

REQUEST FOR PROPOSALS

for

Summer Youth Employment Program

Issue Date:

April 23, 2010

Proposal Due Date:

May 20, 2010

(Noon MST)

**Issued by: Eastern Area Workforce Development Board
418 Main St., Clovis, New Mexico 88101
Phone: (575) 762-7714 Fax: (575) 762-7715**

EASTERN AREA WORKFORCE DEVELOPMENT BOARD

Youth Council

REQUEST FOR PROPOSALS

Summer Youth Employment Program

The Youth Council of the Eastern Area Workforce Development Board of New Mexico, serving clients in **Zone 1** (Union, Harding, Quay, and Guadalupe Counties), **Zone 2** (Curry, De Baca, and Roosevelt Counties), **Zone 3** (Lincoln and Otero Counties), **Zone 4** (Chaves County), **Zone 5** (Eddy County) and **Zone 6** (Lea County), is requesting training proposals designed to serve at risk youth ages 14 through 24 under the Workforce Investment Act (WIA) guidelines summer employment opportunities, as noted below. Proposals must be for complete zones in order to be considered. *Note: Appropriations will be contingent upon funding to the Eastern Area.* For the period of June 1, 2010 through September 30, 2010 **at least thirty percent (30%) of funding must be spent for services to Out-of-School Youth** with the remaining amount to be used for In-School Youth. Youth who enroll in the summer and will be returning to school in the fall are classified as in-school youth. In addition, up to five percent (5%) of participants served in an area may be non-low income if they experience one or more specified barriers to school completion or employment (see Target Group). All five percent (5%) enrollments must be approved by the Administrative Entity (AE) prior to enrollment. Only ten percent (10%) of funding can be utilized for staffing.

All awards are contingent upon federal funding. The issuance of this RFP does not constitute a guarantee of award.

Proposals (typed original and 8 copies) are to be submitted to:
Eastern Area Workforce Development Board Youth Council
Attn: Ruby Witt, Workforce Coordinator
418 N. Main St.
Clovis, NM 88101

There will be one mandatory Pre-Bid Conference/Technical Assistance Conference. This conference will be held at the offices of the Eastern Plains Council of Governments (Conference

Room), located at 418 North Main Street, Clovis, NM at 10:00 a.m. on April 23, 2010. Attendance is mandatory in order for proposals to be considered. **The Eastern Area Workforce Development Board reserves the right to accept/reject any or all proposals. All prospective bidders must be in current good standing with the board. With respect to current sub recipients all corrective action from the ARRA summer youth employment program must be satisfactorily completed prior to any contract execution.**

Any questions regarding the RFP must be submitted in writing via email to Ruby Witt (rwitt@epcog.org) no later than 12:00 noon M.S.T. on April 30, 2010. All questions and answers will then be compiled and distributed by email to all who attended the pre-bid conference no later than 5:00 p.m., May 7, 2010.

Proposals must be received no later than Noon MST on May 20, 2010 in order to be considered/rated. Faxed or e-mailed proposals will not be accepted. Recommendations for funding are scheduled to be made at the Youth Council Meeting /conference call on May 27, 2010 with the EAWDB Executive Committee voting on those recommendations on May 28, 2010, 2010. Full Board and CEO's vote will occur at the June 8, 2010 meeting.

At no time is a prospective bidder to contact any member of the Eastern Area Workforce Development Board, its Youth Council, or its Administrative Staff regarding the RFP except as noted above. Any violation of this will disqualify the proposal.

COLLABORATION: The EAWDB/Youth Council is particularly interested in cost-efficient collaborative efforts that result in better services to youth. Effective programs require the involvement of local groups providing referrals to the program and/or summer employment work sites. The subrecipients will be required to use the VOSS computer software for reporting, tracking and data management. VOSS entry for each SYEP participant must be completed within thirty days of the actual service start date. The subrecipient will be responsible for meeting all performance measures and reporting requirements.

PROGRAM REQUIREMENTS

PURPOSES: The purposes for funding summer youth employment activities are:

1. To provide eligible youth seeking assistance in work readiness or summer employment which, shall include a variety of options for improving skill competencies and provide effective connections to employers;
2. To provide enrolled youth with pre and post test assessments so the youth have post program validation that their skills have improved;
3. To ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
4. To provide opportunities for continued employment to eligible youth as much as possible and as appropriate; and
5. To provide supportive services for eligible youth as needed.

Activities and projects that are proposed under this RFP must address the above purposes.

