

**Jefferson-Lewis County
Workforce Development Board**

**REQUEST FOR PROPOSAL
(RFP)**

FOR WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA) TITLE I YOUTH SERVICES

Program Year 2016

(July 1, 2016 through June 30, 2017)

***With possible extension for an additional 3 years**

***** Please Note*****

The requirements under this solicitation are based on the new federal Workforce Innovation and Opportunity Act signed into law on July 22, 2014, with an effective date of July 1, 2015. This legislation represents a significant change in priorities and requirements from previous federal workforce legislation. All potential applicants should read this RFP carefully.

Part One: Background Information

A. Purpose

The Jefferson-Lewis Workforce Development Board (J-L WDB) is soliciting proposals from qualified sources to provide services to Jefferson County and/or Lewis County eligible youth in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) which was enacted on July 22, 2014, and became effective on July 1, 2015. Please refer to <http://www.doleta.gov/WIOA> for more information on the Workforce Innovation and Opportunity Act.

This request is being released to solicit proposals from those interested in working collaboratively to provide comprehensive educational, developmental and employment preparation services to eligible, disadvantaged youth. It is anticipated that up to \$120,000 will be made available for the period 7/1/16 – 6/30/17 to serve Jefferson and Lewis County youth (17% of this figure would serve Lewis County youth and 83% would serve Jefferson County youth). Contingent on successful contractor performance and funding availability, contracts may be renewable up to 3 additional years. Up to \$480,000 is anticipated to be available over the four year period. The available funding is an estimate solely for the purpose of offering guidance to bidders, and is based on the Program Year 2015 Workforce Innovation & Opportunity Act allocation. Final contracts will be based on the actual PY 2016 WIOA allocation, which to date, has not been announced. Applicants may propose up to \$120,000 under this solicitation. For each award under this solicitation a minimum of 75% of expenditures must be used to provide activities to out-of-school youth as defined by WIOA, and a minimum of 20% must be spent on WIOA Work Experience activities.

In keeping with the intent of the Workforce Innovation and Opportunity Act, the J-L WDB is committed to assisting disadvantaged youth prepare for and enter employment, increase occupational and academic skills, attain a high school diploma or its recognized equivalent, enroll in job training or higher education and increase earnings. The J-L WDB is seeking organizations that have a successful record of serving youth and can demonstrate the ability to meet the challenges of creating effective, performance-based services. Youth serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide Jefferson and Lewis County youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities.

The WorkPlace, an American Job Center (formerly the One-Stop Center) is designated as the agent to provide framework services. Framework services include determining youth eligibility for program services, conducting employment assessment, developing the Individual Service Strategy (ISS) for each youth, providing case management services to eligible youth, and referring youth for program services contracted from this RFP. Youth program services are based on 14 program elements identified in Section 129 (c) (2) of the federal WIOA and include:

1. TUTORING, study skills training, instruction, and evidence- based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. (i.e. Jefferson Community College and , Jefferson-Lewis BOCES offers TASC preparation classes, Jefferson Community Colleges has a 24 credit hour equivalency diploma program and local school districts offer IEP/special education services);
2. ALTERNATIVE SECONDARY SCHOOL SERVICES, or dropout recovery services, as appropriate. (i.e. Jefferson-Lewis BOCES ACES program, and at least 3 local school districts offer alternative education programs);

3. PAID AND UNPAID WORK EXPERIENCES that have as a component academic and occupational education, which may include—
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities

