts will be written to encourage contractors to exceed performance goals. Benchmarks and technical assistance will be provided to prevent failure to meet performance goals that could result in sanctions.

Private, For -Profit Organizations

Fixed Price or Cost Reimbursement contracts may be written.

Fixed Price is used when it is possible to predict the costs and when it is reasonable to ask the service provider to assume responsibility for all the costs. There are several types of fixed-price contracts and the extent of administrative activity may vary.

Cost Reimbursement is used when there is uncertainty and a variety of unknown potential risk and when it is unreasonable to ask a supplier to assume these risks alone. The provider is reimbursed for all allowable costs incurred during performance and commits to making a best effort to complete all work. The total amount to be paid is not fixed at the outset; however, an initial ceiling cost may be established.

Government, Non-Profit Organizations

A Cost Reimbursement contract will be written and will have a budget which reflects an exact line item operating budget that cannot be revised without requesting a contract budget modification from Charleston County Grants Administration.

2. **REPORTING REQUIREMENTS:**

Financial Reports

Monthly Financial Status Reports must be submitted to the Trident Workforce Investment Board staff by the fifteenth (15) day of each month following the report period. Failure to meet the financial reporting requirements of a contract with this office may result in sanctions in accordance with the Trident area's sanctions policy.

A completed Close-out Package, including all cost data, claims for reimbursement, or other fiscal adjustments deemed to be allocable and allowable under this contract should be returned to this office no later than thirty days from the expiration date of the contract. Failure to meet the financial reporting requirements of your contract with the Trident Workforce Investment Board may result in all cash payments to your agency under this contract becoming due and payable within ten days from date of notification.

Programmatic Reporting

The Bidder will ensure data is reported in the manner described within the negotiated contract's statement of work. Instructions will be made available to successful Bidders once contract awards are announced.

3. **CARRY-OVER ACTIVITIES**

Participants who are currently receiving services under WIA and who will not complete the program prior to June 30, 2005 must receive continued service until their WIA service strategy has been completed. Additionally, any youth who exited the program between July 1, 2004 and June 30, 2005 must be provided 12 months of follow-up services. Entities who did not serve participants under WIA will be required to assume responsibility for participants of entities who were WIA contractors but are no longer funded to provide the service that participants need. Funding for these

participants will be included in the final negotiated budget. (See Section A, #4, page 19).

4. **INDIRECT COSTS**

All Bidders who include indirect costs as a part of their application budget must have an indirect cost rate approved by their cognizant agency. Maximum allowable indirect cost per contract is **5% of the total salaries and fringes or \$5,000, whichever is lesser**. Indirect costs will be included in the 10% Administrative cost cap. Bidders must submit a copy of their indirect cost plan.

5. **COST ALLOCATION PLANS**

Cost allocation plans are required of all bidders. A cost allocation plan is a methodology for identifying, classifying, and distributing any joint costs related to a program, as well as any costs to be allocated under plans of other organizational units which are to be included in the costs of federally-sponsored programs.

6. **CONTRACT TIME LIMIT:**

Based upon fund availability, the Trident Workforce Investment Board may extend a contract if it appears to be in the best interest of the Trident Workforce Investment Board, and is agreeable with the contractor. The Trident Workforce Investment Board reserves the right to cancel or not to extend contracts with substandard outcomes.

This is a multi-year contract which will be written in one-year increments for two years with the option to extend a 3d year based on the performance of the Contractor. This proposal will be evaluated and the proposed costs will be included in the contract, but the proposed costs will be the determining factor in the award decision. Contract amounts are based on federal allocation from the Department of Labor and are subject to change every year. **Hence the contract amounts will be negotiated each year.**

Submission of option year cost proposals does not obligate the agency to exercise the option.

7. **TERMINATION:**

Subject to the provisions below, any contract derived from this Request for Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party. If any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the Trident Workforce Investment Board until said work or services are completed and accepted.

Termination for Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Trident Workforce Investment Board, without the required thirty (30) days advance written notice, then the Trident Workforce Investment Board shall negotiate reasonable termination costs, if applicable.

Termination for Cause

Termination by the Trident Workforce Investment Board for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

In order to ensure the continuation of services, any participants still enrolled at the termination of the contract must be provided a means for smooth transition to a new program or to employment.