PROGRAM DESIGN: The proposal must provide for the following:

1. Intake activities may involve services such as registration, eligibility determination and collection of information to support verification of eligibility for services. It may also include pre-screening potential participants and general orientation to self-help services. Other activities to include referrals to other services, which may include providers of comprehensive youth services.
2. Objective assessment to identify interests, skill levels, abilities, aptitudes, goals, and supportive service needs, and to measure work readiness levels. It includes a pretest of work readiness skills and developmental needs. The result is an Employability Development Plan (EDP). All Participants must have a completed EDP.
3. The Employability Development Plan for each youth participant is the plan which, identifies the employment goals and prescribes appropriate services for the participant. The Employability Development Plan should provide for:
 - a. Preparation for unsubsidized employment opportunities in appropriate cases;
 - b. Training to increase work readiness skill levels; and
 - c. Identification of supportive service needs.

PROGRAM DESIGN: The following program design elements must be addressed in the proposal to show how each will be used and/or made available to participants.

a. The work experience activity is the core component of the Summer Youth Employment Program. Summer employment may include any set of allowable WIA youth services as long as it includes a work experience component. Work experience placements will meet the following criteria:

- 1) Every effort should be made to match work experience worksites with the interests and goals of the participant.
- 2) Work Experience placements for youth 14-16 will be selected based on the employer's ability and willingness to focus efforts on teaching appropriate workplace behaviors and importance of showing up daily, on time and ready to work.
- 3) Work Experience placements for in school youth ages 16-18 will be based on the youth's identified interest areas.
- 4) For out of school and over 18 youth Work Experience placements, every effort will be made to place youth in a location that has a potential for job retention at the end of the SYEP.
- 5) Pre-apprenticeship and apprenticeship programs should be utilized, as available, as acceptable worksite placements.
- 6) Youth providers will ensure that all worksites and placements adhere to Federal, State and local laws with regards to wages and workplace safety as well as child labor laws.
- 7) Youth providers will utilize "green jobs" as available in their local area as suitable worksite placements.

b. How work-readiness skills will be provided and measured

Youth 14-18 will be assessed utilizing the career skills component of the Key Trains. They will then complete career skills curriculum and post test. Youth 19-24 will be assessed using Key Trains pre-tests applied mathematics, locating information and reading for information assessments. Key trains will be utilized to increase work readiness skills and then followed with a post-test.

Work Readiness training must result in completion of the following:

1. Resume
2. Cover letter
3. Work Experience Orientation to include instruction on how to complete a timesheet properly, procedures for submitting the timesheet to the Career Coordinator, and a review of their job description contract.

Youth must show a gain in work readiness skills on the post tests to receive a positive goal attainment for the performance measures.

c. The types of supportive services that will be made available to participants

The following supportive services will be offered as needed.

1. Transportation
2. Child Care
3. Uniforms
4. Emergency housing if needed
5. Needs related payments as needed

d. Outreach and recruitment strategies

Please describe the method(s) that will be utilized for outreach and recruitment of youth for the SYEP.

TARGET GROUP:

IN AND OUT-OF-SCHOOL YOUTH LOW INCOME

Proposals must target in and out-of-school youth who **are low income and:**

- a. Are age 14 through 24 and
- b. Are low income individuals, as defined in the WIA section 101 (25) and any amendments thereto: and
- c. Are within one or more of the following categories:
 1. Deficient in basic literacy skills - at or below the 8th grade level
 2. Homeless, runaway, or foster child;
 3. Pregnant or parenting teen;
 4. Offender;
 5. Drop Out
 6. An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (WIA Sec. 101(13). Under this provision the EAWDB includes potential dropouts as defined by the local school districts. Documentation as evidenced by EAWDB local policy 06-03

IN AND OUT OF SCHOOL YOUTH NOT LOW INCOME CATEGORY (5%)

(All five percent (5%) enrollment must be approved prior to enrollment by the AE.) 5% of youth need not be low income if they have one or more of the following barriers:

1. School drop out
2. Basic skills deficient
3. Are one or more grade levels below the grade level appropriate to the individuals age
4. Pregnant or parenting
5. Possess one or more disabilities, including learning disabilities
6. Homeless, runaway or foster child
7. Offender; or
8. Any youth who requires assistance to secure and hold employment, including but not limited to: an individual with a disability (as defined by the Individuals with Disabilities Education Act, the Rehabilitation Act, or the Americans with Disabilities Act); a gifted student (as defined by New Mexico State Department of Education regulations) who requires additional assistance to complete an educational program, or to secure and hold employment; a youth who requires additional assistance to secure and hold employment; a youth with poor work history as evidenced by the loss of and/or changing of jobs three or more times in a twelve month period; or a youth who is at risk of school and/or employment failure based on cultural reasons or family factors, violence factors, substance abuse, or gang involvement as evidenced by EAWDB Policy 06-03.

