



## **REQUEST FOR PROPOSALS**

**Workforce Investment Act Program Year 2009**

**Youth Services, Ages 16-18**

**July 1, 2009 through September 30, 2010**

**Bluegrass Workforce Investment Board**

**Issued April 26, 2009**

**Deadline for Submission 4:30 p.m. (EST)**

**Friday, May 15, 2009**

## Table of Contents

Introduction	Page 3
Workforce Investment Board's Roles & Responsibilities	Page 3
Geographic Area	Page3
Eligibility Criteria	Page 3
General Information	Page 4
Scope of Work	Page 4
Performance Outcomes	Page7
Tracking and Reporting	Page 7
Contract Period / Terms of Agreement	Page 7
Submission of Proposals	Page 8
Pre-proposal Conference / Questions	Page 10
Proposal Review Process	Page 11
Right to Reject	Page 12
Appeals	Page 12
Disclaimer	Page 12
Proposal Evaluation / Instructions	Page 12
Attachment Index	Page 18
- Attachment A	Page 19
- Attachment B	Page 20
- Attachment C	Page 24
- Attachment D	Page 26

## Introduction

The Bluegrass Workforce Investment Board (“the Board“ or “LWIB”) and Youth Council are responsible for administering programs in accordance with the Workforce Investment Act (“WIA” of “the Act”) of 1998. The Act provides, through statewide and local systems, funding for Boards to conduct community-wide planning, support economic expansion through workforce development, and provide an array of services that address needs of the community.

Therefore, it is the intent of the Board and Youth Council to fund innovative and performance based initiatives that prepare youth for the workforce by empowering them with the social, work readiness, and occupational skills that enable them to obtain and retain self-sufficient employment.

### **Workforce Investment Boards’ Roles and Responsibilities**

The Workforce Investment Board will provide the regional vision, assist in facilitating the coordination of service provider(s), devise strategies aimed at the attainment of programmatic goals, maintain operational parameters, ensure quality assurance, and uphold its responsibility for performance as required by Federal, State and local funding agents. Service provider(s) funded through this request will perform operations that support the Board’s vision by developing and implementing services that produce performance levels to meet or exceed standards set by the Board.

(More information about the Board is available through the Workforce Investment Act and related Federal regulations that can be accessed on the Department of Labor’s website at [www.doleta.gov](http://www.doleta.gov)).

## Geographic Area

The BGWIB is responsible for offering WIA youth services within Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, and Woodford counties of Kentucky. Activities may be designed to serve a part of a county, an entire county or multiple counties. The location of services should be based on accessibility to local youth, characteristics of targeted youth, connections with employers, and technological limitations or advantages. Organizations from all seventeen counties are encouraged to apply.

## Eligibility Criteria

An eligible youth for the purpose of this proposal is defined as an individual who:

- A. Is age 16 through 18;
- B. Is a low income individual, as defined in the WIA section 101(25); and
- C. Is within one or more of the following categories:
  - 1. Deficient in basic literacy skills;
  - 2. School dropout;

3. Homeless, runaway, or foster child;
4. Pregnant or parenting;
5. Offender; or
6. An individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment.

It is important to evaluate the need and youth interest for such programs in your area to ensure that enrollment and performance outcomes are attainable. Each program is responsible for recruitment and enrollment of youth. Certification will be provided by the Board.

### **GENERAL INFORMATION**

- Selected service provider(s) must provide accessible services on a year-round basis and targeted to youth ages 16-18.
- Providers must demonstrate links with businesses, vocational training, post-secondary institutions, faith and community based organizations, chambers of commerce, or industrial foundations, etc.
- Projects must include funding from other sources. Funds from WIA should not be viewed as the sole source of funding for the project. The use of matching funds (in-kind, cash, donations, etc.) are mandated.
- Access to the ten elements outlined in the Workforce Investment Act must be provided for eligible youth. These elements are listed and described in Attachment D of this proposal. It is required that you ensure that these services are not currently available in your community. For those services that are currently available, copies of agreements established with those community partners must be attached to each proposal. Each proposal must make all ten elements available.
- Linkages with the One-Stop system, community based organizations, and other entities that promote the principles of youth development and citizenship should be included in the proposal.
- WIA Youth assigned to the BGWIB and still considered "Active" in the EKOS system must be served by chosen service provider(s).

### **Scope of Work**

A curriculum must be prepared to demonstrate how the applicant will meet the challenges of serving youth 16-18 who may lack skills to compete in the workforce. As stated earlier, Bluegrass is seeking to identify service provider(s) with an innovative approach to implementing education and employment training programs.

Proposal(s) should focus on results that

- Demonstrate tested improvement in reading, writing, and math scores;

- Increase attainment of high school credentials;
- Increase enrollment in advanced training, skilled trades, and post-secondary institutions through career awareness activities;
- Establish employment opportunities that provide career pathways for out-of-school youth.

The objective of a training activity shall

- Provide effective and comprehensive activities to improve education and employment skills;
- Provide effective connections to employers;
- Ensure ongoing mentoring opportunities and provide opportunities related to leadership development, decision-making, citizenship, and community services;
- Prepare youth to enter employment and become self-sufficient.

