

City of Salem, Massachusetts



Request for Proposals

S-35

Operation of Youth Programs for the North Shore Workforce Investment Board (WIB)

March 13, 2017

PROPOSALS DUE:

Thursday, April 13, 2017 at 10:00 AM

*Late proposals will be rejected

Whitney C. Haskell
Purchasing Agent
93 Washington Street, 2nd Floor
Salem, MA 01970
whaskell@salem.com
(978) 619-5695

OPERATION OF YOUTH PROGRAMS
S-35
COVER SHEET

Proposer: _____

Street Address: _____
(Number and Street) (City) (State) (Zip)

Taxpayer
Identification No: _____
(Social Security Number) (Federal Identification Number)

Contact Name: _____

Telephone: _____

Email Address: _____

Fax: _____

Authorized
Signature: _____

Name: _____

Title: _____

Date: _____

OPERATION OF YOUTH PROGRAMS
S-35
CERTIFICATIONS

1. NON-COLLUSION:

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

2. TAX COMPLIANCE:

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

3. CORPORATE BIDDER *(if applicable):*

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)

PART 1. GENERAL INFORMATION

1.1 PROCUREMENT DESCRIPTION

The North Shore Workforce Investment Board is seeking proposals from organizations to operate youth programs as described in this Request for Proposals.

1.2 APPLICABLE LAW

This procurement will be conducted pursuant to M.G.L. ch. 30B, sec. 6.

1.3 APPROVAL

Any contract that may result from the procurement shall be subject to the approval of the Mayor of the City of Salem.

1.4 INCORPORATION BY REFERENCE

All requirements, specifications, terms and conditions described in this Request for Proposals ("RFP") shall be incorporated by reference into any contract that may result.

1.5 TIME FOR AWARD

Any contract that may result from the procurement shall be awarded within forty five (45) days after the proposal due date. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most advantageous proposer.

1.6 RIGHT TO CANCEL/REJECT

The City reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the City determines that cancellation or rejection serves the best interests of the City.

1.7 TAXATION

Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the proposal pricing.

Copies of the City's tax exempt paperwork shall be available upon request of the selected contractor.

1.8 OBTAINING THE REQUEST FOR PROPOSALS

The RFP shall be available beginning, Monday, March 13, 2017.

The RFP and related documents shall be available for free download from the City's Purchasing Department website at http://saalem.com/Pages/SalemMA_Purchasing/index under the link titled "IFBs RFPs, and RFQs."

Hardcopies of the RFP and related documents may be obtained at the Office of the Purchasing Agent, 93 Washington Street, 2nd Floor, Salem, MA 01970, during regular office hours:

Monday-Wednesday: 8:00 AM – 4:00 PM
Thursday: 8:00 AM – 7:00 PM
Friday: 8:00 AM – 12:00 PM

1.9 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **March 30, 2017** from 2:00-3:00pm at the North Shore Workforce Investment Board, 70 Washington Street, Salem, MA 01970 (1st Floor Conference Room, North Shore Career Center). Organizations interested in attending the conference should contact Maquisha Alleyne at the WIB office at 978-741-3805 to confirm attendance. While attendance at the conference is not mandatory, it is strongly encouraged.

PART 2. INSTRUCTIONS TO PROPOSERS

2.1 REQUIREMENTS AND SUBMISSIONS

Below please find a description of the requirements and submissions that must be included as part of a proposal.

2.1.1 PROPOSAL COMPONENTS

The following items must be submitted in order for the proposal to be considered:

PRICE PROPOSAL

Every proposal must contain a 'Price Proposal'

The 'Price Proposal' shall include:

1. Budget Narrative

Complete a narrative for the costs proposed in parts A, B, and C. If you are serving both In-School and Out-of-School youth, include a cost allocation plan for how expenses will be charged off accordingly. **NOTE: Narratives should include detailed descriptions of *match contributions* as well.**

A. Salaries and Wages – Address the following:

Explain the justification for each staff position proposed. Number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff time schedule for each position proposed. (Attachment C – sample staff time schedules are also provided.) This will aid reviewers in determining the reasonableness of staffing costs of proposals that contain a weekly total of person hours disproportionate to the daily schedule of the program participants.

Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e., skill, experience, responsibility, seniority).

B. Fringe Benefits – Fully explain each component of your fringe benefit package. If necessary, fully explain any unusual components.

C. Other Line Items- Fully explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost (i.e., historical data, units per participant, etc.). Use additional space if necessary.

2. Budget

(Note: all expenses associated with this RFP will be program costs.)

NOTE: Applicants **MUST** indicate whether expenses are for In-School Youth or Out-of-School Youth, or in the cases of shared line items, divide amounts accordingly.

A. Salaries and Wages:

Provide a breakdown of your staff costs by completing the following.

Out-of-School

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to WIOA	# Weeks Charged to WIOA	% Devoted to Work-Experience	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution

In-School

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to WIOA	# Weeks Charged to WIOA	% Devoted to Work-Experience	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution

Total Salaries _____

B. Fringe Benefits:

Represents payments other than salaries and wages, made to staff or paid in behalf of or on their account, e.g., pensions, insurance, etc. Important – Government mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non- tax generated benefits must be fully supported by your agency’s personnel manual.