YOUTH PERFORMANCE MEASURES

Summer Employment Successful Completion Rate 75%

Work Readiness Goal Attainment Rate 75%

*Please note that youth enrolled solely in the summer youth employment program (SYEP) are only accountable for the performance measures above. However, youth enrolled in any WIA program prior to the start date of the SYEP or after the end date of September 30, 2010 will be held to the same performance measures as the comprehensive program.

Proposals must address the strategies for achieving performance measure goals. All data and information pertaining to performance will be tracked within the Virtual One Stop System (VOSS).

GENERAL REQUIREMENTS FOR ADMINISTRATION OF THE PROGRAM

A. SUBCONTRACTING/PROFESSIONAL SERVICES: Subrecipients may subcontract or enter into a professional service agreement with others to provide training for youth and deliver the most efficient and effective program. The Subrecipients must not subcontract all services and activities required by this RFP. Additionally, all subcontracts/professional service agreements should be for program expenses only, no administrative costs are allowed.

B. REPORTING/EVALUATION: Subrecipients will be required to submit a written progress report to the Board with their invoice, as well as a final report at the end of the project. Billing must be submitted on a monthly basis at a minimum and be accompanied by all of the required reports. The subrecipients may also be requested to provide additional reports to the EAWDB as well as the state. Evaluations and accomplishments reported to the EAWDB will be reviewed for accuracy by designated staff.

C. RECORD KEEPING: The subrecipient will be the primary record keeper. Subrecipients must maintain records on each participant and make these records available to the Council, EAWDB, state and federal officials and auditors. Records will include a copy of the participant's application, assessment, Employability Development Plan, Work Experience agreements, I-9, evaluations, payroll documentation, goals, weekly performance and attendance reports, disciplinary reports, and any other records pertinent to the youth. All records for the program must be retained for a period of five (5) years. In addition, the subrecipient will be required to maintain records as appropriate, particularly in terms of attendance and program performance, release of information and grievance procedures. Any criteria for participant termination due to an inability to continue to participate in the program must be maintained as well.

D. **DATA COLLECTION:** The subrecipient will be required to use the Management Information System known as VOSS. Clients will be enrolled and files managed utilizing forms distributed by the EAWDB. Training will be provided by the Eastern Area Workforce Development Board.

PROPOSAL FORMAT

Proposals must be assembled in the following order:

- A. Proposal Cover Sheet- Attachment A: This should be the cover page of the proposal. No title page is needed or required.
- B. Proposal Narrative including Executive Summary. The Narrative to be followed by a one (1) page Executive Summary
- C. Scope of Work
- D. Budget Pages
- E. In-Kind Contributions/Stand-In Cost
- F. Indirect Cost Rate Agreement (Current copy must be attached if claiming Item P-10 in the budget pages)
- G. Performance Measures – listed above
- H. Liability Insurance Certificate
- I. Certifications (Attachments C-1 through C-8) **(To be signed and dated)**
- J. Statement of Organizational Capacity/Demonstrated Performance.
- K. Personnel Summary (resumes and experience of staff working with the program)
- L. Miscellaneous Attachments: Miscellaneous attachments such as references, examples of curricula, subcontracts, letters of support, reports, etc.
- M. Rating Criteria - Attachment D **(Fill out activities proposed, subrecipient name and any subcontracts proposed)**

Audit: Along with your proposal, submit one bound copy of your latest audit.

Proposals and copies should be submitted on 8½ by 11-inch paper, with one (1”) inch margins using 12-point type. Proposals must be single-spaced. **All copies of the proposal must be in loose-leaf form and bound only with a binder clip. Submit one copy with original signatures (blue ink) to be stamped/marked “Original.”**

SCOPE OF WORK

The Scope of Work is the body of the proposal and should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the proposer’s capability of delivering the Youth Program being proposed. The scope of work should not exceed 4

pages in length not including summary. It should be specific yet align with evaluation criteria of the RFP. This information must be presented in the following sequence.

- A. **TARGET GROUP/ZONE SERVICE AREA, ACTIVITIES AND/OR SERVICES:**
Describe the youth that you intend to serve. How will the subrecipient service all youth in the counties of the zone? Briefly describe the demographics of the counties within the Zone you will be serving.

- B. **ACTIVITIES AND SERVICES:** Describe the activities services you wish to provide and how they will be provided by age/activity category for in-school and/or out-of-school youth: the summer youth employment program as described under program design. In providing career exploration, work experience or internships, list the occupations you will be targeting, and describe how you will recruit employers and match youth to desired occupations. Describe any awards, incentives, certificates of completion, or other credentials you will provide participants and the basis for awarding these. Describe any recognition ceremonies you will provide for participants.