*Please Note: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a component) should be integral to youth program design. **A minimum of 20% must be spent on WIOA Work Experience activities.**
4. OCCUPATIONAL SKILL TRAINING, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area. Note: Out-of-school youth 18-24 years old will most likely be allowed access to occupational skills training via Individual Training Accounts (ITA's);
5. EDUCATION offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster (i.e. internships through Jefferson Community College degree and certificate programs or vocational programs offered by Jefferson-Lewis BOCES);
6. LEADERSHIP DEVELOPMENT opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate (i.e. Jefferson and Lewis County Cornell Cooperative Extensions youth programs, such as 4-H) ;
7. SUPPORTIVE SERVICES i.e. transportation, child care, work clothing and equipment, etc. (i.e. Jefferson County Department of Social Services and Lewis County Department of Social Services offer assistance with tuition, academic fees, books, supplies, automobile insurance, automobile repairs, child care assistance, housing, medical programs, job related safety equipment, tools and equipment, clothing purchase for work/training and transportation for eligible youth);
8. ADULT MENTORING for the period of participation and a subsequent period, for a total of not less than 12 months (i.e. Northern Regional Center for Independent Living provides mentoring services);
9. FOLLOW-UP SERVICES for not less than 12 months after the completion of participation, as appropriate; updated on a quarterly basis from date of exit. Any service listed in the fourteen program elements may be considered as a follow up service as well as job retention and career advancement services (i.e. AJC staff provide these services including, but not limited to job market information, job search preparation and assistance, and job keeping assistance, training information, agency referrals, etc);
10. COMPREHENSIVE GUIDANCE AND COUNSELING , which may include drug and alcohol abuse counseling, and referral, as appropriate (i.e. CREDO intensive out-patient programs);
11. FINANCIAL LITERACY EDUCATION such as helping participants create household budgets, initiate savings plans, manage credit and debt and navigate the financial aid process for post-secondary education (i.e. Northern Credit Union offers Bonzai program and outreach educational presentations);

12. ENTREPRENEURIAL SKILLS training such as discussing characteristics of entrepreneurs, developing business ideas, creating a business plan and inviting local entrepreneurs to speak to youth (i.e. Watertown Small Business Development Center entrepreneurial training);
13. LABOR MARKET AND EMPLOYMENT INFORMATION services about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. PREPARATION ACTIVITIES for transition to postsecondary education and training (i.e. Jefferson Community College and/or local school districts offer higher education nights, SAT preparation, AP classes, open houses, financial aid seminars, etc.) .

The intent of this RFP is to enhance existing programs/services rather than to duplicate them. Through a Resource Mapping Process, the J-L WDB was able to identify several youth program elements already available in the community, identified in parenthesis after pertaining youth program elements listed on pages 2-4. Proposal applicants must refer youth to these youth service providers, as appropriate, to assist youth in achieving their planned goals.

It is the mission of the J-L WDB to: *promote an integrated system using sound youth development practices which enable Jefferson County and Lewis County Youth to obtain the skills needed to succeed in the workplace and beyond. The system will be supported by a partnership, which includes all appropriate public and private providers of education, workforce and supportive services.*

The system should link services to local labor market needs, community youth programs, and services that have strong connections between academic and occupational learning and which provide for the holistic development of youth. Program activities should also address “career pathways” for eligible youth. A priority is placed on providing services to youth with disabilities.

The J-L WDB intends to:

- fund performance based programs that result in measureable outcomes;
- allocate a minimum of 75% of available funding for services to out-of-school youth; and
- expend a minimum of 20% of the available funding on WIOA Work Experience activities, however it is the intent of the J-L WDB to expend \$80,000 on work experience.

In addition, the WDB will view favorably programs that:

- establish and maintain strong partnerships with providers that serve youth,
- leverage other funding resources to provide WIOA youth services,
- target youth transitioning from school to work, and
- incorporate targeted industry clusters (Advanced Manufacturing, Agriculture, Hospitality & Tourism and the Skilled Trades)
- emphasize Work Experience activities that result in unsubsidized employment
- support the concept of developing and building upon the assets of youth rather than focusing on barriers.

A sub-committee of the J-L WDB will review and accept proposals and make a recommendation to the J-L WDB for approval. Procedures and criteria for evaluating potential contracts are outlined in Part Three, section C of this RFP. Key definitions can be found in Attachment A of this document.

B. Target Population

Youth to be served in these programs must be between the ages of fourteen (14) and twenty-four (24). Priority will be given to programs that serve out-of-school youth.

Eligible youth are those age fourteen (14) to twenty-four (24) and who is:

a resident of Jefferson or Lewis County or receiving full-time residential services in Jefferson or Lewis County, AND at enrollment is:

- Eligible to work in the United States (see revised Homeland Security I-form available at <http://www.uscis.gov/files/form/i-9.pdf> ; AND
- (if applicable) a male who meets the requirements of Section 3 of the US Military Selective Services Act; AND an

OUT-OF SCHOOL YOUTH – the term ‘out-of-school’ youth means a youth described in section 129(a)(1)(B).

