

7/10/2008

Request for Proposals

2008-2009 Year-Round WIA Youth Program

Contract Period:

October 1, 2008 – June 30, 2009

DEADLINE: Friday, August 15, 2008 – 12:00 noon

Deliver proposals to:

Ms. B. J. Lowe, Assistant Director of Youth Services and Retention
Walters State Community College
Technology Building, Room 260
500 S. Davy Crockett Parkway
Morristown, TN 37813
423-318-2708
barbara.lowe@ws.edu



**Local Workforce Investment Area 2
Center for Workforce Development
Walters State Community College
Morristown, Tennessee**

**2008-2009 YEAR-ROUND WIA YOUTH PROGRAM
REQUEST FOR PROPOSALS**

CONTENTS

	<u>Page</u>
Request for Proposals	
A. Overview	1
B. Required Program Design and Elements	3
C. Participant Eligibility and Classification	4
D. Service Providers' Responsibilities	5
E. Proposal Evaluation and Approval	6
F. Proposal Requirements	8
G. Submission of Proposals	9
H. Withdrawal of Proposals	9
Attachments	
A. Proposal Form	A-1
Cover Page	A-1
1. Related Experience	A-2
2. Budget, Fiscal Management and Enrollment	A-2
3. Staff and Schedules	A-3
4. Office and Equipment	A-4
5. Recruitment	A-4
6. Program Design and Implementation	A-4
7. Case Management, Monitoring and Partnerships	A-6
8. Optional Services	A-7
B. Timeline	B-1
C. Performance Measures and Goals	C-1

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

REQUEST FOR PROPOSALS

A. OVERVIEW

The Local Workforce Investment Board in Tennessee's Local Workforce Investment Area 2 requests proposals from vendors to serve under contract as service providers for the Workforce Investment Act (WIA) youth program in Union County during October 2008-June 2009. Bidders may submit proposals for either or both of the program's in-school and out-of-school components. Only a single contract will be awarded if the selected vendor's proposal included bids to operate both the in-school and out-of-school components. Two contracts will be awarded if different vendors are selected for the two components. A contract will have to be negotiated with each selected vendor prior to award. Pro forma contracts are available to interested vendors. Vendors who are awarded contracts will be required to provide eligible in-school and out-of-school youth a range of year-round services designed to:

- Improve educational and skill competencies.
- Establish effective connections with employers.
- Assist in academic and occupational learning; leadership development; and preparation for further education, training, and employment.

1. Proposal Form, Timeline, and Performance Measures

Vendors interested in submitting proposals should complete and submit the form included as Attachment A (*Proposal Form*). Attachment B (*Timeline*) shows key dates associated with this Request for Proposals (RFP). Attachment C (*Performance Measures*) lists performance measures mandated by the federal government.

2. Potential Impact of Statutory Changes

The youth program addressed in this RFP is funded through and operates under the Workforce Investment Act of 1998 (Public Law 105-220). The federal government is currently considering enacting statutory changes that could (1) revise the eligibility ages for participants, (2) restructure the ratio of funds allocated respectively to in-school and out-of-school participants, and (3) significantly alter other program elements. Requirements delineated in this RFP are based on the existing statute. However, if the federal government changes the program's statutory authority during the contract period, vendors will be required to meet any new or revised requirements that may result.

3. Federal Regulations

Federal regulations implementing the Workforce Investment Act provide useful information on the WIA youth program. The regulations are codified in the Code of Federal Regulations, 20 CFR Parts 652 and 660 through 671. Regulations governing the youth program generally are found in

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

Part 664, and the regulations specifically pertaining to youth eligibility, program design, and required program elements are concentrated in 20 CFR 664.200-620.

4. Disclaimer

This RFP does not commit the Local Workforce Investment Board to award a contract. The Board reserves the right to accept or reject any or all proposals received in response to the RFP. The Board also reserves the right to allow its staff to negotiate final budgets and services for any contracts awarded. All contract awards are contingent on availability of funds.