The means for this transition will be negotiated between the contractor and the Trident Workforce Investment Board at the time of contract termination.

8. CONTRACT AWARD REQUIREMENTS:

The RFP does not commit the Trident Workforce Investment Board to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services or supplies. The Trident Workforce Investment Board reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP if it is in the best interest of the Trident Workforce Investment Board to do so.

A contract shall be awarded to the Bidder whose proposal is determined to be most responsive to cost and performance outcomes, taking into consideration the evaluation factors set forth in this RFP. However, the right is reserved to reject any and all proposals received, and in all cases, the Board will be the final judge as to whether a Bidder's proposal is funded.

Contractors will be bound by the Terms and Conditions included in this Request for Proposal. Terms and Conditions are subject to change as a result of Federal, State, or local mandates.

9. PROGRAM OVERSIGHT/MONITORING:

The Trident Workforce Investment Board staff will provide technical assistance throughout the program year to all successful Bidders. Formal monitoring will be conducted at least once per year by the Trident Workforce Investment Board staff and will address all requirements contained in the contract document (including individualized statements of work, budgets and standard terms and conditions). In addition, periodic desk top reviews will be conducted. Areas which will be reviewed during monitoring will include, but are not limited to, existing procedures and documentation regarding the following, as applicable:

- a. Year-to-Date Enrollment/Performance (Actual vs. Planned)
- b. Staff/Faculty Assignments/Duties/WIA Orientation Procedures
- c. Client Recruitment
- d. Certification of Eligibility/Verification
- e. Client Assessment/Project Plan Development
- f. Client Orientation/Grievance Procedures
- g. Client Payment Procedures (e.g. support payments, wages)
- h. Client Training / Curricula / Schedules / Academic Records / Attendance Policy
- i. Coupling of Training Activities/Intercontract Transfers
- j. Employer Records (e.g. time and attendance, payroll)
- k. Job Development
- l. Client Counseling and Services (during project and post-placement)
- m. Follow-up Procedures (to determine status at 6 months of unsubsidized employment)
- n. Reporting (Fiscal/Programmatic)
- o. Record Keeping (Fiscal/Programmatic)
- p. Required Documents (e.g. filing system, accessibility)
- q. Budget/Payment Procedures/Back-up Documentation
- r. Procurement Procedures
- s. Physical Asset Management
- t. Financial Management
- u. Personnel Policies
- v. Prevention of Fraud and Abuse
- w. Non-Criminal Complaint/Grievance
- x. Subagreements

- y. Program Limitations
- z. Conflict of Interest
- aa. Kick-Backs/Co-Mingling of Funds/Charging of Fees
- bb. Nepotism/Child Labor/Health and Safety
- cc. Political Patronage/Political Activities
- dd. Lobbying/Sectarian Activities
- ee. Criminal Provisions
- ff. Maintenance of Effort
- gg. Unionization or Anti-unionization/Work Stoppages
- hh. Program Accessibility for Disabled Persons
- ii. Subcontracting Procedures
- jj. Internal/Self-Monitoring Procedures
- kk. Previous Monitoring Findings/Corrective Action Plan
- ll. Drug-free Workplace Requirements
- mm. Certification Regarding Debarment, Suspension.

PART II - SCOPE OF WORK

On August 7, 1998, President Clinton signed the Workforce Investment Act of 1998 (WIA), comprehensive reform legislation that supersedes the Job Training Partnership Act and amends the Wagner-Peyser Act.

The Workforce Investment Act reforms Federal job training programs to create a new, comprehensive workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

One of the seven key principles of WIA is:

- ***Improved youth programs*** linked more closely to local labor market needs and community youth programs and services. Improved youth programs should have strong connections between academic and occupational learning. Activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities; adult mentoring and follow-up; and targeted opportunities for youth living in high poverty areas are to be included in the provision of services.

The Scope of Work segment is divided into two (2) sections. **The information in Section A describes the required criteria that must be included in all Youth Program Components.** Section B describes the specific local program requirements for out-of-school youth.