In this title ‘out-of-school’ youth means an individual who is:

- (1) Not attending any school (as defined under State law): AND
- (2) Not younger than age 16 or older than age 24 years; AND
- (3) One or more of the following:
 - >a school dropout

>A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter

>A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual AND

(a) basic skills deficient; OR

(b) an English language learner

>An individual who is subject to the juvenile or adult justice system

>A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11434a(2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

>An individual who is pregnant or parenting

>A youth who is an individual with a disability

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

IN-SCHOOL YOUTH – “in-school youth” means an individual who is—attending school (as defined by State law) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;

a **low-income individual**; and one or more of the following:

>Basic skills deficient.

>An English language learner.

>An offender.

>A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

>Pregnant or parenting.

>A youth who is an individual with a disability.

>An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. No more than 5% of the total in-school youth population can be served under this qualifier.

75% of the total youth funding available through this solicitation must be spent on out-of-school youth. In addition, it is the intent of the Jefferson-Lewis WDB to spend \$80,000 of the funds awarded through this RFP on WIOA Work Experience Activities. As such, each awardee must expend 75% of the funds (if it is awarded) on out-of-school youth, and a minimum of 20% of the funds (if it is awarded) on Youth work experience with the intent of expending \$80,000 on work experience.

Eligible youth, ages 18-24, may also be enrolled as adults and receive services through the American Job Centers such as Individual Training Accounts (ITA). ITAs will most likely be allowed for out-of-school youth 18-24 years old. At least 75% of all youth funds awarded through this RFP must be spent on out-of-school youth services. In addition, at least 20% of all funding awarded through this RFP must be spent on Work Experience.

C. Eligible Providers

The applicant can be a private, public, for profit or not for profit service provider. The applicant must demonstrate capability and effectiveness in establishing and maintaining partnerships, recruitment and integration of partners from business and education, ongoing creative program design and development and ability to administer services outlined in this RFP. Examples of eligible providers are: School Districts, Rehabilitation Agencies, BOCES, Community Based Organizations, Proprietary Schools, and Post-Secondary Institutions.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section 200.50 calls for audits to be required of agencies that received \$750,000 in federal funding for fiscal years ending after December 31, 2003. See <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> for further guidance. Any agency or provider receiving funding through this RFP is subject to this directive and will need to forward a copy of their audit when requested to do so.

D. Program Elements

Program Activities:

WIOA specifies fourteen elements, as outlined in section A that may be funded under the Act as part of a youth's Individual Service Strategy (ISS). The J-L WDB is soliciting proposals only for the following 3 elements, also found in attachment C.

1. PAID AND UNPAID WORK EXPERIENCES that have as a component academic and occupational education, which may include—

- summer employment opportunities and other employment opportunities available throughout the school year;
- pre-apprenticeship programs;
- internships and job shadowing; and
- on-the-job training opportunities

*Please Note: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a component) should be integral to youth program design. **A minimum of 20% must be spent on WIOA Work Experience activities.** Work Experiences leading to unsubsidized employment will be viewed favorably.

2. OCCUPATIONAL SKILL TRAINING, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area. Note: Out-of-school youth can access occupational skills training via Individual Training Accounts (ITA's);

3. LABOR MARKET AND EMPLOYMENT INFORMATION SERVICES about in-demand industry sectors or occupations available in the area, such as career awareness, career counseling, and career exploration services.

The intent for in-school (both secondary and post-secondary) youth is to provide long-term comprehensive services building on existing services available to youth who are currently attached to an educational (school) entity. The Individual Service Strategy (ISS) is designed to provide services to motivate youth to complete school while linking their education to the workforce and their goals upon completion of education.

For out-of-school youth, the intent is to provide comprehensive, long-term services for young people who are not currently attached to an educational entity or school. For those who have not completed secondary school, the ISS should address secondary school attainment along with a strong work strategy that attaches the individual to the workforce.