Fringe Benefit	% Benefit is of Salaries	In-School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution

FICA					
Worker Compensation					
Health Insurance					
Retirement					
Other					

Total Benefits _____

C. Other Line Items:

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Match Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

	Total Agency Line Item Cost	% of Line Item Charged to WIOA	In School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution
A. Instructional Supplies						
B. Office Supplies						
C. Equipment						
D. Facilities						
E. Communications						
F. Postage						
G. Insurance						
H. Travel						
I. Professional Services						
J. Photocopying						
K. Printing						
L. Needs Related Payments						
M. Work Experience (i.e. wages)						
Other						
Other						

Total Other Line Items _____

GRAND TOTAL (A+B+C) \$ _____

LEVERAGED FUNDS CONTRIBUTION (%) \$ _____

☐ TECHNICAL/NON-PRICE PROPOSAL

○ NON-COLLUSION FORM

Every proposal must include a certification of good faith, certifying that the proposal was made in good faith and without collusion or fraud. See ‘Non-Collusion Form’ attached.

○ TAX COMPLIANCE FORM

Every proposal must include a written certification that the proposer has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See ‘Tax Compliance Form’ attached.

○ CORPORATE BIDDER FORM (if applicable)

If the proposal is being submitted by a corporation the proposal must include a certification that the individual submitting the bid has been authorized to bind the corporation. See ‘Certificate of Corporate Authority’ attached.

○ PLAN OF SERVICES

The plan of services shall include:

- Application Package (Attachment A)
- Proposal Narrative

Each part below should be addressed in the detail necessary to provide reviewers with sufficient information to score your proposal. Parts 1 – 6 are limited in total to no more than 12 pages of single-sided, single-spaced typewritten material using typeface no smaller than 12 pt. with 1” margins. Each subpart should be headed by the number designation and topical heading.

Part 1. Program Summary

Summarize the overall design of your program. Highlight the strengths of your proposed program and how it will contribute to the overall goals of serving youth who are WIOA eligible.

Part 2. Demonstrated Successful Performance

Describe your past experience in serving in-school and/or out-of-school youth, especially low income and target populations described in this RFP. Include any discussion about how you developed your program model; including where this model may have worked successfully in the past and what modifications you may have made to ensure success with the North Shore youth population. Also describe your experience collaborating with other community organizations, businesses, and school districts in serving youth and addressing their workforce development needs.

Part 3. Outreach and Recruitment

Describe your organization's plans to recruit young people to participate in this program. Discuss how this outreach strategy will combine with the work of the Career Centers and other youth serving agencies across our region. Current vendors who have not achieved enrollment goals must include a plan to explain how they will meet and/or exceed enrollment during FY'18/'19/'20.

Part 4. Program Design

a) Describe your plan for addressing the 14 required youth program elements. (see "14 Required Elements" discussion in Section III).

b) Describe how at least one partnering organization will be a part of the program design, including what their specific responsibilities will be in the delivery of services. Memorandums of Agreement or letters documenting the specific contributions of all partners are required and may be added as attachments.

c) Outline a typical plan of service for in-school and/or out-of school youth with numbers of in and out-of-school youth to be served, including the kinds of activities provided on a weekly basis, the number of hours youth would participate in each activity, and the total contact hours you would have with a youth on a weekly basis. Please attach a sample weekly schedule (i.e. one week) of events/activities.

d) All programs are expected to have a complete "work readiness/life skills" component. This component must also include a "financial literacy" curriculum. Please describe how this component will be included in program activities and name the financial literacy curriculum that will be used. There are several financial literacy curriculums available at no-cost. Assistance will be provided to programs in developing this component if needed.

e) Describe how program activities will result in desired outcomes that are appropriate and challenging for an in-school youth and/or an out-of-school youth. Refer to the attachments for information on required performance outcomes. Current vendors who have been working with youth previously will be expected to achieve more outcomes within the program year than new vendors. (For current WIOA vendors who have not met current performance goals, including enrollment please give a detailed account of changes that will be made in order to meet goals in the future.)

Part 5. Administrative Capability

Describe your organization's systems for managing program information, reporting, and finances. Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory, reporting and contractual requirements. Please attach:

- a. an organizational chart
- b. job descriptions for all positions relating to the expenditure of WIOA funds;
- c. resumes of individuals who will be in these positions; and
- d. the most recent audit of financial statements.*

*The WIB/City of Salem reserves the right to postpone the evaluation of any proposal that does not include a bidder's audit of financial statements, and/or postpone contract negotiation with any selected bidder until such time that the bidder's audit or financial statement is provided.

If you propose to sub-contract any services to another organization, describe what services will be provided and by whom, how you will manage and oversee those services, and how accountability will be ensured.

2.2 PROPOSAL DELIVERY

Below please find a description of the manner in which sealed proposals must be submitted. Price and Non-Price proposals must be separately sealed and labeled.

2.2.1 DUE DATE AND TIME

Proposals shall be received by the Office of the Purchasing Agent on or before **10:00 am Thursday, April 13, 2017.**

Any proposal received after that time shall be rejected as non-responsive.

2.2.2 ADDRESS

Sealed proposals shall be delivered to the Office of the Purchasing Agent, 93 Washington Street, 2nd Floor, Salem, MA 01970.

Facsimile and email submissions will not be accepted.

2.2.3 HOURS OF OPERATION

Proposals must be delivered during the normal hours of operation of the City of Salem:

Monday-Wednesday:	8:00 AM-4:00 PM
Thursday:	8:00 AM-7:00 PM
Friday:	8:00 AM-12:00 PM

2.2.4 COPIES

Proposers must submit one (1) original and four (4) copies of the proposal. Please also include an electronic copy of the proposal on a flash drive – documents should be pdf format.

2.2.5 LABELING

Price and Non-Price proposals must be separately sealed and labeled. Each proposal shall be labeled with (1) the proposal number and title, (2) the proposal due date, (3) the name of the proposer and (4) price or non-price proposal.

2.3 SIGNATURES

A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

2.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

2.4.1 QUESTIONS

Questions concerning this RFP must be submitted in writing to: Whitney Haskell at whaskell@salem.com at least seven (7) working days prior to the bid opening date. Written responses will be mailed to all bidders on record as having picked up the RFP.