SECTION A. REQUIRED YOUTH CRITERIA

1. YOUTH ELIGIBILITY AND AGE REQUIREMENTS

Youth served through programs funded by the Trident Workforce Investment Board must be residents of Berkeley, Charleston or Dorchester counties and meet the following eligibility requirements:

- a. is out of school and not less than age 16 and not more than age 21 at the time of registration;
- b. is a low-income individual as defined below; *and*
- c. is an individual who is one or more of the following:
 1. Deficient in basic literacy skills; *
 2. A school dropout;
 3. Homeless, runaway, or foster child;
 4. Pregnant or a parent;
 5. An offender;
 6. Lacks at least six months consecutive work experience with the same employer or possessing one or more disabilities.

A. WIA Section 101(25) defines the term a "low-income individual" as an individual who:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 S.C. 402)) that, in relation to family size does not exceed the higher of:
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
4. Qualifies as a homeless individual, as defined in subsections (a) and 8 of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
5. Is a foster child on behalf of whom State or local government payments are made; or
6. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

B. In accordance with WIA Regulations Section 664.220, up to five percent (5%) of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:

1. school dropout;

2. basic skills deficient;
3. are one or more grade levels below the grade level appropriate to the individual's age;
4. pregnant or parenting;
5. possess one or more disabilities, including learning disabilities;
6. homeless or runaway;
7. offender; or
8. lacks at least six months consecutive work experience with the same employer.

C. LOCAL AREA ENTRY STANDARDS

These entry standards must be used if a youth's barrier is basic skills deficiency to determine whether the youth will be registered or referred to another agency.

1. Category I
Basic Skills Deficient: Minimum TABE test score of 5.8 in Reading and Math
2. Category II
GED Preparation: Minimum TABE test score of 8.8 in Reading and Math
3. Category III
Diploma: Must need 4 or less credits to receive H.S. Diploma
4. Category IV
BSAP Preparation: Must have Certificate of Completion, Minimum TABE test score of 10.0 and received a score of 650 or higher on Exit Exam

D. ENTRY STANDARD DETAILS

1. Older youth can be registered under all categories.
2. Younger Youth can be registered under category I ONLY if they have a diploma at registration and meet the criteria above.
3. Younger Youth can be registered Categories II, III and IV provided they meet the criteria set forth for each category.
4. All applicants will be TABE tested as a part of certification before customers are registered OR referred for services. Currently, testing is completed after certification.

2. PERFORMANCE STANDARDS AND GOALS:

The following are the federally required performance measures. All proposals must clearly describe how the program will meet the performance goals.

THE PERFORMANCE STANDARDS HEREIN DRASTICALLY AFFECT THE TRIDENT WORKFORCE DEVELOPMENT AREA'S ABILITY TO MEET STATE ESTABLISHED REQUIREMENTS. POOR PERFORMANCE ON THE CONTRACTOR'S BEHALF WILL SHOW CAUSE FOR THE ADMINISTRATIVE ENTITY TO SANCTION OR TERMINATE CONTRACTS.

3. PERFORMANCE EXPECTATIONS AND REQUIRED OUTCOMES:

Youth Performance Standards are incremental, progressive, and age appropriate.

(1) Younger Youth (Age 16-18 year old)

- 80% of youth participants who exit the program shall attain a basic skills, work readiness skills or occupational skills competency as applicable and appropriate; and

- 50% of youth participants who exit the program shall attain a secondary school diploma or its recognized equivalent by; and
 - 50% of youth participants who exit the program shall be placed and retained for six (6) months in employment, military service, or qualified apprenticeships as applicable and appropriate.
- (2) **Older Youth (Age 19-21 year old)**
- 87% of youth participants who exit the program shall enter unsubsidized employment; and
 - 80% of youth participants who enter unsubsidized employment upon exiting the program shall retain unsubsidized employment 6 months after entry into employment; and
 - The earnings received in unsubsidized employment 6 months after entry into the employment shall increase by \$2250; and
 - 50% of youth participants who exit the program shall attain a recognized credential relating to achievement of educational skills, which may include attainment of a secondary diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or by participants who are eligible youth age 19-21 who enter post secondary education, advanced training, or unsubsidized employment.
- (3) **Customer Satisfaction Indicators**
- **75%** of **employers** must respond 'satisfied' with the program (after conclusion of participation in WIA activities) and
 - **77%** of **youth** participants must respond 'satisfied' with the program (after conclusion of participation in WIA activities).

These standards are subject to negotiation by the state, any changes will result in the contract being modified by the Administrative Entity.