- C. **GOALS AND OBJECTIVES/PERFORMANCE:** List the performances goals and objectives and how you intend to achieve them. Include the number of youth you plan to serve.

- D. **FACILITIES:** Describe the facilities you will be using for activities and/or services. In each county, where will services be delivered? Provide a Letter of Intent for any facilities not personally contracted for by the subrecipient.

- E. **ADMINISTRATION/RECORD KEEPING:** Describe your organization's previous experience in providing programs and services for youth, particularly at-risk youth. What administrative capacity does your organization currently possess? What is your previous track record in providing services to youth, whether under WIA or other funding sources? Describe the records you will keep. Where will they be kept? Describe how you will utilize VOSS. Indicate your willingness to provide access to these records. How will you document disciplinary action(s) taken and on what means will discipline be administered?

- F. **ASSESSMENT (S):** To ensure uniformity, all applicants must use the Work Keys or Key Trains as the pre-test for work readiness skill levels. All participants must receive the pre-test prior to any work readiness activity or work experience. The

same test used for the pre-test must be used for the post test. The post test must be completed prior to the end of the program.

BUDGET INFORMATION

When submitting a budget, use the budget forms attached. **Include an explanation after each line item on the budget form that justifies the funds requested.** The budget will be evaluated based on cost-effectiveness and completeness. Staff salaries should be competitive with salaries for comparable positions in the respective areas. The method of calculation must be provided for each item. If an indirect cost rate is listed in P-10, a copy of your indirect cost rate agreement must be attached. In reviewing line-item budgets, EAWDB must verify the cost and pricing data submitted and evaluate the cost elements of that data. This includes judging the necessity for and reasonableness of proposed costs, including allowances for specific contingencies. It also includes evaluating the proposer's cost trends on the basis of current and historical cost or pricing data. This analysis may require proposers to supply proof of proposed costs. An analysis of proposed costs in comparison with other proposer's budgets for the same or similar items/costs will be prepared to determine the reasonableness of the final budget costs. An additional cost analysis function that must be performed is the verification that the proposer's cost submissions are in accordance with applicable contract cost principles. These cost principles define and describe the meanings and limits of a variety of costs. All budget information must comply with the appropriate OMB circulars.

Costs for programs under WIA shall be charged against the following categories: Direct Training and Training Related. Focus should be on direct participant services i.e. case manager salaries, student salaries, training, support services etc.

Direct Training Services include:

Salaries, fringe benefits, equipment, supplies, space, staff training, transportation, and other related costs of personnel directly engaged in providing training to youth.

Training Related Costs include:

Salaries, fringe benefits, equipment, supplies, space, staff training, transportation, and other related costs of personnel directly engaged in providing training related and/or supportive services; and Costs of salaries, wages, and related costs of the staff engaged in:

Overall program management, program coordination, and general administrative functions, including the salaries and related costs of the executive director, project director, personnel officer, fiscal officer/bookkeeper, purchasing officer, secretary, payroll/insurance/property clerk and other costs associated with carrying out administrative functions.

Preparing program plans, budgets, schedules and amendments thereto;
Monitoring of programs, projects, sub-recipients, and related systems and processes;
Procurement activities, including the award of specific subgrants, contracts, and purchase orders;
Providing State or local officials and the general public with information about the program (public relations);
Developing systems and procedures, including management information systems, for assuring compliance with program requirements;
Preparing reports and other documents related to the program requirements;
Coordinating the resolution of audit findings;
Evaluating program results against stated objectives;
Performing services such as general legal services, accounting services, audit services, Staff salaries should be included on the program budget pages (Section P1 and P2);
Managing purchasing, property, payroll, and personnel;
Costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, postage, and rental and maintenance of office space;
The cost of organization-wide management functions; and
Travel costs incurred for official business in carrying out program management or administrative activities.

At least 25% of staff time must be spent on the program before salaries can be charged against the grant.

Other cost classification guidance:

Personnel and related non-personnel costs that perform services or activities that benefits two or more of the cost categories may be allocated to the benefiting cost categories based on documented distributions of actual time worked and related costs. (NOTE: At least 25% of a person's time must be spent on the program in order for salary to be charged against the grant).

Indirect or overhead costs normally shall be charged to Training-Related, except that specific costs charged to an overhead or indirect cost pool that can be identified directly with another cost category that is directly benefited. Documentation of such charges must be provided.