5. Program Structure

The Local Workforce Investment Board (the “Board”) serves under the Consortium of Local Elected Officials in Local Area 2 (the “Consortium”). The Youth Council, a standing committee of the Board, is responsible for oversight of the youth program.

Walters State Community College serves as the Board’s Administrative Entity. Members of the college’s Center for Workforce Development serve as the Board’s staff. Service providers for the youth program operate under contracts administered for the Board by the Center for Workforce Development.

In addition to overseeing the local WIA youth program, Walters State Community College operates Workforce Investment Act (WIA) adult and dislocated worker programs in Local Area 2. Some WIA youth participants may be co-enrolled in the adult or dislocated worker programs.

6. Funding

Funds to operate the youth program are provided to the Consortium through the U.S. Department of Labor (USDOL) and the Tennessee Department of Labor & Workforce Development (TDLWD). USDOL and TDLWD have established performance goals that Local Area 2 must meet to avoid sanctions, possibly including reduced funding. The measures used to assess performance are addressed in Attachment C (*Performance Measures*).

Funds that the Board pays to service providers will be reimbursements for operating expenses, staff salaries and benefits, and travel. Operating expenses include all costs directly related to participant services, including wages paid to participants who are hired by local employers so that they can acquire work experience.

Contract awards are contingent on funding the federal and state governments make available to the Board. The maximum amount of the contract(s) for Union County in 2008-2009 will not exceed \$60,000 for a combined in-school and out-of-school program or \$35,000 maximum for a single in-school or out-of-school program. Vendors may include in their proposals optional services they would provide or additional areas and populations they would serve if additional funding becomes available.

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

7. Contract Period

The contract period will be October 1, 2008, or the date the contract is executed, whichever is later, through June 30, 2009.

8. Nondiscrimination

No person shall be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this program or in service providers' employment practices on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or state law. Service providers must (1) upon request, show proof of such nondiscrimination, (2) post in conspicuous places, available to all employees and customers, notices of nondiscrimination, and (3) upon request, provide auxiliary aids and services to individuals with disabilities.

9. Display of Hotline Information

As recipients of taxpayer funding, service providers must prominently display a notice of the State Comptroller's hotline (1-800-232-5454) for reporting illegal, improper, or wasteful activity.

B. REQUIRED PROGRAM DESIGN AND ELEMENTS

As required by the Workforce Investment Act of 1998 [Section 129(c)(1)], service providers' programs must be designed to:

- Provide an objective assessment of each participant.
- Develop an individual service strategy for each participant.
- Provide preparation for postsecondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and effective connections to intermediary organizations that have strong links to the job market and employers.

As also required by the Act [Section 129(c)(2)], service providers' programs must include the ten elements shown below. Although all of these services must be available to participants, service providers have the discretion to determine which services will be offered to each participant, based on the participant's assessment and individual service strategy.

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experience, including internships and job shadowing;

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

5. Occupational skill training;
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities such as citizenship skills;
7. Supportive services, including payments for childcare and transportation expenses;
8. Adult mentoring for a duration of at least twelve months, which may occur both during and after program participation;
9. Follow-up services for at least twelve months after participants leave the program; and
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

All ten of the required elements are important but follow-up services warrant special attention by prospective service providers. “All youth participants must receive some form of follow-up services for a minimum duration of 12 months,” according to federal regulations. The services may include assistance in obtaining more education or better paying jobs, regular contact with a participant’s employer and assistance in resolving work-related problems, adult mentoring, leadership development, and support services.

C. PARTICIPANT ELIGIBILITY AND CLASSIFICATION

The Workforce Investment Act of 1998 [Section 101(13)] restricts eligibility for the youth program to individuals who are:

- **Not less than age 14 and not more than age 21** (although federal policy allows individuals who first receive services before they are 22 to continue in the program after they become 22: USDOL *Training and Employment Guidance Letter 17-05*, Attachment D, page 3);
- **Low-income** (as defined in Section 101(25) of the Act); **and**
- **Within one or more of the following categories:** deficient in basic literacy skills; a school dropout; homeless, a runaway, or a foster child; pregnant or parenting; an offender; or in need of additional assistance to complete an educational program, or to secure and hold employment.

