

**GREATER NEW BEDFORD
WORKFORCE
INVESTMENT AREA**

**REQUEST FOR PROPOSALS
FOR**

**FY 2005
Workforce Investment Act
YOUTH FOLLOW-UP SERVICES**

Submission Deadline: Friday, May 21, 2004 4:00 P.M.

*The Greater New Bedford Youth Council is an
Affirmative Action/Equal Opportunity Agency*

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INTRODUCTION AND GENERAL INFORMATION

A. Background

The Greater New Bedford Youth Council was created under the provisions of the Workforce Investment Act and provides policy guidance to the Greater New Bedford Workforce Investment Board regarding employment and training services for youth in the greater New Bedford area under the Workforce Investment Act (WIA). The ten (10) communities served include Acushnet, Dartmouth, Fairhaven, Freetown, Lakeville, Marion, Mattapoisett, New Bedford, Rochester and Wareham. As a standing subcommittee of the board, the Youth Council has the responsibility of coordinating the area's youth activities. The Youth Council also plays a central role in planning youth programs, determining eligible youth providers, and in recommending funding.

The newly established local youth councils under WIA are an important component to implementing successful local programs reflecting youth development principles. The Councils offer a leadership opportunity for local communities to bring about change in youth activities and outcomes. Youth Councils are appointed by the local Workforce Investment Board in cooperation with the Chief Elected Official to:

- develop strategies and goals for the portions of the local plan relating to eligible youth
- recommend eligible providers of youth activities
- conduct oversight of eligible youth providers
- coordinate youth activities; subject to the approval of the Local Board

B. Mission of the Greater New Bedford Youth Council

The mission of the Greater New Bedford Youth Council is to be a “catalyst to forge partnerships and encourage coordination among partners with the goal of developing and structuring a youth service system that is responsive to youth developmental needs. The system will provide a variety of proactive options to improve educational achievement, impact the dropout rate and prepare youth for successful careers.”

WIA places increased emphasis on serving out of school youth, increased accountability of youth service providers, and youth services that are organized on a continuum to meet the comprehensive, long-term needs of eligible youth for academic and workforce preparation. The Youth Council seeks to establish strategic relations with service providers and program operators to develop strategies for comprehensive programs based on an approach that at a minimum is built around four themes:

- Preparation for and success in employment;
- Improving educational achievement;
- Support for youth;
- Services to develop the potential of youth as citizens and leaders.

C. Purpose of this RFP Solicitation

The purpose of this RFP is to procure follow-up services for WIA youth exiting during FY'2004 and FY2005.

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 skill 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 10 required program elements and the availability of dedicated and well-trained staff, proposals must demonstrate sound management practices including systems for data collection and staff development.

All youth participants must receive some form of follow-up services for a minimum of twelve months after exit from one of the ten program elements. The types of follow-up services provided are determined based on the needs of the individual youth. Under WIA, 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 could include though not limited to: whether the youth is currently enrolled and attending classes at an educational institution, name and location of last school or educational institution attended, highest school grade or educational level completed with date of completion, high school diploma, degree programs completed, certificates attained, together with dates earned.
- Job shadowing, Internships or Apprenticeship opportunities
- A “ youth day ” career exploration activity organized at the Career Centers
- 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
- Job search/development, Resume preparations
- Support services and / or referrals to other service providers

D. Narrative

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

E. Time Frame for Proposal Submission

Request for Proposals (RFP) for Follow-Up Services will be issued bi-annually. This solicitation covers the period of FY05 and FY06. The successful bidder must submit a request for a contract modification for year two of funding. The second year of funding is subject to satisfactory performance and the annual allocation of Title I funds.

To be considered for funding, the proposal (clearly marked original plus 3 copies) must be received by the Youth Council no later than **4:00 p.m., (local time) Friday, May 21, 2004.**

Late proposals will not be reviewed for funding.

F. Key Terms

Basic Skills Deficient: Person who computes or solves problems, reads, writes, or speaks English at or below grade level 8.9

Fiscal Agent: (DWDA) Dept. of Workforce Development serves as the Fiscal Agent for the Youth Council

Fiscal Year: The fiscal year is from July 1 of one year through June 30 of the following year

GNBWIB: Greater New Bedford Workforce Investment Board

GNBCYC: Greater New Bedford Youth Council

Group Program: Training or education purchased for a group of individuals

In-School Youth: Youth currently enrolled in school who plans to continue to completion

Offender: A juvenile (under the age of 18) 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.