An award for a "commercially available or off-the-shelf training package", may be charged totally to the Direct Training Services cost category.

Profits, fees and other revenues earned that are in excess of actual costs incurred, to the extent allowable and consistent with the guidelines of allowable costs in accordance with all OMB Circulars, may be allocated to both cost categories based on the proportionate share of actual costs incurred attributable to each category.

NOTE: The EAWDB does NOT pay for any expenses incurred prior to the execution of a contract nor for the development of the response for this RFP (for example: consultants etc).

RATING CRITERIA/PROCESS

Proposals must be responsive to this RFP in order to be rated. To be responsive, proposals must:

- Be submitted by the closing date and time.
- Address all of the information requested in the RFP.
- Be presented in the format requested by the RFP.
- Include all the required forms with original signatures in blue ink.
- Include all documentation required in the RFP.

Proposals that are determined by the EAWDB staff to be unresponsive will be disqualified.

Proposals will be evaluated and ranked based on the quality of the activities and services being proposed. The evaluation group will consist of designated Youth Council members in addition to private sector appointees for whom there is no conflict of interest. They will review proposals individually and rate each one separately according to the enclosed rating criteria (Attachment D). After all scores are recorded, the subset totals will be combined to produce an overall score. Overall scores will be compared and ranked. The proposer(s) who accumulates the highest score may be recommended for funding, as may others that are not the highest scoring, as recommendations for funding are at the sole discretion of the evaluation group and the EAWDB/Youth Council. The EAWDB/Youth Council is not obligated to recommend any proposal for funding and may, at its sole discretion declare the procurement or portions of the procurement to be “failed” and direct that all or part of the RFP be reissued.

PROPOSAL ACCEPTANCE/CONTRACT AWARD/APPEAL PROCESS/CANCELLATION

- A **Proposal Acceptance:** This request for proposals does not obligate the EAWDB/Youth Council to award a contract. The EAWDB/Youth Council reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of the EAWDB, all or part of this procurement may be declared failed and all or portions of this RFP reissued. Any award resulting from this request will be based on the effectiveness of the agency or organization in delivering comparable or related services to the designated age group based on demonstrated performance including their ability to meet performance goals, cost, quality of training and services. **Cost and number of participants served will be of primary importance.** Responsiveness to the requirements of the RFP, experience developing and conducting similar projects, the quality of staff involved and references will be taken into account. See the rating criteria in this package for scoring factors. The EAWDB/Youth Council reserves the right to waive informalities and minor irregularities in offers received.

- B. Contract Award:** The EAWDB/Youth Council reserves the right to negotiate the final contract with proposer prior to award. The subrecipient is solely responsible for contract completion and will be the only recipient of payment. All materials developed are the property of the Eastern Area Workforce Development Board and cannot be copyrighted.
- C. Appeal Process:** All proposers will receive written notice from the EAWDB/Youth Council advising them as to the recommendation for funding proposals. All proposers have the right to protest the award decision. Should a proposer wish to appeal the funding recommendations, the proposer must provide written notice within fifteen (15) days after notice date from the EAWDB.
- D.** Proposals will be open for public review after award is made including scores of the proposals if requested.
- E.** This procurement is subject to all applicable New Mexico state Laws.

ACTIVITY & TIME FRAME

Activity	Date/Time Frame
Release of Youth RFP & Mandatory Pre- Bid Conference	10:00 A.M. April 23, 2010 Eastern Plains Council of Governments 418 Main Street, Clovis, NM
Deadline for Questions from Bidders	Noon on April 30, 2010 Questions must be e-mailed to: rwitt@epcog.org
Response to Questions sent to all Prospective Bidders	May 7, 2010
Proposals Due	Noon May 20, 2010
Evaluation Period	May 21, 2010 – Noon May 27, 2010
Recommendation for Award by the Youth Council	May 27, 2010
Contracts Awarded by EAWDB Executive Committee	May 28, 2010 June 8, 2010
Contract Negotiations	To Be Determined if needed
Summer Youth Employment Programs Commence	As funding is released to EAWDB by the State and contracts awarded.

ATTACHMENTS

- A. Cover Page Form
- B. Budget Forms (Program Pages Only) and Cost Summary
- C. Required Certifications and Documents Forms
 - C-1 Required Certifications and Documents Information
 - C-2 Debarment, Suspension and Other Matters
 - C-3 Drug-Free Workplace Certification
 - C-4 Financial Capability Certifications
 - C-5 Certification Regarding Lobbying
 - C-6 Non-Discrimination and Equal Opportunity
 - C-7 Assurances
 - C-8 Standard General Provisions and Assurances
- D. Rating Criteria/Evaluation Form