An ISS will be developed by either service providers at the Lewis County or Jefferson County AJC . The ISS is a written plan of short and long-term goals addressing educational, occupational or vocational, and personal supportive services needs, will help identify which of the program elements youth participants will need to access. The ISS shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth based off of informal and formal assessments.

Part Two: Program Operation

A. Case Management and Eligibility

The service providers at both the Lewis County and Jefferson County WorkPlace, American Job Center (AJC) office will assess eligible youth and develop an ISS that will contain education and/or employment goals and the steps that will be followed to achieve them. This will include identification of needs and referral to provider services approved through this RFP to address those needs.

AJC case managers will refer youth to provider services to assist youth in achieving their planned goals. The provider will be responsible for administering the service and achieving the desired outcome(s). The outcomes will be defined in the contract with each provider. The AJC Case Manager will track activities and convene partner meetings as appropriate. All required reporting for Title I Youth will be the responsibility of the J-L WDB. However, contracted agencies will be required to submit youth progress reports on a monthly basis.

Jefferson and Lewis County uses the New York State Department of Labor's (NYS DOL) One Stop Operating System (OSOS) for tracking and recording youth progress and outcomes. Contractors to this agreement will be required to report services and outcome information to J-L WDB on a weekly basis so information can be entered into OSOS within 5 business days. J-L WDB will oversee the reporting on this system. Contractors will be required to expend a minimum of 75% of funds awarded on out-of-school youth and to report actual expenditures for these services on a monthly basis. In addition, contractors will be required to report all Work Experience program expenditures on a monthly basis as J-L WDB will need to show a minimum of 20% of available funding is expended on Work Experience.

B. Performance

The Performance Measures under the Workforce Innovation and Opportunity Act (WIOA) measures will be implemented in Program Year 2016 (effective 7/1/16). Additional information on WIOA performance measures will be provided and incorporated into contracts as WIOA regulations are finalized.

The Workforce Innovation and Opportunity Act (WIOA) has six performance measures listed below:

- **Placement in Employment or Education** (2nd quarter after exit) – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program.
- **Placement in Employment or Education** (4th quarter after Exit) – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program.
- **Median Earnings** – the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Attainment of a Degree or Certificate** – the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in, or within 1 year after, exit from the program.
- **Skills Gain** – the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment, and who are achieving measure skill gains toward such a credential or employment.
- **Serving Employers** – the indicators of effectiveness in serving employers

Youth performance measures are calculated from data recorded in the OSOS and/or wage and taxation records. Data collection and reporting are done by the J-L WDB. However, contracted agencies will be required to report on every WIOA participant in their individual programs on a weekly basis so information can be entered into the NYS OSOS system. This report should include the youth's progress and any achievement of performance measures.

Benchmarks tied to performance will be negotiated with each partner agency and program contractor. Benchmarks, contract costs and youth progress will be monitored regularly by Jefferson and Lewis County and the WDB. The WDB retains the right to monitor all aspects of approved programs and the provider agrees to retain all records pertinent to this agreement, including financial, statistical, property, participant, and supporting documentation for a period of six (6) years.

The goals for PY2016 are subject to change and will be shared once released by NYS.

Previous performance goals included placement in post-secondary education or advanced training or employment by the first quarter after program exit. Or those enrolled in education had to achieve a certificate or diploma by the third quarter after exit. Or for those participants who were basic skills deficient in math or reading had to increase and education function level within one year of start of participation. These are examples of past benchmarks.

Note: Satisfactory performance is determined by meeting/exceeding 80% of identified goals.

Part Three: Contractual Information

A. Timeframes for Contracts

- a. Proposals accepted through this RFP will be valid for the period July 1, 2016 through June 30, 2017.
- b. Contracts will be awarded for a one-year period with an option to renew up to three additional years. Contracts are renewed annually based on achievement outcomes as outlined in this RFP, and at the discretion of the J-L WDB.
- c. Renewal of contracts is also contingent upon availability of sufficient Youth program funding under WIOA.
- d. Contracts awarded will be written agreements between the J-L WDB, the bidder/awardee as the contractor, and Jefferson County as the grant recipient/fiscal agent.