Federal policy distinguishes between, and establishes separate performance measures for, different categories of program participants based on their age and academic status at the time they enroll in the program [USDOL *Training and Employment Guidance Letter 17-05*, Attachment D, pages 15-21]. Specifically, program participants are categorized as:

- **Younger** (ages 14-18) or **older** (ages 19-21).

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

- **In-school or out-of-school.**

The Workforce Investment Act requires that at least 30 percent of program funds be spent on out-of-school participants [Section 129(c)(4)(A)]. The Act defines an *out-of-school youth* as an eligible youth who either (1) is a school dropout or (2) received a high school diploma or its equivalent but is basic-skills deficient, unemployed, or underemployed [Section 101(33)].

D. SERVICE PROVIDERS' RESPONSIBILITIES

Service providers are responsible for:

1. Structuring programs to provide the required design features and elements listed above in Section B (*Required Program Design and Elements*).
2. Complying with the Board's policies, guidelines and reporting requirements, and with all applicable federal, state, and local laws.
3. Meeting the performance goals discussed in Attachment C (*Performance Measures*).
4. Providing an office that is in an agreeable location, easily accessible by youth and customers with disabilities, and open during normal business hours.
5. Providing sufficient qualified staff, with relevant experience and bachelor's degree(s) or higher, and adequate facilities and equipment to carry out the program's required activities.
6. Making staff schedules sufficiently flexible to accommodate recruiting and on-site monitoring of participants in academic and occupational settings, both during and outside of normal business hours.
7. Assuring that expenditures on participants are at least 40 percent of total expenditures and that staff salaries and benefits generally do not exceed those provided to other employees in equivalent positions.
8. Assuring that at least 30 percent of WIA funds are spent on services for out-of-school youth, if the service provider receives funds for both in-school and out-of-school participants to comply with existing federal regulations. (In anticipation of a projected change in the federally mandated ratio, service providers are expected to spend 50 percent of funds on out-of-school youth.)
9. Recruiting eligible applicants.
10. Assessing all participants to determine their aptitudes, abilities, and grade equivalents in reading and math.
11. Developing an individual service strategy for each participant that identifies one or more goals, barriers to achieving the goal(s), and services to help overcome the barriers.

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

12. Providing each participant an appropriate mix of services from the ten required elements, based on the participant's goal(s) and assessment, or documenting referral to another agency.
13. Entering into agreements with employers to provide work experience for participants.
14. Assuring that participants' work experience does not exceed the maximum hours approved by the Board and that paid work experience wages are not less than the minimum wage or more than the wage approved by the Board.
15. Making arrangements for adequate supervision of participants, both in classrooms and at worksites, and monitoring both locations.
16. Explaining Equal Opportunity guidelines and grievance procedures to all participants and retaining on file their signed statements acknowledging that they received the explanation.
17. Preparing and maintaining documents required by the Board's staff, including case files, enrollment records, progress reports, time sheets, and records of incurred costs.
18. Advising the Board's staff of any decisions made to deny services to eligible applicants or to terminate services of participants.
19. Submitting invoices to the Board's staff by the 10th day of each month.
20. Providing telephone numbers for each participant and at least four other people who would likely know how the participant can be contacted so that he or she can be included in a post-exit customer satisfaction survey and can receive follow-up services.

E. PROPOSAL EVALUATION AND APPROVAL

The Board's Youth Council, with the staff's assistance, will evaluate and rate vendors' proposals. Modifications of line items or total budgets may be required, depending on information submitted by vendors, criteria established by the Youth Council, and availability of funds. The Youth Council will provide summary information, ratings, and recommendations regarding its evaluations to the Board for consideration and possible approval.