Older Youth: Person 19 to 21 years of age

On-the-Job Training: Reimbursement for certain employer based training expenses

Out-of-School Youth (OSY): Any person 16 to 21 years of age who is not enrolled in school and has not earned a high school diploma or GED, or who has a high school diploma or GED but is basic skills deficient, unemployed, or underemployed. Youth enrolled in alternative education do not count as out-of-school youth under WIA.

School Dropout: 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. Youth who have not passed MCAS and receive only a certificate of completion are considered school drop outs.

SPED: Special Education services for youth with an Individual Education Plan (IEP)

TABE: Test of Adult Basic Education.

Welfare to Work: Grant program which provides additional resources for states in their efforts to transition welfare recipients from dependence to long term economic self-sufficiency.

Younger Youth: Person 14 to 18 years of age

Youth: Person 14 to 21 years of age

Youth Service Provider: Any organization that provides services to youth, such as those that may receive awards under this RFP.

Entered Employment Rate: Number employed in first quarter after program exit divided by the total number of exiters. Adults & Older Youth employed at registration are excluded.

Retention Rate: Number employed in the third quarter after program exit divided by the total number employed in the first quarter. For Younger Youth, includes retention in post-secondary education and advanced training.

Earnings Gain Rate: Of those that entered employment in the first quarter after program exit, the total earnings in the second and third quarters after program exit minus the total earnings in the second and third quarters before program enrollment.

Credential Rate: Of those who received training or education and who entered employment, the percent who received a diploma/GED, degree, certificate, license or other credential.

Skill Attainment Rate: Number of goals attained divided by the total number set for the program year, excluding goals set during the year but not due for completion until the next year.

Diploma/GED Rate: Number of youth who attained a high school diploma or equivalent divided by the number of exiters. Youth still attending high school at exit are excluded.

SECTION I - GENERAL INSTRUCTIONS

A. Where to Send Proposals

To be considered, proposers must submit an original and three (3) copies to:

Greater New Bedford Youth Council
C/O Greater New Bedford Workforce Investment Board
227 Union Street, Suite 206
New Bedford, MA 02740-5946
Phone: (508) 979-1504
Fax: (508) 979-5680

Submissions become the property of the Youth Council; therefore, organizations responding to this solicitation should not submit documents they wish to have returned.

B. Deadlines

Request for Proposals (RFP) will be issued periodically throughout the fiscal year.

To be considered for funding, the proposal (clearly marked original plus 3 copies) must be received by the Youth Council no later than **4:00 p.m., (local time) Friday, May 21, 2004.** **Late proposals will not be reviewed for funding .**

C. Proposer Inquiries

Proposers are encouraged to attend the bidders' conference at the following time and place:

Thursday, April 15, 2004, at 3:00 p.m.
Greater New Bedford Workforce Investment Board
227 Union St., Suite 206
New Bedford, MA 02740

D. Technical Assistance

The Youth Council will host a technical assistance briefing immediately after the Bidder's Conference. At this meeting and at the Bidders' Conference, staff will entertain questions. Oral answers will be given if the information is then available. The Youth Council will identify those questions for which written answers will be prepared. Answers will be available on the Greater New Bedford Workforce Investment Board's website (www.GNBWIB.org).

E. Proposal Review and Award Procedures

Potential contractors must track and meet performance standards, as outlined in Section II, E, of this RFP. The Youth Council requires satisfactory performance standards for all of its programs.

Each proposal (which is submitted in a legible and correct format) will be evaluated by the Planning Committee of the Youth Council of the Greater New Bedford Workforce Investment Board to determine which proposal(s) best satisfy the needs of the target population and the requirements of WIA youth funding. The Youth Council will then make final funding decisions. A copy of the Selection Criteria that will be used to assess and evaluate proposals is included in Attachment I. Section III describes how the proposals will be processed and how/when potential contractors will be notified of the results of the evaluation.

The Youth Council may award a contract without subsequent meetings and/or discussion with the potential contractors. Therefore, submissions should describe all aspects of the program and should be submitted in the most favorable terms from a service, quality, price and technical standpoint. Contract awards will be based on quality of the proposal, innovative program design that includes the 10 required elements (see page 2), cost/price reasonableness, past performance and funding availability.