2.4.2 CHANGES

If any changes are made to this RFP, addenda will be issued. Addenda will be posted in the Office of the Purchasing Agent, on the website and e-mailed to all proposers on record as having picked up the RFP.

2.4.3 MODIFICATIONS AND WITHDRAWALS

A proposer may correct, modify, or withdraw a proposals by written notice received by the City of Salem prior to the time and date set the proposal due date.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the RFP.

After the proposal due date, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them.

2.5 UNFORESEEN OFFICE CLOSURES

If, at the time of the scheduled due date, 93 Washington Street, Salem, MA 01970, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date will be postponed until 2:00 PM on the next normal business day. Proposals will be accepted until that date and time.

PART 3. PROGRAM DESCRIPTION/SCOPE OF SERVICES

3.1 INTRODUCTION

The North Shore Workforce Investment Board (NSWIB), in partnership with the City of Salem as its fiscal agent, is responsible for the administration and oversight of a variety of workforce development programs in the North Shore area. The WIB's primary mission is to meet the employment needs of workers and job seekers, while also meeting the workforce needs of employers. A critical piece of this mission is to engage in preparation of the local workforce of the future. Through this solicitation, the WIB/City of Salem seeks to gather together a variety of organizations with the skills, background, and community connections to provide successful youth career development services.

3.2 BACKGROUND

The vision for youth services established by the Workforce Innovation and Opportunity Act of 2014 (WIOA) challenges local Boards to make available a variety of services that address youth needs in a comprehensive manner. WIOA youth funding is intended to provide comprehensive interventions that support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants. WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development. WIOA replaces the Workforce Investment Act of 1998, and the new law includes an increased focus on Out of School Youth. (This RFP includes WIOA in-school programming, but the NSWIB reserves the right to solely focus out-of-school programming for the FY2018 contract year forward.) WIOA includes 14 required program elements that comprise our local area's year-round youth services strategy. The new elements, as listed in WIOA are as follows:

1. Tutoring, study skills training and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school offerings or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences with an academic and occupational education component;
4. Occupational skill training, with a focus on recognized post-secondary credentials and in-demand occupations;
5. Leadership development activities, which may include community service and peer-centered activities;
6. Supportive services;
7. Adult mentoring
8. Follow-up services for at least 12 months after the completion of program;
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
10. Integrated education and training for a specific occupation or cluster;
11. Financial Literacy education;
12. Entrepreneurial skills training;

13. Services that provide labor market information about in-demand industry sectors and occupations;

14. Post-secondary preparation and transition activities;

Elements 10-14 are new elements under WIOA and local programs have the discretion to determine what specific program services will be provided to a participant, based on participant's objective assessment and Individual Service Strategy (ISS).

The Workforce Innovation and Opportunity Act targets young people who are both in-school and out-of-school, to assist them in their career and educational development. WIOA defines eligibility factors for each group as follows:

1. In-School youth: between the ages of 14-21 currently attending school (young people with disabilities can be under 14), a low income individual and fall within one or more of the following categories:

- a. Individual with a disability
- b. Basic skills deficient
- c. English Language Learner
- d. Offender
- e. Homeless, runaway, or foster child
- f. Pregnant or parenting
- g. Individual who requires additional assistance to complete an educational program or to secure or hold employment.

2. Out of School youth: between the ages of 16-24, and fall within one or more of the following categories:

- a. Individual with a disability
- b. School dropout
- c. Not attended school for at least the most recent complete school year calendar quarter
- d. A high school graduate who is basic skills deficient or an English Language Learner
- e. Offender
- f. Homeless, runaway, or foster child
- g. Pregnant or parenting
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

In each local area, not more than 5% of youth that do not meet the income guidelines will be considered eligible.

Performance Standards: The following are the performance standards required by the federal government of WIBs responsible for overseeing the Workforce Innovation and Opportunity Act Youth programs. Specific outcomes that relate to programs funded by the North Shore WIB under this RFP will be negotiated with successful bidders.

WIOA Performance Measures for Youth

- Placement in Employment, Training, or Education
- Retention in Employment, Training, or Education
- Earnings
- Credential Rate
- In-Program Skills Gain

3.3 LOCAL SERVICE PRIORITIES AND EXPECTATIONS

The NSWIB operates under the Workforce Innovation and Opportunity Act (WIOA) and continues to update strategies for the delivery of youth services in our local area. The basic mission includes a comprehensive youth service program which:

1. Focuses on a young person's assets;
2. Communicates high expectations;
3. Provides opportunities for leadership;
4. Expands a young person's understanding of the expectations of the workplace through hands-on experience;
5. Encourages a sense of personal identity;
6. Broadens a young person's perspective;
7. Provides them with safe surroundings; and
8. Connects them with caring adults.

Service Coordination: In addition to Career Center coordination, all WIOA youth activities must be connected to existing public and private resources and activities geared towards serving youth. Such activities include School to Career, private sector job placement activities of the WIB and the Career Centers, youth programs run through the region's various municipalities, and programs operated utilizing other state and/or federal funding sources. Partnerships between employers, youth serving agencies and school districts in the provision of youth services is strongly encouraged and given priority for funding.

Resource Sharing: It is critical that bidders are able to leverage additional resources to- not supplement, but rather, complement- WIOA funds awarded through this solicitation. Many youth serving agencies utilize a variety of funding sources in operating their programs, and it is expected that all such resources will need to be pieced together to form a truly comprehensive youth service system. This type of system will also be better positioned to thrive in the future, as it will not be so dependent on a single funding source.