The Youth Council's evaluations will include assessments of vendors' performance as service providers in the WIA program or in related programs. "Performance" the council may consider includes both objective data, such as the extent to which vendors' have met projected enrollment and cost-per-participant goals, and documented comments from actual and prospective customers and from members of the community. The council may also consider information received from Walters State Community College in its role as the Board's Administrative Entity—including but not limited to auditing and monitoring reports, and observations of the vendor's performance in meeting deadlines and fulfilling administrative responsibilities.

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

The Board reserves the right to reject any and all proposals. After proposals are approved, the Board reserves the right to negotiate contract terms and conditions prior to the final contract award. Required budget modifications, final negotiations, and contract preparation will be the responsibility of the Board's staff.

In evaluating proposals, the Youth Council will award various numbers of points, to a maximum of fifty, based on the criteria listed below. Points awarded may range from zero to the maximum shown below for each criterion.

PROPOSAL RATING CRITERIA
AND AVAILABLE POINTS

- *All points shown are maximums; fewer or no points may be awarded.*
- *Category numbers (1.-8.) and lower-case letters (a.-d.) below correlate with the category numbers (1.-8.) and upper-case letters (A.-D.) on pages A-2 through A-7 of the Proposal Form.*

1. Related Experience – 20 points

- a. Does the vendor have recent experience delivering similar services? (5 points)
- b. Does the vendor have experience working with youth who meet or approximate the WIA eligibility criteria? (5 points)
- c. Does the vendor have a recent record of meeting projected enrollment and cost-per-participant goals? (5 points)
- d. Have complaints, if any, from partner agencies, applicants, and participants been successfully resolved? (5 points)

2. Budget, Fiscal Management, and Enrollment – 20 points

- a. Is at least 40 percent of the budget allocated to participants? (5 points)
- b. Does the vendor have insurance coverage at least comparable to Workman's Compensation for participants? (5 points)
- c. Is the vendor providing in-kind contributions for office space, administrative services, or other expenses? (5 points)
- d. Is the vendor free of unresolved audit findings applicable to the proposed services? (5 points)

3. Staff and Schedules – 20 points

- a. Does the staff have (or in the case of vacant positions, will the staff be required to have) related experience and at least a bachelor's degree? (10 points)
- b. Is the staff's schedule sufficiently flexible to accommodate recruiting and monitoring tasks while meeting the needs of program participants? (5 points)
- c. Is at least 90 percent of the staff's time to be devoted to WIA duties? (5 points)

4. Office and Equipment – 10 points

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

- a. Is the office location in an area that is easily accessible by and safe for youth, and is the office open during normal business hours? (5 points)
- b. Does the office provide sufficient equipment, computers and related capabilities, such as e-mail and broadband Internet access, for staff and participants? (5 points)

5. Recruitment – 10 points

- a. Does the recruiting plan appear reasonable in terms of methods, locations and timing to reach youth in need of WIA services? (5 points)
- b. Are other organizations expected to assist with recruitment? (5 points)

6. Program Design and Implementation – 20 points

- a. Does the proposal adequately address the three program design features required by federal regulations? (5 points)
- b. Does the proposal adequately address the ten program elements required by federal regulations? (10 points)
- c. Does the proposal provide optional details about plans for work experience, follow-up services, and additional program elements the vendor plans to provide? (5 points)

7. Case Management, Monitoring, and Partnerships – 15 points

- a. Are the proposed case management procedures adequate, especially in terms of recordkeeping and frequency of contacts with customers? (5 points)
- b. Are procedures adequate for supervisory monitoring of program activities, worksites, and mentors? (5 points)
- c. Have partnerships been established with other organizations that can help assist WIA eligible youth? (5 points)

8. Optional Services – 5 points

- a. Is the vendor willing to provide optional services that would significantly enhance the program, and is expected funding for the optional services reasonable? (5 points)

F. PROPOSAL REQUIREMENTS

Proposals must be submitted in accordance with the instructions shown below in Section H (*Submission of Proposals*). Proposals must include a completed *Proposal Form*, shown in Attachment A, along with supplementary documents requested in the *Proposal Form*. At its discretion, the Board may require that any proposal it receives be appended to provide additional information or otherwise amended to comply with the RFP requirements.