F. Funding Source

These programs will be funded from the WIA FY '05 and FY '06 grant allocations from the Department of Labor to serve disadvantaged youth.

G. Format

Proposals should be single spaced, typed or computer generated, on the Specification Form included in Section IV. This form may also be downloaded from www.GNBWIB.org. Potential contractors should complete the cover sheet and include the narrative. The budget sheets should be typed or computer generated and on the forms provided in Section VI. Forms will also be sent by e-mail to those who request them.

H. Authorized Signatory

The proposal must be signed by an official authorized to bind the potential contractors and must contain the following information: Name, title, address and telephone number of the individual with authority to negotiate and contractually bind the potential contractors. The individual must be available to answer questions regarding the proposal during the period of proposal evaluation. The potential contractors must include documentation that establishes the authority for the identified official to bind in the proposal such as: Corporate Certification (Attachment A), Public Agency Certification (Attachment B), or Private Sole Proprietor/Partnership (Attachment C).

I. Certifications

The proposal must contain all of the following documents: Certification of Debarment and Suspension (Attachment D), Anti-lobbying Disclosure (Attachment E) and Drug Free Workplace Compliance (Attachment F).

J. Non-discrimination and Termination

No participant will be discriminated against based on race, color, religion, sex, national origin, age, handicap, political affiliation or belief, citizenship, or status as a Welfare to Work participant. No enrollee may be terminated without prior written authorization.

SECTION II – YOUTH PROGRAM INFORMATION

A. Eligibility Information

Any youth who has been enrolled in a WIA funded program during FY 2004 and / or FY2005 who has met individual goals and exits the WIA program is eligible to receive at least 12 months of follow-up services.

B. Required WIA Program Elements

Prior to receiving services funded through this RFP, all eligible youth have received the following services from New Directions, as the Career Center operator:

- receive an orientation and information on all the youth services available in the region;
- be objectively assessed and receive a career development plan;
- be referred to the appropriate training and educational programs that are funded through another RFP;
- Met individual goals and / or exited the program.

All bidders responding to this RFP must ensure that their program makes available the required design elements that are defined on page 2 to serve both in-school and out-of-school youth. While every youth may not need all the program elements to meet their educational and employment goals, all these elements must be made available to those youth, as needed. It is also presumed that all youth will be provided with case management services, the level and intensity of which will be based on individual need.

C. Resource Materials:

Resource material for preparing Request for Proposals are available on the internet as follows:

- A copy of the Workforce Investment Act is at <ftp://ftp.loc.gov/pub.thomas/cf105/hr659.txt>
- The final WIA regulations are available at <http://usworkforce.org/finalregs.txt>
- The US DOL Employment and Training Guidance Letter No. 3-99, is available at <http://usworkforce.org/documents/tegl/tegl-3-99.htm>
- The WIA Implementation web site is at <http://www.massworkforce.org>
- Mass. Department of Labor and Workforce Development, WIA Communication No 00-02, is at <http://www.massworkforce.org/Downloads/Issuances/Information/Inf2000/Adobe2000/00-02.pdf>

D. Program Design Requirements:

Greater New Bedford Youth Council is seeking comprehensive, sound and creative approaches to providing follow up services to our youth under WIA. While the design of the program will not be proscriptive, Proposals shall include the following:

- Proposers must provide follow up services to youth encompassing the entire Greater New Bedford Workforce area.
- Follow up services will be provided to participants exiting one of the ten youth program elements. The services are described in the US DOL Employment and Training Guidance Letter No. 3-99. These services may be offered as follows:
 - The entity submitting the Proposal may provide all of the follow-up service elements
 - The entity submitting the Proposal may provide some of the follow-up service elements and offer some of the elements through agreements with other providers
- Service to youth in the following numbers will be required:

Greater New Bedford Workforce Investment Area: approximately 150 youth

- Proposals should reflect costs and program outcomes for the period covering July 1, 2004 through June 30, 2005. This solicitation covers the period of FY 2005 and FY 2006. The successful bidder must submit a request for a contract modification for year two of funding. The second year of funding is subject to satisfactory performance and the annual allocation of Title I funds.