14 Required Elements: As stated in Section II, WIBs are required by WIOA to make each of the fourteen (14) program elements available to youth in their local area. Proposals should include plans to offer all of the elements - only alternative secondary school is optional as this element is only allowed to be provided by a licensed alternative school. It is important to note that these elements need not be provided by the bidder themselves, nor must they be supported directly by WIOA funds. Elements may be provided through partnerships with other agencies, and may be funded by other resources. However, successful bidders will be responsible for coordinating comprehensive service with the Career Centers, and documenting connections to all services in the Individual Service Strategy (ISS) developed for each youth.

Local Definitions of WIOA Required Elements: The Workforce Innovation and Opportunity Act has intentionally left the parameters of the Required Elements flexible in order to allow for maximum creativity at the local level. However, the WIB recognizes the need to provide guidance on how these services should be delivered on the North Shore. The list in Attachment D includes the WIB’s definition of each of the 14 Required Youth Elements.

Leveraged Funds Requirement: The WIB is requiring leveraged funding (or “match”) contributions on behalf of all bidders for WIOA youth services in FY’18/19. As discussed previously, many youth serving agencies utilize multiple funding sources in their program operation. Where these various resources may be brought to bear in support of WIOA-eligible youth, they should be enumerated in the budget and described in the budget narrative. While no minimum percentage is being specified for leveraged funds, the amount and effective use of these funds will be factored into proposal evaluation in helping to determine the overall value of the program for the WIB and its resources. Leveraged funds amounts will also help the WIB and its Youth Council better understand what services are available to youth across our region from other sources.

Partnerships: Organizations submitting proposals are required to partner with additional providers in an effort to strengthen services and eliminate duplication of effort. Municipalities, community-based organizations, and other private bidders must, at minimum, partner with a local school district to maximize outreach efforts. School districts submitting proposals must also include at least one other community partner.

Partnerships should be documented by Memorandums of Agreement or Understanding, or through letters from contracting entities that indicate specific roles and responsibilities of each partner in your proposal¹. If the partnering relationship includes financial reimbursement, a subcontract agreement should be included in the Price Proposal along with detail on related costs that should appear in the budget and budget narrative. In-kind or other contributions from partnering agencies should be considered as leveraged funds and included in the leveraged funds budget and narrative.

Work Experience Parameters (summer and school-year): Work-sites provide quality working and learning opportunities, governed by a Work-Based Learning Plan that underscores skills that the youth are learning while they are working. WIB Connecting Activities staff will train all vendors- and employers, as needed- in the implementation of the Work-Based Learning Plan. **ALL youth receiving summer employment/work experience jobs paid for through WIOA must be placed on a Massachusetts Work based Learning Plan with at least two evaluations during the work experience.** Wages to youth will be paid directly through the City of Salem and should not be included in proposed budgets. Proposals should, however, include an estimate of how many youth they expect to enroll in work experience (youth should be engaged in work experience only once in a program year).

¹ If a signed MOA/MOU is not included in the proposal, this needs to be submitted before final contract negotiations begin.

As in previous years, **subsidized *summer employment* will be limited to no more than 25 hours per week, for no more than 6 weeks, at the minimum wage of \$11.00 per hour. Subsidized work *experience* will be limited to 150 total paid hours at the minimum wage of \$11.00 per hour.** While the total hours limitation is in place to allow maximum flexibility for job schedules, it is expected that work experience hours during the school year (for in-school youth) will be less than fifteen hours per week for those youth enrolled in school.

Summer employment begins between May 1st and August 15th will be considered *summer employment*, and those that begin between August 16th and the end of the contract year will be considered *work experience*. As mentioned previously, **the WIB will only subsidize one or the other of these elements for a particular youth within a program year.** If it is deemed appropriate through assessment and service planning that both types of employment experience are necessary for a youth, an exception can be made with complete documentation on the ISS justifying the reason, and vendor must contact the Director of Youth Workforce Initiatives at the NSWIB to inform of such need.

It is expected and preferred that subsidized work experience will take place in the public/non-profit sector, particularly in a time of limited funds. However, the WIB recognizes that some opportunities may become available in the private sector that could be beneficial to youth as well. If a vendor is able to access such opportunities, wages may be subsidized by WIOA, under the limitations described above. **Any proposed private sector subsidized work experience must include some financial commitment on behalf of the employer.** Examples of financial commitment on the part of private sector employers may include additional wages paid, additional hours or weeks, or a commitment to hire a youth full-time after work experience is completed, among others.

The WIOA guidelines now require that 20% of funds be directed toward Work Experience. This includes youth wages, required fringe, and MAY include related costs such as staff time directed toward work readiness/work experience.

Unsubsidized work experience, such as internships or job shadowing, may take place in either the public/non-profit or private sectors, in addition to any subsidized work experience that a youth may already have enrolled in. Youth may receive “compensation” in the form of their Needs Related Payment, just as for any other program activity. Vendors will be responsible for making such payments available from the NRP line items in their existing budgets.

Individual Service Strategy (ISS): The Individual Service Strategy, required by all vendors to be developed with each youth participant and, is the mechanism for documenting the assessment, *plan of action* which details the planned outcome, the services they will receive from the program, and progress notes. Each ISS is developed around an *objective assessment*, which is simply the idea that services provided for a youth are determined by the youth’s needs, assets, interests and aptitudes. As the ISS is intended to be a living document, it will include any changes that are made to the service plan to address a youth’s changing needs and circumstances, as well as ongoing progress notes that are to be completed on a weekly basis. **Programs must re-visit the ISS with each participant and updated no less than every three months. Updates must include goals, planned outcomes, and/or**

strategies, and the signatures of both the youth and program staff indicating an agreement of the existing or a new plan of action and set of services.