G. SUBMISSION OF PROPOSALS

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

One unbound copy and seven bound copies of each proposal must be received at the address shown below by 12:00 noon on Friday, August 15, 2008. Faxed or e-mailed proposals will not be accepted.

Ms. B. J. Lowe, Assistant Director of Youth Services and Retention
Walters State Community College
Technology Building, Room 260
500 South Davy Crockett Parkway
Morristown, TN 37813
423-318-2708
barbara.lowe@ws.edu

H. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to 12:00 noon on Friday, August 15, 2008. A written request must be submitted to the Coordinator of Youth Programs at the address shown in Section G (*Submission of Proposals*) to withdraw a proposal. Faxed withdrawals may be accepted, contingent upon subsequent receipt of an original, officially signed withdrawal letter.

**REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM**

**ATTACHMENT A
PROPOSAL FORM**

Instructions: All applicable sections of this form must be completed. Sections which request information on services or features that are not part of the proposal should be noted as "None." Additional pages may be added as necessary by inserting them immediately after the page or pages they append.

Cover Page:

County _____

In-School ___ Out-of-School ___

Program Title: 2008-2009 Year-Round WIA Youth Program

Agency: _____

Address: _____

Contact Person: _____

Work Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

Name(s) and title(s) of program staff: _____

Name and Title of Authorized Official

Signature of Authorized Official

Date

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

1. Related Experience

- A. *List any experience during the past five years delivering comparable or related services.*
- B. *If the experience was not as a WIA service provider, list the target groups, the services provided, and the methods of delivering them.*
- C. *Provide the following information for the most recently completed year, if applicable.*

Projected enrollment: _____ Actual Enrollment: _____

Projected cost per participant: \$ _____ Actual cost per participant: \$ _____

Enrollment and cost per participant were (*check one*): WIA _____ Other _____

2. Budget, Fiscal Management and Enrollment

- A. *Provide the following information, as applicable.*

Total Funds Requested: \$ _____ (*\$60,000 maximum for both in-school and out-of-school; \$35,000 maximum for either*)

Optional Funds Requested (*See Item 8. on page A-7*):

Optional Services or Coverage to Be Provided: \$ _____

Staff Salaries and Benefits: \$ _____

Total Participant Budget: \$ _____ (*Must be at least 40% of Total Funds Requested*)

Number of Participants to be Served: In-School _____ Out-of-School _____ Total _____

Estimated Cost Per Participant: \$ _____ (*Total Funds Requested divided by Total Participants*)

Out-of-School Youth Funds: \$ _____ (*Must be at least 30% of Total Funds Requested if serving out-of-school youth*)

- B. *Describe insurance coverage you will provide for participants (Must be at least comparable to Workman's Compensation):*

- C. *List in-kind contributions, if any, for office space, administrative services, or other expenses.*

- D. *Identify firms or agencies that conducted independent financial audits of your organization within the last five years. Attach copies of any findings and list corrective actions taken in response to the findings.*

**REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM**

Audit firm or agency: _____

Findings and corrective actions: _____

E. *Estimate your enrollment for 2008-2009 (see page 5 of RFP for definitions):*

	July 08 Carry-overs*	July 08-June 09 New Participants	July 08 – June 09 Exits**
Younger Youth			
Older Youth			
Total			
In-school			
Out-of-School			
Total			

*Carry-overs are participants retained from the previous year.