B. Vouchering

A contract will be developed with the providers selected from this RFP outlining the terms of the contract and the services each provider is authorized to provide. J-L WDB will issue a letter authorizing payment (based on the terms outlined in the contract) for each participant referred and enrolled in the program.

Contractors must submit a monthly voucher for reimbursement of the costs for providing these services. Payment will be made on a monthly basis, based upon costs agreed to in the contract and authorized through an authorization letter. Contracts will be awarded on a cost reimbursement basis.

C. Selection Criteria

Service Providers will be selected by the J-L WDB according to the following qualities determined by their proposals:

- Design and Responsiveness of Program Proposed
- Qualification(s) of Bidder
- Cost Effectiveness
- Timely Implementation
- Past Experience and Success

D. Review and Award Process

A committee of the J-L WDB will review and make recommendations to the full J-L WDB on each proposal submitted. The J-L WDB will make the final decision on which proposals will be awarded contracts. Providers selected through this process will be notified in writing.

See RFP Bid Proposal Evaluation Form to see how proposals will be scored. The highest scoring proposals will be awarded contracts.

E. Limitations on the RFP

This RFP does not commit the J-L WDB to award a contract or to pay any costs incurred in the preparation of a proposal.

The WDB of Jefferson and Lewis Counties reserves the right to:

- Accept or reject any or all proposals received as a result of this request
- Modify any portion or other terms of this RFP
- Negotiate with all qualified proposing organizations/individuals
- Cancel in part, or in its entirety, this RFP if it is in the best interest of the J-L WDB to do so
- Solicit additional proposals as necessary

Only Proposals accepted by the J-L WDB will be used. If approved as a service provider, youth will be referred to you for services. Payments will be authorized for each individual referred based on costs outlined in the RFP. There is no guarantee of a referral for any program or service. Referrals are contingent upon the needs of each youth and continued, sufficient levels of WIOA funding.

The Service Provider is aware that the J-L WDB has declared a priority of service policy to be in effect for Veterans and Eligible Spouses of Veterans at every phase of services offered. The Service Provider agrees to abide by this policy.

The Service Provider is also aware that the J-L WDB places a priority on services to youth with disabilities.

F. Timeline

RFP Issue Date	Friday, February 12, 2016
Technical Assistance	Ongoing: Questions can be directed to Mark Sachetti at (315) 315-785-3077 or purchasing@co.jefferson.ny.us through April 15, 2016. Questions and answers will be posted on the website @ http://www.jefflewisworkforce.com .
Mandatory RFP Q and A Meeting	Tuesday, March 8, 2016 at 3:00 PM

	Old County Courthouse Conference Room 195 Arsenal St. Watertown, NY 13601
Completed RFP Proposal Due Date	Friday, April 15, 2016 @ 4:00pm To Jefferson County Purchasing Dept. Old County Courthouse 195 Arsenal Street Watertown, NY 13601
Proposal Review by WDB Executive Board or another sub-committee of the J-L WDB	Monday, May 2, 2016
J-L WDB Approval	Wednesday, June 15, 2016
Contract Award Notification Letters Go Out	By June 24, 2016
Sign Contracts	By June 30, 2016
Contract Dates	7/01/2016 - 6/30/2017

Part Four: Proposal Submission

A. General Instructions

All proposals must be in accordance with the format specified below. Applicants should follow all instructions in this document and must include all completed forms and budget pages. The narrative should be printed in 12 point font on 8 ½" by 11" paper.

1. Submit one original proposal. No faxed copies will be accepted.
2. Proposals should be submitted to:
Jefferson County Purchasing Dept.
Old County Courthouse
195 Arsenal Street
Watertown, NY 13601
3. Questions can be directed to Mark Sachetti at (315) 315-785-3077 or purchasing@co.jefferson.ny.us through April 15, 2016. Questions and answers will be posted on the website @ <http://www.jefflewisworkforce.com>.
4. Submissions must accurate, adequate and clear. Proposals that are vague or reflect omissions will not be interpreted favorably.
5. Proposals must be received at the Jefferson County Purchasing Dept. by 4:00pm, April 15, 2016
6. Proposals submitted will be for the period July 1, 2016 through June 30, 2017.