E. PERFORMANCE MEASURES

Under WIA, youth programs shall be responsible for new performance measures which are defined in the US DOL Employment and Training Guidance Letter No. 3-99 and Mass. Department of Labor and Workforce Development, WIA Communication No. 00-02.

The Commonwealth Corporation (CommCorp) has issued statewide performance standards based on the new performance guidelines under WIA, but will permit the local WIB to negotiate local performance standards.

The WIA FY'04 performance measures for the Greater New Bedford Workforce Investment Area are as follows:

Programs offering services to youth ages 14 through 18 (which represent most of the youth requiring follow services) shall be responsible for the following performance measures:

- Skill Attainment: attainment of basic skills and, as appropriate, work readiness or occupational skills; Standard 66%

- Diploma/Equivalency Attainment Rate: attainment of secondary school diplomas and their recognized equivalents: Standard: 47%
- Placement and Retention Rate: placement and retention postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships: Standard: 48%

Programs offering services to youth ages 19 through 21 shall be responsible for the following performance measures:

- Entered Employment Rate: entry into unsubsidized employment; Standard: 57.5%
- Employment Retention Rate: retention in unsubsidized employment six (6) months after entry into the employment; Standard 71%
- Earnings Gain (Pre-post): earnings received in unsubsidized employment six (6) months after entry into the employment; Standard: \$2,300.
- Credential Rate: attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or by participants who are eligible youth age 19 through 21 who enter post-secondary education, advanced training, or unsubsidized employment; Standard : 42%

Youth follow-up services have a direct relationship to the following performance standards: Older Youth Employment retention rate, older youth earnings gain, older youth credential rate, and younger youth retention rate.

SECTION III - ADMINISTRATIVE PROVISIONS

A. Selection of Vendors

The decision on which potential contractor will be accepted will be made using the selection criteria contained in Attachment I, a cost/price analysis of all offers, and the intent to ensure that the program(s) selected geographically represent the area in which eligible participants reside.

The Youth Council reserves the right to reject any and/or all proposals in whole or in part, as deemed in the best interest of the Greater New Bedford Workforce Investment Board (GNBWIB). Receipt of the proposal does not commit the Youth Council or the Fiscal Agent or the local Workforce Investment Board to award a contract, to pay any cost incurred in the preparation of a proposal, or to reimburse a contractor for any expenses incurred prior to signing the contract.

B. Grievance Process

If a potential contractor wishes to appeal the funding decision of the Youth Council or the Workforce Investment Board, the potential contractor may follow the Grievance Process (Attachment G) described in this Request for Proposals.

C. Final Report

All selected contractors must submit a final written report summarizing the activities of the program, its successes, and recommendations for future changes to the Youth Council concurrent with submission of the final invoice for services rendered.

D. Contract Terms

The General Contract Conditions for this contract are attached to this Request for Proposals (Attachment H).

E. Presentations and Negotiations

The Greater New Bedford Youth Council (GNBYC) reserves the right to request additional data in support of the proposal or to ask the proposer to make a presentation. GNBYC may require that successful proposers participate in negotiations and submit any budget, technical or other revisions of the proposal prior to executing a contract.

SECTION IV – FOLLOW UP SERVICES FOR YOUTH PROGRAMS

**Greater New Bedford Youth Council
FOLLOW UP SERVICES FOR YOUTH PROGRAMS
FY 2005 PROPOSAL SPECIFICATION FORM**

A. ALL PROPOSERS MUST COMPLETE ALL ITEMS ON THIS COVER SHEET.

Company/Organization _____
 Contact Person _____ Tax Id. Number _____
 Street _____ Suite/Room/Floor _____
 City _____ State _____ ZIP _____
 Phone _____ Fax _____

Indicate the Organizational Structure of the Above Named Proposer: (CHECK BELOW)
 _____ Corporation _____ Individual Employer _____ Educational Institution
 _____ Partnership _____ Non-profit Organization _____ Other: Please describe

PROGRAM SUMMARY

BUDGET SUMMARY

Program Name _____

No. Participants to be served _____	Training	\$ _____	% of Total
Program Start Date _____	Administration	\$ _____	_____
Program End Date _____	Total	\$ _____	_____
	Cost per Participant	\$ _____	_____

ACTIVITY

Average Number of Program Hours Per Week _____

CERTIFICATION

I certify that the information provided in this proposal is accurate and constitutes a firm offer to conduct program activities. I also certify that this proposal constitutes a binding offer on the part of the potential contractor and that I am authorized to sign contracts on behalf of this Agency/Employer/ Potential contractor. I also understand that acceptance of this proposal on the part of the Youth Council does not constitute a promise to fund the proposed activity, and that the final terms of any contract will be subject to negotiations. I also agree that the submittal of the proposal commits my organization to comply with all contractual terms, conditions and required certifications (including Americans With Disabilities Act compliance) should a contract be negotiated and executed.