**Exits are participants who leave the program.

F. *Provide the following information for the person and the office that will be responsible for payroll and other financial records:*

Name: _____ Phone: _____

Office: _____ E-mail: _____

3. Staff and Schedules

A. *List the related experience and education levels of each staff member. For any staff position that is vacant, list the experience and education requirements for the position.*

B. *For each staff member, list his or her weekly WIA schedule, non-WIA duties, and the total and percentage of time that will be devoted to WIA and non-WIA duties. Describe how the staff's schedule will accommodate WIA duties outside of normal working hours, including recruiting and worksite monitoring.*

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

4. Office and Equipment

A. *List your WIA office address, the times the office will normally be open to customers, and the holidays when the office will be closed.*

Normal Office Hours:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____

Holidays:

B. *List the computers and other equipment that will be available to staff and participants. Designate which equipment, computers and computer-associated capabilities, including e-mail and broadband Internet access, the staff will use and which will be available to participants.*

5. Recruitment

A. *Describe the methods to be used for recruiting participants, and identify the locations where recruiting will be focused. Please specifically identify any in-person recruiting efforts by the staff that will be either away from your office or outside of your normal working hours.*

B. *Identify other organizations that will assist with the recruiting.*

6. Program Design and Implementation

A. *Required Design Features (required by 20 CFR 664.405):*

(1). **Assessments:** *List all tests that will be used in assessing participants as a prerequisite to developing their individual service strategies. Identify the organization that will administer the tests. If you are a current WIA service provider or are currently offering related services, also list all assessment tests used during the past year.*

(2). **Individual Service Strategies:** *Describe the process your staff will use to prepare and update individual service strategies.*

(3). **Preparation and Linkages:** *Describe the approaches your staff will use to provide (a) preparation for postsecondary educational opportunities, (b) linkages between academic and occupational learning, (c) preparation for employment, and (d) effective connections to intermediary organizations that have strong links to the job market and employers.*

B. *Required Program Elements (required by 20 CFR 664.410):*

(1). **Tutoring, study skills, and instruction:** *List the specific tutoring, study skills and*

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

instruction that will be available to participants For each of these services, specify the organizations that will provide them and the times that the services will be available. If you are a current WIA service provider or are currently offering related services, also list tutoring, study skills, and instruction provided during the past year and the number and percentage of participants that received each service.

(2). Alternative secondary school: *List where this service will be offered, the parties who will provide it, and the times it will be available. If you are a current WIA service provider or are currently offering related services, also list alternative secondary school services provided during the past year and the number and percentage of participants that received these services.*

(3). Summer employment linked to academic and occupational learning: *List the summer employment opportunities that will be offered, and the parties who will provide the employment. Describe how these employment opportunities will be linked to academic and occupational learning. If you are a current WIA service provider or are currently offering related services, also list summer employment opportunities provided during the past year and the number and percentage of participants that received these service.*

(4). Paid and/or unpaid work experience: *List public and private worksites that will be recruited to provide work experience to participants. Estimate the percentage of total projected enrollment that will require paid work experience. List any work experience that will be unpaid. Describe methods that will be used to keep paid work experience from becoming the main or only WIA service that applicants and participants seek. If you are a current WIA service provider or are currently offering related services, also list worksites provided during the past year and the number and percentage of participants that received paid work experience.*

(5). Occupational skill training: *List the specific types of occupational skill training that will be offered and the parties who will provide the training. If you are a current WIA service provider or are currently offering related services, also list occupational skill training provided to participants during the past year and the number and percentage of participants that received this training.*

(6). Leadership development opportunities: *List the specific leadership development opportunities that will be offered and the parties who will provide them. If you are a current WIA service provider or are currently offering related services, also list leadership development opportunities provided during the past year and the number and percentage of participants that received these opportunities.*

(7). Support services: *Describe how participants' needs for specific support services will be determined. (Note: Costs can be reimbursed only for support services approved by the Board; transportation; childcare; job-related clothing, grooming, and physicals; dental and optical services.) If you are a current WIA Service Provider or are currently offering*

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

related services, also list the types of support services provided during the past year, and the number and percentage of participants that received each type.