Reporting: Contractors will be required to submit monthly performance reports by the fifth working day of each month, for the previous month, to the North Shore Youth Career Center and the NSWIB. “Reporting Forms” will be sent to successful bidders along with instructions, with the completed contract.

Required reports will include:

- Monthly Case Management Notes with hours of attendance;
- Monthly Participant Activity Report (including enrollments, program elements, attendance, exits, outcomes, etc.); and
- Monthly billing package (including invoices and appropriate backup) to WIB fiscal dept.

Needs Related Payments: As a means to support expenses that youth will incur in attending program activities (transportation, meals, etc.), the WIB established Needs Related Payments (NRP’s) for participants. NRP’s will be made available for all youth participants based on their attendance in any non-summer employment or paid work experience activity. Proposals should include a plan for disbursement of NRP’s to participants based on what is appropriate for the program design. (For example, payments may be earned at a given rate per hour of participation.) Additionally, WIOA allows for programs to use incentives for program participation and/or an achievement. (These anticipated costs should be itemized under the NRP line-item in you budget.) Due to limited funding, bidders are encouraged to streamline their estimates on total amounts needed for NRP’s based on an analysis of what realistic attendance patterns are likely to require.

Payments will be made to participants by the contractor, who in turn will bill the City/WIB on a cost reimbursement basis. Signed time sheets documenting participant attendance must be included with invoices for reimbursement of NRP’s. Bidders should include a line item in their proposed budget for NRP’s, based on enrollment goals, schedule of non-summer activities and hours, and the specific payment plan.

Out-of-School Youth: WIOA requires that 75% of youth funds in a local area be spent on services to out-of-school youth (OSY- see definitions in Attachment B). Typically, out-of-school program enrollments will be low but expenditures high due to the intensive service needs of this population. Some organizations in the area will feel better equipped to deliver such services than others, either because of existing services they have in place or due to relationships with entities such as the juvenile justice system. As such, respondents to this RFP will have the option to serve out-of-school youth, a) exclusively, b) in addition to in-school youth, or c) not at all. If the aggregate of selected proposals does not meet the required level of service for OSY, the WIB/City of Salem may elect to release an RFP exclusively for such services at a later date.

3.4 LOCAL ROLES UNDER WIOA

A. The North Shore Workforce Investment Board and Youth Pipeline Committee –

The WIB provides policy and oversight for all WIOA activities. The WIB, in partnership with the Mayor of Salem as the local chief elected official (CEO), has appointed a **Youth Pipeline Committee** which focuses exclusively on the development of youth programming. The WIB and its Youth Pipeline Committee works with the CEO to:

1. Develop an annual Plan that includes a description of how services, including those to youth, will be delivered in our region;
2. Select youth services providers;
3. Coordinate youth activities; and
4. Conduct oversight and evaluation of program activities of funded youth service

B. City of Salem-

Salem serves as the Grant Recipient and Administrative Agency for all funds flowing to our area for WIB-sponsored activities. As such, the City oversees all procurement, contracting, and fund management responsibilities, ensuring that WIB policies are implemented through programs meeting administrative and financial regulations.

C. North Shore Career Center System-

Our One-Stop Career Centers perform several important tasks for youth, including the following:

- Outreach and recruitment services are the shared responsibilities of the Career Center staff and selected service providers, and take place either at the Career Centers, local schools, vendor locations, or other locations as needed.
- Eligibility determination is performed by Youth Career Center staff to determine income status and barriers as required by the Workforce Innovation and Opportunity Act. Youth who do not meet WIOA eligibility requirements are referred for alternate services wherever possible.
- The Career Center staff will refer youth to providers based upon the above steps. The staff is familiar with all vendors, and has the knowledge and skills to move youth into the appropriate venues for further service.
- It is the responsibility of the Career Center staff to coordinate the comprehensive case management efforts of the youth system as a whole, including program activity reporting in the State’s MOSES system.
- Finally, the Career Center staff (including the newly formed Business Services Unit) assists vendors and youth with public and private sector job opportunities as needed

D. Department of Education (DOE)-

Through the State-funded DOE Connecting Activities Grant, the WIB and Career Centers have developed, and continue to develop, summer and after-school jobs/internships for any young person in our region interested and looking for work. These positions cover a spectrum of industries and occupations, and are designed to provide not just employment but learning opportunities that relate to school work and that help young people make career choices. A Connecting Activities Outreach Specialist working out of the Career Centers of Lynn and Salem, facilitate connections with school systems as well as private sector employers.

These entities will work together in close cooperation with service providers selected through this WIB to build a comprehensive, integrated youth delivery system.

3.5 WHO MAY APPLY

Community-based organizations, public or private agencies, public school systems, community or state colleges, governmental units, labor groups, private businesses and employers, proprietary schools, and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially low-income youth, are encouraged to apply. As described in the previous section, proposals must include partnerships on the part of public, private, and educational organizations, (i.e., community agencies, businesses/employers, and school systems).

Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Applicants may subcontract with sub-groups to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal (i.e. through a detailed MOU/MOA that shows the linkages with specific program elements) and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by the City of Salem prior to the final contract execution and are subject to all conditions and stipulations of the WIOA, as well as, the Commonwealth of Massachusetts.

3.6 CONTRACT INFORMATION

A. Type of Contract

Selected proposers will enter into a **cost reimbursement** contract. All contracts will be executed with the City of Salem on behalf of the WIB. Although the City of Salem makes every effort to reimburse invoiced contractor expenses monthly, selected bidders must be financially capable of covering costs when necessary. All contracts written with vendors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc.

B. Program Duration

The proposer selected will be awarded a three-year contract for the period of July 1, 2017 through June 30, 2020. Proposals should reflect costs covering just the first fiscal year. Contracts will be evaluated at the end of the first program year with awards based upon WIOA funds for FY 2019. Award may also be impacted by underperformance of contractor.