B. Proposal Outline

A proposal containing the following information must be submitted using Attachment B: Proposal and Attachment C Budget/Budget Narrative:

1. Agency Information
 1. Organization Name
 2. Signatory Name, Title, Address (for contract)
 3. Organization Address
 4. Voice and Fax Telephone Numbers
 5. Contact Person, telephone number and e-mail address for this project
2. Applicable WIOA youth program element(s) (i.e. Paid & Unpaid Work Experiences, Occupational Skill Training). Describe Program participation requirements such as age, grade level, etc. Indicate if activities are targeted for in-school youth, out-of-school youth, or both.
Note: Bidders who propose to enter into sub-contract(s) and/or MOU(s) with other entities to provide services funded under this solicitation must submit the sub-contract/MOU documents prior to contract execution.
3. Program Target Population Information. Provide details regarding experience with the groups named in Part 1, Section B including quantitative data on outcomes, placements, retention, and certification.
4. Program Description
 1. Describe the process for accepting referrals to your program.
 2. Location(s) where activity(ies) takes place.
 3. Activity duration.
 4. Time frame of services (specific start and end dates on open enrollment).
 5. Number of youth who can be served.
 6. Provide a brief description of the activity. Attach a curriculum if the activity is a workshop/training session.
5. Program Outcomes
 1. What are the main program goals or outcomes (e.g. credential attainment; entry to employment, employment retention, budgeting, life skills, etc.)?
 2. How do these outcomes relate to the youth performance standards?
 3. How do these outcomes relate to youth asset development?
6. Budget Information
 1. Amount requested through this RFP and breakdown of costs (i.e. staffing, program services, supplies, etc.). Please note: Funding is available only to cover the cost of program services (based on the program elements) and the cost of the staffing to provide these services. Administrative and overhead costs are not an allowable component of this RFP.
 2. Approximate number of participants the provider can serve in the program annually.
 3. Cost per youth to enroll in program/activity? How many can be accepted at that cost?
7. Program Effectiveness
 1. Describe the success of your program and the overall success of your agency in dealing with this population.
 2. Remark on goals and positive outcomes.
8. Staffing. Provide staff resumes or job descriptions with minimum qualifications of those who will be working with this project.

Definitions of Key Terms

Advanced Training/Occupational Skills Training - An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal, as specified in the Individual Service Strategy, (2) coincide with exit, rather than short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate as defined below.

Appropriation Level - The amount of Federal funding authorized by Congress for a program.

Basic Skills Deficient - The individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Career Pathway (WIOA Sec. 3(7)) – A combination of rigorous and high-quality education, training, and other services that –

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary educational options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
- (C) includes counseling to support an individual in achieving the individual's education and career goals;
- (D) includes, as appropriate, education offered concurrently with and in the same context a workforce preparation activities and training for a specific occupation or occupational cluster;
- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

Certificate - A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- a state educational agency, or a state agency responsible for administering vocational and technical education within a state
- an institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs
- a professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities
- a registered apprenticeship program

- a public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector)
- A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill
- Office of Job Corps

Educational Gain - At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Employed at the Date of Participation - An individual employed at the date of participation is one who, during the seven consecutive days prior to the date of participation:

- did any work at all as a paid employee (except the individual is NOT considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or b) he/she is currently on active military duty and has been provided with a firm date of separation from military service);
- did any work at all in his/her own business, profession, or farm;
- worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
- was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

Employed in Any Quarter After the Exit Quarter - The individual is considered employed in a quarter after the exit quarter if wage records for that quarter show earnings greater than zero.

Exit - Exit occurs when a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days. The term "service" does not include activities that are open to non-participants, services and activities specifically provided as follow-up services, or regular contact with the participant or employer to only obtain information regarding his/her employment status or educational progress or need for additional services.

Exit Date - The date of exit is the date on which the last service funded by the program or a partner program is received by the participant.

Individual Service Strategy – A written plan of short and long term goals addressing educational, occupational and vocational, and personal and supportive service needs. The ISS shall identify educational and employment goals, appropriate achievement objectives, and appropriate services for the youth based on informal and formal assessments.

