

**GREATER NEW BEDFORD
WORKFORCE
INVESTMENT AREA**

**MODIFICATION TO FRAMEWORK SERVICES
REQUEST FOR PROPOSALS**

**FY 2011
Workforce Investment Act
YOUTH FOLLOW-UP SERVICES
Issue Date: April 26**

Submission Deadline: 4:00 p.m., Thursday, May 20, 2010

PURPOSE

The purpose of this Modification is to incorporate Follow-Up Services in the Framework Services Request for Proposals, issued April 23, 2010. Follow-up services must be considered an integral part of any submission in response to this procurement. Proposals that do not include detailed descriptions and budget information relative to Follow-Up Services will be deemed incomplete.

The information in the Framework Services Request for Proposals regarding WIA eligibility and the ten required elements is incorporated by reference herein, as are the remaining requirements for proposal submission.

Follow-Up Services

Follow-up services are emphasized as one of the ten required youth program elements.

The ten required elements are:

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

In addition to these ten required program elements and the availability of dedicated and well-trained staff, proposals must demonstrate sound management practices, including systems for data collection and analysis as well as staff development.

All youth participants must receive some form of follow-up services for a minimum of 12 months after exit. The types of follow-up services provided are determined based on the needs of the individual youth. Under the Workforce Investment Act, examples of follow-up services could include, but may not be limited to:

- Regular contact with youth to track and document year round activities and services received. This tracking may include, though might not be limited to, the following: whether the youth is currently enrolled in and attending classes at an educational institution; the name and location of the last school or educational institution attended; the highest school grade or educational level

completed, with the date of completion; a list of all completion certificates, a high school diploma, degree programs completed, or other certifications earned, together with the dates those credentials were earned.

- Job shadowing
- A “youth day” career exploration activity
- Periodic, scheduled group meetings or one-on-one meetings to discuss educational or career options
- Use of technology to explore websites and facilitate communication
- Periodic telephone calls or mailings to inform youth of ongoing activities, such as job fairs or other career activities
- Adult mentoring and tutoring

Submission:

Please attach a program narrative, two pages maximum, that outlines services to be provided, including any innovative or creative aspects of the program, and performance measures that will be attained by the program. Include participant record keeping procedures and staff responsible for those records.

Dates and other submission requirements are included in the Frameworks RFP as are all Key Terms. Applicants are encouraged to attend the bidders’ conference at 3 p.m. on May 3 at the Workforce Investment Board, Inc., 227 Union Street, Suite 207, New Bedford, MA 02740-4946.

Resource Materials:

The Workforce Investment Act and related tools may be found at:

www.doleta.gov/usworkforce/wia/act.cfm

Program Guidance for Implementation of Comprehensive Youth Services under WIA:

www.doleta.gov/directives/attach/TEGL28-01.

Program Design Requirements

The Greater New Bedford Youth Council seeks comprehensive, sound, and creative approaches to providing follow-up services to youth under WIA. While the program design is not prescriptive, applicants should address the following:

- Applicants must provide follow-up services to youth residing all ten communities comprising the Greater New Bedford Workforce Area (Acushnet, Dartmouth, Fairhaven, Freetown, Lakeville, Marion, Mattapoisett, New Bedford, Rochester, and Wareham).
- Follow-up services must follow WIA guidelines as articulated by the U.S. Department of Labor Employment and Training Guidance Letter 3-99.
- Proposals must reflect costs and program outcomes for the fiscal year July 1, 2010 through June 30, 2011 as well as the two subsequent fiscal years, which may be exercised at the discretion of the Greater New Bedford Workforce Investment Board, pending satisfactory performance and an accepted annual plan from the provider.

Performance Measures are included in the full Framework Request for Proposals.