C. Award of Contract

Award of any contract arising out of this RFP is entirely predicated upon receipt of a grant award to the City of Salem/North Shore WIB from the Division of Career Services and final contract negotiations between the bidder and the City/WIB. Expenses incurred by bidders in responding to this RFP are in no way the obligation of the City/WIB.

PART 4. EVALUATION AND SELECTION

4.1 MINIMUM CRITERIA

1.	The applicant has proven experience working with youth in the workforce development arena.
2.	The applicant has included documentation of a partnership with at least one partner organization, including a local school district.
3.	The applicant has stated services that in 13 out of the 14 required program elements for youth service including summer employment, mentoring, and follow-up.
4.	The applicant has responded to each of the areas required in the Proposal Narrative instructions

All proposals not otherwise rejected for failure to comply with the Minimum Criteria, will then be evaluated and rated on the basis of the following Comparative Criteria.

A composite rating of "Highly Advantageous" or "Not Advantageous" may be assigned only when an applicant has received one or more such rating(s) among the criteria listed below. An automatic rating of "Unacceptable" will be made if any applicant receives one or more such rating under any of the criteria listed below.

A composite rating of "advantageous" will be assigned to any applicant who meets every minimum criteria set forth elsewhere in this proposal document. A rating of "highly advantageous" will be assigned to those applicants who meet any of the following additional criteria:

4.2 COMPARATIVE CRITERIA

4.2.1(a) For new respondents: Previous experience in providing workforce development related services to youth ages 14-21.

Highly Advantageous	Experience with five or more programs providing similar services to those requested for the North Shore area.
Advantageous	Experience with three or four programs in providing similar services to those requested for the North Shore area.
Not Advantageous	Experience with only one or two programs offering similar services to those requested for the North Shore area.
Unacceptable	No relevant experience providing a similar program.

4.2.1(b) For previously funded programs: Previous experience in providing WIA/WIOA youth services.

Highly Advantageous	Vendor has shown outstanding ability to deliver quality services and meet administrative requirements in operating WIOA youth programs.
Advantageous	Vendor has, at an acceptable level, delivered quality services and met administrative requirements in operating WIOA youth programs.

Not Advantageous	Vendor has had some difficulty in delivering quality services and/or meeting administrative requirements in operating WIOA youth programs.
Unacceptable	Vendor has consistently had difficulty in delivering quality services and meeting administrative requirements, and has not shown interest or ability to address problems in these areas, in operating WIOA youth programs.

4.2.2 The narrative submittal describing the applicant, its organizational structure and its proposed approach to the work for the North Shore area will be evaluated as follows:

Highly Advantageous	The narrative demonstrates the applicant fully understands the requirements of the proposed project, and their proposed approach would offer a very effective method of providing the services as requested in the Scope of Work.
Advantageous	The narrative demonstrates the applicant understands the requirements of the proposed project and the proposed approach should offer an adequate response to the requirements of the North Shore area.
Not Advantageous	The narrative appears to show the applicant's proposed approach may not in all aspects meet the requirements in the Scope of Work, and would need modification(s) to meet the requirements of the North Shore area.
Unacceptable	A review of the narrative finds that the applicant would not be able to accomplish all the requirements of the North Shore area.

4.2.3 The description of target population will be evaluated and rated as follows:

Highly Advantageous	The narrative demonstrates the applicant fully understands the needs of the target population and the barriers they face, has developed an outstanding strategy to address these needs, and will be able to effectively recruit and engage youth in the program.
Advantageous	The narrative demonstrates the applicant has a reasonable understanding of the needs of the target population and the barriers they face, has developed an acceptable strategy to address these needs, and is likely to effectively recruit and engage youth in the program.
Not Advantageous	The narrative appears to show the applicant may not in all aspects understand how best to reach and/or service the target population.
Unacceptable	The applicant has not described the target population to be served or how to recruit into program services.

4.2.4 The description of program outcomes will be evaluated and rated as follows:

Highly Advantageous	The narrative demonstrates the applicant will reach all performance goals that relate to educational success, job placement, and/or other appropriate outcomes for youth.
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Advantageous	The narrative demonstrates the applicant will reach some performance goals that relate to educational success, job placement, and/or other appropriate outcomes for youth.
Not Advantageous	The narrative appears to show the applicant may not reach performance goals that relate to educational success, job placement, and/or other appropriate outcomes for youth.
Unacceptable	The narrative does not discuss performance goals.

4.3 RULE FOR AWARD

Any contract that may result from this procurement shall be awarded to the responsible and responsive proposer offering the most advantageous proposal, taking into consideration all evaluation criteria described herein, as well as price.

4.4 SELECTION PROCESS

Complete proposals received by the submission deadline and that meet all threshold requirements listed, will be reviewed and formally rated by the WIB’s Youth Pipeline Committee Proposal Review Sub-Committee, using the evaluation criteria noted in the Proposal Narrative Section below. Final funding decisions will take into consideration the results of this review, an adequate mix of the various types of services to be made available and an equitable distribution of funds and services to youth throughout the region. The City of Salem reserves the right to reject any or all proposals, to not fund any or all proposals, and/or to partially fund any or all proposals as submitted in response to this RFP. All proposals become the property of the WIB/City of Salem.

PART 5. TERMS AND CONDITIONS

5.1 TERM OF AGREEMENT

Any agreement that may result from this procurement shall commence July 1, 2017 and terminate June 30, 2020.

5.2 ASSIGNMENT AND SUBCONTRACTING

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this agreement without the prior written consent of the City.

5.3 EXAMINATION

By submitting a proposal, the Proposer warrants that he has examined the site of the work and has fully acquainted himself with all conditions and restrictions pertaining to the work and the execution thereof. No claim for any extra or extension of time will be allowed for failure to observe this requirement.