Low Income -

(A) In general.--The term "low-income individual" means an individual who--

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for

needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

(ii) is in a family with total family income that does not exceed the higher of--

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

(B) Lower living standard income level.--The term "lower living standard income level" means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Military Status at the Date of Participation - An individual is considered to be in the military at the date of participation if: a) he/she currently is serving on active military duty and has NOT yet been provided with a firm date of separation from military service, or b) he/she is a member of the National Guard or one of the Military Reserves AND currently is serving in a mobilized (i.e., active military duty) status.

Military Status in First Quarter After Exit Quarter - The individual is considered in the military if U.S. Department of Defense wage records for the first quarter after exit show earnings greater than zero.

Participant - Individuals who are determined eligible and receive any service funded by the program in a physical location (e.g., an American Job Center) are participants. The criteria that are used to determine whether an individual is eligible to participate will be based on the guidelines for the program. (Note: Individuals who only receive a determination of eligibility, but do not receive an additional service, are not participants. Individuals who visit a physical location for reasons other than its intended purpose - e.g., use of restrooms or ask staff for directions - are not participants. States and grantees may choose, but are not required, to consider as participants those individuals who receive services that are available through the Internet and are not accessed through a physical location, e.g., a One-Stop career center.)

Participation Date - The date of participation is the date of the first service received after the individual is determined eligible.

Post-Secondary Education - A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Post-test - A test administered to a participant at regular intervals during the program. Pre-test and post-test must be the same test.

Pre-test - A test administered to a participant within 60 days of the date of participation. Pre-test and Post-test must be the same test.

Priority of Service - The Service Provider is aware that the Workforce Development Board of Jefferson and Lewis County has declared a priority of service policy to be in effect for Veterans and Eligible Spouses of Veterans at every phase of services offered. The Service Provider agrees to abide by this policy.

PROPOSAL

Agency Information

Organization Name:

Signatory Name, Title, Address (for contract):

Organization Address:

Voice and Fax Telephone Numbers:

Contact Person (name, title, phone number, e-mail):

Fiscal Contact (name, title, phone number, e-mail):

Tax ID#:

Organization Type: For-Profit Non-Profit Government Entity
 Educational Institution Other: _____

Target Group: In-School Youth Out-of-School Youth Both

Note: 75% of funds must be spent on Out-of-School Youth

Has the organization ever had to repay funds to a government unit due to a questioned or disallowed cost: If yes, please explain:

If funded, what percentage of the organization total budget would the contract funds represent? _____

Does your organization have additional funding sources to serve youth? If yes, please explain.

Does your organization understand and agree to comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and to submit audit information as requested?

Applicable WIOA youth program element(s) you are applying to provide:

Provide a description of the services you are proposing to provide and which of the program elements these services address: Paid & Unpaid Work Experiences, Occupational Skill Training, and Labor Market and Employment Information Services. See page 6, Part 1, section D for a list of the Program Elements being procured. Provide an example of how you would deliver the element.

Describe Program participation requirements such as age, grade level, etc. Indicate if activities are targeted for in-school youth, out-of-school youth, or both.

Program Target Population Information:

Provide details regarding experience with the groups named in Part 1, Section B including quantitative data on outcomes, placements, retention, and certification.

Program Description:

Describe the process for accepting referrals to your program.

Location(s) where activity(ies) takes place.

Activity duration.

Time frame of services (specific start and end dates or open enrollment).

Number of youth who can be served.

Provide a brief description of the activity. Attach a curriculum if the activity is a workshop/training session.

Program Outcomes:

What are the main program goals or outcomes (e.g. credential attainment; entry to employment, employment retention, budgeting, life skills, etc.)?

How do these outcomes relate to the youth performance standards?

How do these outcomes relate to youth asset development?

Budget Information/Budget Narrative

(1) Complete the attached budget worksheet to identify amount requested through this RFP.

(2) Attach a budget narrative to explain how costs were determined.