Signature **Name (Type or Print)**

Title/Position **Date**

SECTION V– COST AND BUDGET CONSIDERATIONS

A. Cost and Budget Considerations

Cash and in-kind contributions that help improve the cost effectiveness of your program will be looked upon favorably during the review process.

1. Contract Payment Terms

The selected contractors will be reimbursed for all contracted activities at a rate of 80% cost reimbursement and 20% performance based criteria.

2. Fiscal Stability

The organization's most recent audit or financial statement must be included in the proposal. If your organization is newly established, documentation of a secured bank loan or another agency acting as a fiscal conduit is acceptable. All potential contractor must provide a statement in the proposal that the organization has the ability to forward fund the program.

3. Cost Allocation

There are two cost categories: administration (program management) and training (direct client service costs). A budget narrative must be provided explaining the rationale for proposed expenditures. The costs in the budget must be divided among 11 line items:

NAC 002 - Salaries & Wages

All staff wages.

NAC 003 - Fringe Benefits

All costs associated with fringe benefits for staff broken down by type of benefit, i.e., Workers Compensation, Unemployment Insurance, Health/Life Insurance, Dental Insurance, etc.

NAC 004 - Travel & Transportation

All costs incurred by staff listed on NAC 002 and participants for travel on business of the program. Costs include mileage reimbursement, rental of vehicles, and field trip expenses. Potential contractor may wish to include the cost of transportation within the budget.

NAC 005 - Non-Expendable Equipment

The costs of purchasing furniture and equipment exclusively for the operation of the program. The item must cost \$500 or more and retain its utility for at least one year. All non-expendable equipment must be returned by the selected operator at the conclusion of the program. A buy-back provision will be considered if the operator wishes to retain the equipment.

NAC 006 - Equipment Rental

The cost of renting or leasing furniture and equipment used exclusively for the operation of the program.

NAC 007 - Premises

Periodic payments for rental or leasing of space used in the operation of the program.

NAC 008 - Insurance and Bonding

The cost of all insurance and fidelity bond premiums directly assignable to the program. Premiums paid for workers compensation insurance and payments of unemployment taxes should be charged to fringe benefits.

NAC 009 - Communications

The cost of telephones, staff advertising, postage, and copying costs, etc. directly attributable to the operation of the program.

NAC 010 - Service Fees

All fees paid to third parties for the performance of specialized services. This account must only include costs that are directly assignable to the program.

NAC 011 - Expendable Supplies

The cost of all office and training supplies required for the operation of the program.

NAC 012 - Development and Training

All staff development and training costs directly related to the program.

B. Budget Expense Justification

Complete the budget sheets contained in the RFP and assign costs to the proper category, filling in each column totaling the costs and entering them on the bottom line. Transfer all totals to the budget summary sheet. **All budget sheets must be attached for the proposal to be considered complete.** If the potential contractor does not have costs attributable to a particular budget sheet, the budget sheet must be included with "N/A" on the page.

ALL BUDGET SHEETS MUST BE TYPED OR COMPUTER GENERATED USING FORMS ON DISK PROVIDED.

All potential contractors must provide a statement in the proposal that the organization has the ability to forward fund all costs associated with the proposed program. Attach a copy of the potential contractor's most recent financial audit or financial statement.

Provide justification for budget line items in the space provided under each heading below. Describe cash and in-kind contributions, if any, and how they may be used to leverage WIA dollars.

Explain/Justify Equipment Expenses:

Explain/Justify Premises Expenses:

Explain/Justify Supply Expenses:

Explain/Justify Communication Expenses:

Explain/Justify Insurance/Bonding Expenses:

Explain/Justify Staff Development Expenses:

Explain/Justify Expenses Listed in the "Other" Category:

Please explain any cash and in-kind contribution from other sources that will be used to offset expenses; if non-profit, identify or attach other sources of income.