4. **FOLLOW-UP**

All follow-up services will be conducted by a designated staff person provided by the Administrative Entity. The Bidder will work closely with the designated follow-up staff to ensure that there are no breaks in WIA services and optimal performance standards are met. All youth participants must receive no less than one form of follow-up services once per month for a minimum duration of 12 months following exit from the program. The types of services provided and the duration of services must be determined based on the needs of the individual. Follow-up services for youth may include:

- a. leadership development and supportive services
- b. regular contact with a youth's employer, including assistance in addressing work-related problems that arise;
- c. assistance in securing better paying jobs, career development and further education;
- d. work-related peer support groups;
- e. adult mentoring; and
- f. tracking the progress of youth in employment after training.

5. **ALLOWABLE COST CATEGORIES AND LIMITATIONS:**

Funds expended under Title I must be charged to one of the following categories at the stated limitations:

1. Administration costs shall not exceed 10% of the total budget;
2. Non-administration costs at no less than 90%.

6. **FUNDING MATCH:**

Bidders are encouraged to provide matching funds in the form of cash or in-kind contribution beyond the requirement listed in Part 1, Section B, Number 4 which requires a minimum 10% administrative match in the form of cash or in-kind contribution. .

7. **CASE MANAGEMENT:**

Intensive Case Management must be provided to ensure all youth are successful. Case management is a participant-centered, goal-orientated approach to the delivery of services designed to coordinate comprehensive employment plans to ensure that participants have access to necessary training and support services. Case Management strategies should include, but are not limited to:

- a. Regularly scheduled contact with the participants
- b. Intensive and personal follow-up activities
- c. Use of the Individual Service Strategy (ISS) benchmarks to measure progress such as increasing TABE scores, finding unsubsidized employment, attaining occupational and work readiness skills, attaining a high school diploma or GED, etc.

Case Managers must know the name, face, family, and life situation of each participant. They must have a detailed and working knowledge of other community services and cultivates a wide network of contacts.

The basic objective of case management is to monitor participant progress in fulfilling the Individual Service Strategy (ISS). Where progress is slow or in reverse, case managers must be pro-active in identifying the problem and solving it before the participant quits without achieving a recordable positive outcome.

8. **WIA REGULATIONS ALLOWED SUPPORTIVE SERVICES:**

Supportive services for youth, as defined in WIA section 101(46), may include the following:

- A. Linkages to community services, i.e. community action agencies;
- B. Assistance with transportation costs;
- C. Assistance with child care and dependent care costs;
- D. Assistance with housing costs;
- E. Referrals to medical services; and
- F. Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective gear.

However, due to limited funds the local area has set policy to determine what will be allowable supportive service costs. Currently, the only allowable supportive services include transportation and job-related expenses.

9. **LOCAL AREA SUPPORTIVE SERVICES POLICY:**

Allowable supportive services for the Trident Area include a lifetime maximum of \$500 per registrant for the following:

- A. Assistance with transportation costs;
- B. Assistance with work related expenses

10. **NEEDS ASSESSMENT**

The intent of the Workforce Investment Act is to meet the needs of the local employers and provide

access to employment for job-seekers. This is accomplished by identifying occupational deficiencies within the local market and/or specific barriers to employment which exist within the population.

11. **WORK KEYS ASSESSMENT**

Work Keys is a national system for teaching and assessing workplace skills and connects knowing with doing and learning with earning. Positions are evaluated to determine the skill needed to perform the job at entry level and the information gathered during the profiling process is used to determine which position is an appropriate match for an individual based on his/her assessed skill level.

All participants who register into WIA 18-21 are encouraged to be *Work Keys* assessed on an as needed basis to increase their employability. Any *Work Keys* assessments conducted on WIA youth will be funded through the Trident One-Stop System and costs should not be included in the bidder's youth budget. Since the Trident One-Stop System is funding the assessments, they will be conducted at the Trident One-Stop Career Center.

12. **YOUTH PROGRAM DESIGN AND ELEMENTS**

A. Program Design:

According to Section 129(c) (1) of the Act, the program design for youth activities must incorporate three categories. These include:

1. Providing an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of each participant. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
2. Developing service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. Except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
3. Providing:
 - (I) preparation for post-secondary educational opportunities, in appropriate cases;
 - (II) strong linkages between academic and occupational learning;
 - (III) preparation for unsubsidized employment opportunities; in appropriate cases; and
 - (IV) effective connections to intermediaries with strong links to -
 - (a) the job market; and
 - (b) local and regional employers.