Please note: Funding is available only to cover the cost of program services (based on the program elements) and the cost of the staffing to provide these services. Administrative and overhead costs are an allowable component of this RFP. These costs are limited to 10% of the total funding. Allowable costs include: program staff wages and fringes, program staff mileage related to the program, materials used for program, any costs directly related to the program, and cost of space used for the program and the program staff. Costs not allowed include: supervisory staff and fringes, supervisory staff mileage, administrative costs (i.e. payroll processing, procurement, legal, bookkeeping and auditing) and any costs that cannot be directly tied to the program including, but not limited to: postage, office supplies, trash removal and snow removal.

Budget should address:

Approximate number of participants the provider can serve in the program annually.

Cost per youth to enroll in program/activity?

How many youth can be accepted at that cost?

Program Effectiveness:

Describe the success of your program and the overall success of your agency in dealing with this population.

Remark on goals and positive outcomes.

Staffing:

Provide staff resumes or job descriptions with minimum qualifications of those who will be working with this project.

BUDGET

Organization Name:

Contact:

Phone:

E-mail:

\$ Total WIOA Funds Requested

\$ Amount to be spent on Out-of-School Youth (must be a minimum of 75%)

\$ Amount to be spent on In-School Youth

Note: A minimum of 75% of funds must be spent on out-of-school youth and a minimum of 20% must be spent on WIOA Work Experience activities.

An * indicates a priority element.

Program Elements If proposing a single program that incorporates multiple elements please describe on a separate sheet and include the Elements covered by the program proposed, the Total Cost , the Total Number of Participants to be Served (broken down by in and out of school) and the Cost Per Participant .	Total Cost	Total Number of Participants to be Served	Cost Per Participant (total cost divided by total participants to be served)
Labor Market and Employment Information Services: Out-of-School In-School			
Work Experience: * Out-of-School In-School			
Occupational Skill Training: Out-of-School			

In-School			
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*****Must attach a budget narrative to describe how the total cost was determined for each category.**

Will other funding be leveraged to serve participants? If yes, please describe:

Youth RFP Evaluation Form

Project Name:		
Project Bidder:		
Name of Evaluator & Date:		
A. Design and Responsiveness of Program to the RFP(100 points)		
	Max Points	Actual Points
Does the proposal contain information as required by the RFP? Agency Information Identified program element(s) Targeted Population Program Description Program Outcomes/Performance Expectations Budget Information Program Effectiveness Creativity/Innovativeness Staffing Does the proposal address at least one WIOA Youth Program elements Is bidder able to provide multiple (more than one) youth program elements in the response?	50	
Does the proposal target services to out-of-school youth? Does the proposal target the provider's experience with the target populations identified in the RFP?	10	
Does the Proposal address at least one WIOA Youth Program element and/or Basic Skills deficiency? Is the bidder able to provide multiple (more than one) youth program Elements in the RFP response?	15	
Can the Proposal be implemented by July 1, 2016	15	
Does the proposal outline where the services will take place for each of the required Elements and are the facilities suitable for the proposed activities/services?	10	
Total Points	100	
B. Qualification and Experience of Bidder (60 points)		

	Max Points	Actual Points
Is staff qualified to provide the activities/services? Does the bidder provide resumes or job descriptions for staff.	20	
Does the bidder have adequate experience to operate the activities/services proposed?	20	
Does the bidder have prior successful experience and a demonstrated record of meeting performance?	20	
Total Points	60	
C. Cost Effectiveness (70 points)		
	Max Points	Actual Points
Are the costs justified and reasonable for the activities/services proposed? Cost per participant? Costs related to the program?	50	
Does the bidder have adequate personnel and financial systems in place to ensure costs are properly allocated? (Include last audit report)	20	
Total Points	70	
D. Bonus Points (35 points)		
	Max Points	Actual Points
Does the bidder have past experience/success providing services in Jefferson and Lewis County or with Jefferson and Lewis County youth?	15	
Does the bidder's application include at least two of the priority elements identified in section D. Program Elements?	10	
Is the proposal coordinated with other entities to leverage resources? Is the bidder awarding academic credits, scholarships or other incentives not paid for by WIOA Funds?	10	
Total Points:	35	
Cumulative Score		
	Max Points	Actual Points
A. Design and Responsiveness of Program (100 points)	100	
B. Qualification of Bidder (60 points)	60	
C. Costs (70 points)	70	
D. Bonus Points (35 points)	35	
Total Points	265	