5.4 CONFLICT OF INTEREST

A. The successful proposer agrees that, to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 268A of the General Laws concerning conflict of interest. The successful proposer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

B. No employee of the municipality and no public official who exercises any function or responsibilities in the review of approval of the undertaking or carrying out of this agreement shall:

1. Participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly interested; or
2. Have any financial interest, direct or indirect in this agreement or the proceeds thereof.

5.4 INSURANCE REQUIRMENTS

General- The Operator shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Operator agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Operator to any such kinds and amounts

of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Operator's Comprehensive General Public Liability and Property Damage Liability Insurance - The Operator shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Operator's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Operator shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Operator while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Operator must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Operator.

All insurance coverage shall be at the sole expense of the Operator and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

5.5 INDEMNIFICATION

Unless otherwise provided by law, the Operator will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay,

arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees.

5.6 FEDERAL AND STATE LAW

The selected contractor shall comply with all applicable Federal, State and Local laws and ordinances.

5.7 SAMPLE AGREEMENT

See 'Sample Agreement' attached.

SAMPLE AGREEMENT

CITY OF SALEM

Department
Supply/Services
Contract Number:

1. THIS AGREEMENT made and concluded this ___ day of _____ in the year Two Thousand _____ by and between _____; hereinafter referred to as the (Vendor) and the City of Salem, 93 Washington Street, Salem, MA 01970, a municipal corporation established under the laws of the Commonwealth of Massachusetts, acting by and through its Mayor, Kimberley Driscoll; its Purchasing Agent, Whitney Haskell; and its _____; thereto duly authorized, hereinafter referred to as the (City).
2. WITNESSETH, that the said Vendor has agreed and by these presents does agree, for the consideration hereinafter contained to provide _____ pursuant to the Vendor's proposal/bid dated _____ . (and attached hereto.)
3. In case of any alteration of this contract, so much thereof as is not necessarily affected by the change, shall remain in force upon all parties hereto; and no payment for _____ under such alteration shall be made until the completion of the whole contract, and the adjustment and payment of the bill when rendered for same shall release and discharge the said City from any and all claims or liability on account of _____ furnished under this contract, or any alteration thereof.
4. **Performance Period:**
5. The Vendor shall not assign or transfer this contract, or any part thereof without the prior written consent of the Purchasing Agent of said City.
6. And the said Vendor further agrees to indemnify and save harmless the said City of Salem, its officers and agents from all claims and actions of every name and description brought against the said City, or its officers and agents, for or on account of any injury or damage received or sustained by any person, structure or property, by or from the said Vendor, servants or agents, or by, or on account of, any act or omission of the said Vendor, or servants or agents, in the performance of this contract; and the Vendor hereby agrees that so much of the money due to under, and by virtue of, this agreement, as shall be considered necessary by said Purchasing Agent, may be retained by the City until all such suits or claims for damages as aforesaid, shall have been settled, and evidence furnished to the satisfaction of said Purchasing Agent, provided, however, that notice of such claims, in writing and signed by the claimants, shall be previously filed in the offices of the City Clerk of said City.
7. It is furthermore agreed by the Vendor that the performance of this contract shall be strictly in accordance with its bid/proposal dated _____ , now on file at the Office of the City Purchasing Agent of Salem, Massachusetts, which bid/proposal is hereby made a part of this contract by reference.
8. IN CONSIDERATION WHEREOF, the City agrees to pay to the Vendor _____ (\$_____), said payment to be made within thirty days from receipt and acceptance of a reasonably detailed invoice. **THE ABOVE CONTRACT NUMBER MUST BE REFERENCED ON ALL INVOICES IN ORDER FOR THE VENDOR TO BE PAID.**
9. **Insurance Coverage:**

General - The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance

The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Vendor shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Vendor while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

10. This Agreement may be terminated upon thirty (30) days prior written notice for failure of Vendor to provide adequate service as determined by the Purchasing Agent.

11. This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. This Agreement is subject to the provisions of Massachusetts's law, and to all lawful implementing regulations, as amended from time to time.

12. IN WITNESS WHEREOF the said; (_____); Vendor hath caused these presents and an instrument of like tenor to be executed in its name and behalf by a properly authorized officer of said company.

An instrument of like tenor to be executed by the City in its name and behalf by its Mayor; its Purchasing Agent, and _____.

All duly authorized as aforesaid, and its corporate seal to be hereto affixed.

By:

CITY OF SALEM:
By:

Authorized Signature

Kimberley Driscoll,
Mayor

Authorized Officer (print name)

Sarah Stanton,
Finance Director

Title

XXXX,
XXXXXXXXXXXXXXXXXXXX

Whitney Haskell,
Purchasing Agent

Approved as to form: _____
Elizabeth Rennard, Esq.,
City Solicitor

ATTACHMENTS

ATTACHMENT A- APPLICATION PACKAGE

A. Organizational/Program Contact Information:

Name of Organization:	
Street Address:	
City, State, Zip:	
Phone:	Fax:
Contact Person:	
Phone:	Fax:
Name of Chief Executive Officer:	
Accessible to Persons with Disabilities:	Yes ____ No ____
List Cities and Towns to be served:	

B. Service Plan Overview

- 1) # of youth participants to be served: _____

- 2) Indicate with an (X) whether the program will serve:

In-School Youth only _____ Out-of-School Youth only _____

Both _____ (# In-School _____; # Out-of-School _____)

- 3) Programs must provide thirteen (13) of the fourteen WIOA elements. Not all elements have to be provided by program, youth may be referred out for a service. However, a MOU must be documented for referred services. If providing services to only “in-school” youth, mark an (X) in box next to 1. in chart below. Mark (X) in #2 if serving “out-of-school” youth; and, mark both 1 and 2 if serving both in and out-of-school youth.