B. Program Elements:

Section 129(c) (2) of WIA, lists 10 program elements that must be made available to youth through the youth program. Not all 10 youth program elements must be provided to every youth participant, but local program operators must determine what program elements will be provided based on the participant's objective assessment and service strategy. However, each youth will participate in more than one of the 10 program elements required as part of any local youth program, and all youth must receive follow-up services.

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities that are directly linked to academic and occupational learning;
4. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training, as appropriate;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate, and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

13. **OTHER CONSIDERATIONS RELATED TO YOUTH PROGRAMS**

Enrollment and Carry-Over Requirements

To ensure as many youth as possible receive services, contracts will be written with requirements to have enrollment slot levels 100% filled by June 30, 2006. Additionally, to prevent carrying over youths from year to year, contracts will include a requirement that youths be carried over a **maximum** of one time and must be exited with in 12-18 months from the day of registration.

Concurrent Enrollment

According to Section 664.500(b) of the Act, eligible youth who are 18 through 21 years old may participate in youth and adult programs concurrently, as appropriate for the individual. Such individuals must meet the eligibility requirements under the applicable youth or adult criteria for the services received. Local program operators must identify and track the funding streams for services provided to individuals who participate in youth and adult programs concurrently, ensuring non-duplication of services. The Trident area's policy for dual enrollment must be adhered to for dually enrolling youth in WIA

14. **APPROVED VENDOR**

All occupational training must be provided by the contractor or an approved training provider in accordance with WIA regulations.

SECTION B. TRIDENT WORKFORCE AREA'S YOUTH PROGRAM

The Trident Workforce Investment Board in conjunction with their Youth Council has developed the following youth system components to meet the employment and educational needs of youth residing in the tri-county area. All proposals must clearly describe how each component will be conducted. All proposals must describe how each service will be provided, who will provide the service and as appropriate, what curriculum will be used. ***Priority will be given to proposals that clearly demonstrate the coordination and use of community resources that will be not funded with WIA dollars.***

All proposals must include promissory letters from employers to demonstrate jobs have been secured for the youth. Additionally, proposals must demonstrate how the summer work experience relates to year-round academics such as math, science, reading, etc.

1. OUT-OF-SCHOOL YOUTH:

WIA defines “out-of-school” youth as a school dropout or a youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed. “Underemployed” is defined as working part-time (less than 30 hours per week) but desires full-time employment; or is working in employment not commensurate with the individual’s demonstrated level of education attainment.

The Trident area’s out-of-school youth program will focus on the provision of **ALL** WIA required elements necessary to assist youth, ages 16 – 21, attain employment that leads to self-sufficiency. These elements are defined in Part 22, Section B Number 11 of this RFP.

SUB-CONTRACTING SERVICES

Any portion of the proposal that will be subcontracted must be clearly identified with associated costs. Additionally, the proposal must include letters of commitment from all subcontractors.

REQUIRED SERVICE DELIVERY AREAS

Service Providers will ensure that, of the total out-of-school youth to be served, 25% reside in Berkeley County, 55% in Charleston County and 20% in Dorchester County.

The Trident area’s **out-of-school** youth component must consist of the following:

Ten Required Elements – Proposals must demonstrate how ALL WIA- required youth program elements will be made available to the out-of-school youth. Additionally, the proposal must clearly indicate who will provide each element. **If the youth service provider plans to offer the youths any of the other ten required elements not listed in Part 2, Section A, Number 13, the proposal must describe these services and indicate who will be the provider of these services.**

Cost per Participant – The Local Area Priority of Services policy allows a lifetime maximum of \$2500 for training cost per participant. **There are no exceptions to this policy.**

Neediest Youth – The Department of Labor has defined “neediest youth” as those in foster care (particularly those aging out of foster care), youth in the juvenile justice system, children of incarcerated parents, and migrant youth. **Proposals must demonstrate how the youth service provider will serve these youth by coordinating WIA services with other community resources.**

One-Stop Services – To ensure youth are provided access to the community services offered through the one-stop system, WIA case management staff funded through this grant must be housed at each of the Trident area’s comprehensive and satellite one-stop centers listed below:

Trident One-Stop Career Center, 1930 Hanahan Road, N. Chas. SC 29406
Bernard Chisolm, One-Stop Manager, 843-574-1800

Berkeley One-Stop Career Center, 107 E. Main Street, Moncks Corner, SC 29461
Brenda England, One-Stop Manager, 843-761-4400

Dorchester One-Stop Career Center, 2885 W. 5th North Street, Summerville, SC 29483
Henry Black, One-Stop Manager, 843-821-0695

Lockwood One-Stop Career Center, 176 Lockwood Boulevard, Charleston, SC 29403
Gary Crossley, One-Stop Manager, 843-792-7096

Employability Skills Training – Any youth that will participate in a work experience or an on-the-job training activity, MUST receive 20 hours of Employability Skills Training prior to beginning the job to ensure the youth has the soft skills necessary to be “job-ready”. Proposals must demonstrate how this will be provided and the curriculum that will be used.

Services to Youth “Carry-Overs” – Any out-of-school youth who registers prior to and does not exit by July 1, 2005 will be considered a “carry-over” and must be provided services necessary to complete their Individual Service Strategy (ISS).

Referrals For Ineligible Youth - Any youth that does not meet the entry standards set forth by the Trident Workforce Investment Board must be referred to another agency by the service provider. **Proposals must demonstrate how the youth service provider will coordinate referrals to other agencies that are equipped to handle those youths that do not meet the criteria.**

PART III - WIA YOUTH PROPOSAL SUMMARY (PROPOSAL COVER SHEET)

**TRIDENT WORKFORCE INVESTMENT BOARD
WIA YOUTH RFP WIA FOR PY2005**

Part III – WIA Youth Proposal Summary must be completed in its entirety for the proposal to be considered.

NAME OF ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON/TITLE: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

TYPE OF AGENCY:

- | | |
|--------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Government | <input type="checkbox"/> Private Non-Profit |
| <input type="checkbox"/> School District | <input type="checkbox"/> Private-for-Profit |
| <input type="checkbox"/> Public Non-Profit | <input type="checkbox"/> Accredited Training Institution |

PROPOSED NUMBER TO SERVE: _____ Out-of-School _____ Total

PROPOSED COST FOR ALL ACTIVITIES: _____ Out-of-School
_____ Total

CERTIFICATION The information contained in this proposal fairly represents the Agency/Organization and its proposed operating plan and budget for the specified WIA activity (ies). I acknowledge that I have read and understand the requirements of the Request for Proposals and that the Agency/Organization is prepared to implement the activity (ies) as specified in this Request for Proposals. I certify that I am authorized to sign this proposal on behalf of the Agency/Organization submitting this proposal. This request is firm for a period of at least 90 calendar days from the closing date for submission.

Signatory Official Signature and Title

Date

PART III - WIA YOUTH PROPOSAL SUMMARY (PAST PERFORMANCE CHART)

NAME OF ORGANIZATION: _____

	PAST PERFORMANCE 2004	PAST PERFORMANCE 2003
PROGRAM YEAR		
Proposed # of New Youth Enrolled		
Actual # of Youth Enrolled		
# of Carry-overs		
# Participants Successfully Completed Program		
Completion Percentage Rate		
# Participants Exited		
# Participants Entered Employment		
Average hourly wage		
# Retained Employment for 6 months		
# Attained Diploma or GED		
# Returned to School		
# Attained Credential		
Average Training Length		
Goal Attainment Rate		
Standards Met		
Standards Met		

PART III - WIA YOUTH PROPOSAL SUMMARY (PROPSAL OUTLINE)

To be considered, proposals must provide the following information in its entirety. Additionally page length limits and format must be adhered to.