(8). Adult mentoring for at least twelve months' duration: *List the types of mentoring that will be offered, where it will be offered, and who will provide it. If you are a current WIA service provider or are currently offering related services, also list mentoring services provided during the past year and the number and percentage of participants that received these services.*

(9). Follow-up services: *Describe follow-up services that will be provided for 12 months following exit. Describe how the need for these services will be determined and how they will be delivered throughout the 12 months after exit. If you are a current WIA service provider or are currently offering related services, also list the types of follow-up services provided during the past year.*

(10). Comprehensive guidance and counseling: *Describe the comprehensive guidance and counseling services that will be offered and the parties who will provide them. If you are a current WIA service provider or are currently offering related services, also list comprehensive guidance and counseling services provided during the past year and the number and percentage of participants that received these services.*

C. Optional:

(1). *Describe specific plans you have for keeping **work experience** in the proper perspective by emphasizing academic and other non-employment services as essential supplements or alternatives to paid work experience—helping youth to view the program as an avenue toward a more productive life, not just as a way to get a temporary job.*

(2). *Describe specific **follow-up services** you will provide, identify how and by whom the services will be delivered, and define the nature and number of contacts with participants your staff will be expected to have during the follow-up period.*

(3). *Describe in detail any additional **program elements** that you will make available to participants.*

7. Case Management, Monitoring and Partnerships

A. *Describe procedures for case management of participants, including frequency and nature of expected contacts with participants by phone, in person in your office or at worksites. If you are a current WIA service provider or are currently offering related services, also indicate how often you generally had contact with individual participants during the past year.*

B. *Describe procedures for and frequency of supervisory monitoring of program activities, worksites, and mentors.*

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

C. Describe partnerships that that will help you provide youth services. Attach letters of support from partners that identify the services they will provide.

8. Optional Services

A. Are you willing to provide Work Experience services to adults and dislocated worker participants referred from Local Area 2 career centers for a maximum of \$10,000 in additional funding? Yes_____ No_____.

B. If additional funding becomes available, would you agree to expand either the services you provide or the area and population you serve? Yes_____ No_____. If yes, describe the additional services you would provide or the additional area and population you would serve, and specify both here and on page A-2 the amount of additional funds you would require for these optional services.

REQUEST FOR PROPOSALS
2008-2009 YEAR-ROUND WIA YOUTH PROGRAM

ATTACHMENT B
TIMELINE

<u>Milestones</u>	<u>Dates</u>
RFP Released	July 11, 2008
Individual Bidders' Proposal Appointments	July 15-18, 2008
Proposals Due	August 15, 2008
Vendors Selected	August 22, 2008
Negotiations Initiated	August 25, 2008
Contract Submitted for Formal Approval	September 2, 2008
Contract Executed	September 24, 2008
Contract Starts	October 1, 2008

NOTE: This Request for Proposal (RFP) does not commit the Area 2 Local Workforce Investment Board to award a contract. The Board reserves the right to accept or reject any or all proposals received. All awards are contingent on availability of funds. The Board reserves the right to allow its staff to negotiate final budgets and services.

**2008-2009 YEAR-ROUND WIA YOUTH PROGRAM
REQUEST FOR PROPOSALS**

**ATTACHMENT C
PERFORMANCE MEASURES
AND GOALS**

Service providers' performance will be assessed against the measures shown below. Goals for each of the measures have not yet been set by the state for July 2008-June 2009. Once the state sets the goals, service providers will be expected to meet them.

Performance Measures

1. All Youth – Placement in Employment or Education

Of those who are not in post-secondary education, employment, or the military at the date of participation:

The number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter **divided by** the number of participants who exit during the quarter.

2. All Youth – Attainment of a Degree or Certificate

Of those enrolled in education at the date of participation or at any point during the program:

The number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter **divided by** the number of participants who exit during the quarter.

3. All Youth – Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:

The number of participants who increase one or more educational functioning levels **divided by** the number of participants who have completed a year in the program plus the number of participants who exit before completing a year in the program.

Customer Satisfaction Goals

In addition to the performance measures listed above, the Workforce Investment Act requires that the satisfaction of both participants and employers who have participated in the program be measured via surveys. The surveys determine satisfaction rates only for Local Area 2 as a whole, not for individual service providers. Goals for July 2008-June 2009 have not yet been set.