WIOA Program Required Elements	Elements Included
Tutoring, study skills training and instruction, leading to completion of secondary school, including dropout prevention strategies;	X
Alternative secondary school offerings or dropout recovery services, as appropriate (applies if vendor is an actual school)	
Paid and unpaid work experiences with an academic and occupational education component;	X
Occupational skill training, with a focus on recognized post-secondary credentials and in-demand occupations;	X
Leadership development activities, which may include community service and peer-centered activities;	X
Supportive services;	X
Adult mentoring	X
Follow-up services for at least 12 months after the completion of program;	X
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	X
Integrated education and training for a specific occupation or cluster;	X
Financial Literacy education;	X
Entrepreneurial skills training;	X
Services that provide labor market information about in-demand industry sectors and occupations;	X
Post-secondary preparation and transition activities;	X

Applicant Certifies that:

To the best of my knowledge and belief, data in this application are true and correct, the governing body of the applicant has duly authorized this document, and the applicant will comply with all applicable rules and regulations if this proposal is approved for contract.

Certifying Representative

 Typed Name and Title

 Signature

 Date

ATTACHMENT B-
ELIGIBILITY REQUIREMENTS FOR YOUTH PARTICIPATING IN
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH PROGRAMS.

The Workforce Innovation and Opportunity Act targets young people who are both in-school and out-of-school, to assist them in their career and educational development. WIOA defines eligibility factors for each group as follows:

1. **In-School youth:** between the ages of 14-21 currently attending school (young people with disabilities can be under 14), a low income individual and fall within one or more of the following categories:
 - a. Individual with a disability
 - b. Basic skills deficient
 - c. English Language Learner
 - d. Offender
 - e. Homeless, runaway, or foster child
 - f. Pregnant or parenting
 - g. Individual who requires additional assistance to complete an educational program or to secure or hold employment.

2. **Out of School youth:** between the ages of 16-24, and fall within one or more of the following categories:
 - a. Individual with a disability
 - b. School dropout
 - c. Not attended school for at least the most recent complete school year calendar quarter
 - d. A high school graduate who is basic skills deficient or an English Language Learner
 - e. Offender
 - f. Homeless, runaway, or foster child
 - g. Pregnant or parenting
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Being deficient in “basic literacy skills” includes a determination that the youth; computes or solves problems, reads, writes, or speaks English at or below grade level 8.9.

School Dropout means an individual who is no longer attending any school (per school department records) and who has not received a secondary school diploma or its recognized equivalent. Youth attending an alternative school are not considered a drop-out.

Offender means an individual who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

ATTACHMENT C-STAFF TIME SCHEDULE AND SAMPLE

Position: _____

<u>Days</u>	<u>Time</u> <u>Period</u>	<u>Hours/</u> <u>Day</u>	<u>Hours/</u> <u>Week</u>	<u># of</u> <u>Weeks</u>	<u>Activity</u>
-------------	------------------------------	-----------------------------	------------------------------	-----------------------------	-----------------

Total
Hrs/Wk

SAMPLE TIME SCHEDULE

Example #1

Position: Instructor

<u>Days</u>	<u>Time Period</u>	<u>Hours/Day</u>	<u>Hours/Week</u>	<u># of Weeks</u>	<u>Activity</u>
Mon-Fri	8:00 – 9:00	1	5	16	Curriculum Prep
Mon – Fri	9:00 – 2:00	5	25	16	Job Readiness
Tues and Thurs	3:00 – 5:00	2	4	16	Individual Tutoring/Case Management
Total Hrs/Wk			34		

Example #2

Position: Job Developer

<u>Days</u>	<u>Time Period</u>	<u>Hours/Day</u>	<u>Hours/Week</u>	<u># of Weeks</u>	<u>Activity</u>
Mon – Fri	9:00 – 1:00	4	20	20	Job Marketing, Company Contact
Mon & Wed	2:00 – 5:00	2	4	20	Resume Writing, Interviewing Skills, Job Search
Total Hrs/Wk			24		

ATTACHMENT D: WIOA ELEMENTS

Program Element	Definition
Tutoring, Study Skills Training, Instruction	Development of educational achievement skills that leads to the completion of the requirements for a secondary or post secondary school diploma/credential.
Alternative Secondary School	Alternative secondary school services, or drop out recovery services.
Work Experience	Work experiences which include summer employment, year round employment, pre-apprenticeship, internships/Job-Shadow and On-the-job training opportunities.
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.
Education concurrently w/Workforce Prep	Integrated education and training that occur concurrently and contextually with workforce preparation.
Leadership Development	Opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors.
Supportive Services	Services that enable youth to participate in program activities such as assistance with book, fees, school supplies, transportation, and legal aid services.
Adult Mentoring (12 months min)	Participants receive adult mentoring for a period of not less than 12 months that connects to the youth's goals.
Follow-up Services (12 months)	Follow-up services are provided for 12 months unless the participants declines to receive follow-up services or cannot be located or contacted.
Comprehensive Guidance & Counseling	Individualized counseling which includes drug and alcohol abuse, and mental health counseling, and referral to partner programs.
Financial Literacy Education	Support the ability of participants to create budgets, learn how to manage spending, credit, and debt.
Entrepreneurial Skills Training	Entrepreneurial skills training provides the basics of starting and operating a small business.
Labor Market Services	Participants receive access to career counseling, career exploration, career awareness, and the use of labor market tools.
Transition to Post-Secondary Education	Participants receive access to job exploration counseling, work based learning experiences, instruction in self-advocacy, work readiness training.