A. PROGRAM EFFECTIVENESS - 5 Page Limit

TOTAL WEIGHT 85

1. ***Demonstrate the organization's ability to recruit and enroll eligible youth: (Weight 10)***
 - a. Describe how youth who meet the eligibility requirements outlined in Part II, Section A will be recruited for program participation.
 - b. Detail the strategy to ensure enrollment slot levels are 100% filled.
 - c. Describe how the youth service provider will serve the "neediest youth" by coordinating WIA services with other community resources.
2. ***Demonstrate the organization's ability to attain the program goals in this RFP: (Weight 40)***
 - A. Provide a detailed narrative of the proposed out-of-school activity that includes the following
 - a. Outline where staff will be located (**Space at the one-stop centers can be made available**).
 - b. Describe how ALL 10 WIA-required elements will be made available to the out-of-school youth and who will provide each element.
 - c. Describe how intensive case management will be provided to include employer contacts, and job performance monitoring.
 - d. Identify any resources other than WIA that will be required to operate the program. Clearly describe all activities and services that will be subcontracted to other entities.
 - e. Demonstrate coordination and use of community resources by identifying all resources other than WIA that will be required to operate the program. Clearly describe all activities and services that will be subcontracted to other entities. .
 - h. Provide the physical location of the proposed activity.
3. ***Submit a flowchart to outline the provision of WIA services to eligible youth. (Weight 10)***
 - a. Demonstrate how eligible youth who meet the entry standards will be provided services from entry to exit.
 - b. Clearly describe the referral process for eligible youth that do not meet the entry standards.
4. ***Address the provision of adequate program management, case management, employer services, support services and follow-up services: (Weight 20)***
 - a. List methods that will be used to track youth's progress provide counseling, update and review the Individual Service Strategy (ISS) and prevent program dropouts.
 - b. Describe how staff will adequately provide the necessary program management to ensure the required financial and data reporting is maintained in accordance with all regulations and policies.
 - c. Describe how employer contacts will be conducted to ensure employer satisfaction and youth safety while employed.
 - d. Describe how the program intends to provide supportive services with WIA funds and the use of community resources.
5. ***Provide a name and telephone number for the accrediting agency/organization. Discuss accreditation(s) and/or demonstrated competency your organization possesses. (Weight 5)***

B. PERFORMANCE (Demonstrated/Projected) - 3 Page Limit

TOTAL WEIGHT 50

1. ***Proposed Performance (Weight 20)***

- a. Provide a detailed strategy of how each of the following performance goals will be met:
Younger Youth (Age 16-18 year old)
 - 80% of youth participants who exit the program shall attain a basic skills, work readiness

- skills or occupational skills competency as applicable and appropriate; and
- 50% of youth participants who exit the program shall attain a secondary school diploma or its recognized equivalent by; and
- 50% of youth participants who exit the program shall be placed and retained for six (6) months in employment, military service, or qualified apprenticeships as applicable and appropriate.

Older Youth (Age 19-21 year old)

- 87% of youth participants who exit the program shall enter unsubsidized employment; and
- 80% of youth participants who enter unsubsidized employment upon exiting the program shall retain unsubsidized employment 6 months after entry into employment; and
- The earnings received in unsubsidized employment 6 months after entry into the employment shall increase by \$2250; and
- 50% of youth participants who exit the program shall attain a recognized credential relating to achievement of educational skills, which may include attainment of a secondary diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or by participants who are eligible youth age 19-21 who enter post secondary education, advanced training, or unsubsidized employment.

Customer Satisfaction Indicators

- **75%** of **employers** must respond ‘satisfied’ with the program (after conclusion of participation in WIA activities) and
- **77%** of **youth** participants must respond ‘satisfied’ with the program (after conclusion of participation in WIA activities).

2. Past Performance: (Weight 30)

- a. Include a written summary of any past performance in serving similar populations. The summary must include the following:
 - capability to provide quality training in both academic settings and the workplace;
 - shows reasonable drop-out rates;
 - demonstrates the ability to provide or arrange for supportive services;
 - enhances the basic educational skills or employability skills of youth;
 - encourages school completion, or enrollment in supplemental or alternative school;
 - provides eligible youth with exposure to the world of work;
 - enhances the citizenship or leadership skills of youth.
 - the coordination and use of community resources
- b. Complete the “Part III – WIA Youth Proposal Summary (Past Performance Chart)” that documents previous performance for the two most recent program years. **(This page will not be included in the page limit of 3 pages)**

C. SUPPORTING DOCUMENTATION

TOTAL WEIGHT 25

1. Supporting Documentation:

- a. Provide letters of commitment from each entity that will be subcontracted with for out-of-school youth services, as outlined in Part II, Section B.
- b. Provide completed budget forms that adhere to the financial requirements as outlined in Part I, Section A, Number 2.
- c. Provide separate line-item budget form for each entity that will be subcontracted with for services as outlined in Part I, Section C, Number 2.