Please see *Attachment C* for specific basic soft skills, work readiness skills and WIA requirements. In addition, the following **WIA Program Elements** must be made available (either directly or indirectly):

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.

b. Alternative secondary school services, as appropriate.

c. Employment opportunities directly linked to academic and occupational learning: describe how employers will be connected to the proposed youth services. Specific employers and their degree of involvement should be detailed. A letter of commitment from specific employers must be submitted. Other funding sources should be used to provide these activities. If no other resources available, provide justification for WIA funds.

d. Paid and unpaid work experiences, including internships and job shadowing; describe how employers will be connected to the proposed youth services. Specific employers and their degree of involvement should be detailed. Letters from employers to be used as work sites must be submitted. Work experience for youth should be developed individually and in areas of occupational interest of each youth. It is also suggested that work experience be tied to employment fields that are projected to have high future demand.

e. Occupational skill training; list the occupational fields in which training will be available, the method of training to be used, and the employment connections in these fields. Your program can not provide this service directly. Please list the providers and describe linkages to be used.

f. Leadership development activities; may include any of the following:

1. Exposure to post secondary educational opportunities;
2. Community and service learning projects;
3. Peer-centered activities, including peer mentoring and tutoring;
  4. Organizational and teamwork training, including team leadership training;
5. Training in decision-making, including determining priorities;
6. Citizenship training, including life skills training such as parenting, work behavior training,

and budgeting of resources;

7. Employability; and

8. Positive social behavior activities that could include (a) positive attitudinal development; (b) self-esteem building; (c) cultural diversity training; and (d) work simulation activities.

g. Supportive services- these may include

- Linkages to community services;
- Assistance with transportation costs;
- Assistance with childcare and dependent care costs;
- Assistance with housing costs;
- Referrals to medical services and
- Assistance with uniforms or other appropriate work attire and work related tools, and costs including such items as eyeglasses and protective gear.

h. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation. Describe mentoring services; recruitment, matching of youth/mentor, tracking, etc. Mentors must come from the community. Submit a detailed plan for mentoring activities and a list of mentors. Also, you will be required to conduct background checks for all mentors. WIA dollars cannot be spent on this component.

i. Follow-up services; describe what efforts will be made to provide needed services for one year following the end of provision of services. Remember that even if funding should be depleted, your agency will continue to be responsible for these services for all youth served through the contract.

Follow-up services must include

- Leadership and supportive services;
- Regular contact with youth participant's employer, including assistance in addressing work related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work related peer support groups;
- Adult mentoring; and
- Tracking the progress of youth in employment after training.

**NOTE: All youth participants must receive some form of follow-up service for a minimum duration of twelve (12) months. The types of services and the duration of services must be determined based on the needs of the individual. You will be required to develop and describe a follow-up plan of action for the twelve (12) month period (i.e., monthly meetings, etc.)**

j. 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.

An initial assessment must be conducted which includes a review of basic skills, occupational skills, prior work experience, employability skills, interests and aptitudes (including non-traditional jobs), and supportive service needs. The curriculum should be designed in such a manner to prepare youth for future employment. It is required to indicate what assessment (s) will be used to identify skill levels at the onset of the program and upon completion of the program. This will allow for determination of achievement goals. Must show partnership and collaborations.

The mix of services to be made available to any individual youth will depend on the individual objective assessment and individual service strategy. However, should a youth be determined in need of any of the ten (10) program elements, those elements must be made available.

### **Non-duplication of Service**

WIA funds cannot be used to duplicate existing programs in the area, nor can the funds be used to supplant other funds in the area. Describe any other "similar" program you or other agencies may offer in the proposed service area and explain how this proposal differs from those programs or builds upon existing programs.

<b>Performance Outcomes</b>
-----------------------------

Below are the younger youth (16-18) performance measures that the Bluegrass Workforce Investment Board is held to:

#### **\*\*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.

#### **\*\*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.

**\*\*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.

***See funding section for individual program targets for performance.***

<b>Tracking and Reporting</b>
-------------------------------

Monthly reports and case notes will be required outlining the progress of each youth in the program. It will also be the responsibility of each contractor to complete and submit all enrollment and completion forms.

<b>Contract Period / Terms of Agreement</b>
---------------------------------------------

The contract duration for activities solicited by this Request for Proposal(s) will be fifteen (15) consecutive months from July 1, 2009 through September 30, 2010. All youth are expected to be exited by June 30, 2010 and the last quarter to be used as a retention quarter. Follow-up services are required for a minimum of twelve (12) months following termination from the program, this will allow for continuity of services during and after enrollment. Each contractor will be required to participate in the annual "WIA Steps To Success" youth competition. Each contractor will be required to have the Youth Coordinator and enrolled youth participate in Professional Development classes as arranged by the Bluegrass Workforce Investment Board.

Any funding awarded will be subject to the availability of federal funding granted to the BGWIB through the U.S. Department of Labor, Kentucky Education Cabinet, Office of Employment & Training, Division of Workforce & Employment Services. Should the availability of such funding decrease following any award to a sub-recipient, the award will be revised accordingly. In addition, if awarded, the subcontractor must be willing to alter program design based on subsequent direction provided to the Bluegrass Workforce Investment Board from either the State or the U.S. Department of Labor. A copy of the Workforce Investment Act and the Final Regulations may be found on the web site maintained by the U.S. Department of Labor ([www.doleta.gov](http://www.doleta.gov)) or may be requested from the Bluegrass Area Development District.

**Submission of Proposals**

**A. Eligible Organizations**

For-profit organizations, not-for-profit organizations, public agencies and collaborative organizations may submit proposals. **An organization can be a member of any number of collaborative submitting bids, but cannot be the lead organization in two or more separate proposals.**

Collaborative organizations must identify a lead entity that will be responsible for management, coordination of services, operations, financial accountability, performance measures, legal obligations, and all reporting requirements. This entity must demonstrate its capability to set direction, manage overall operations and deliver results, including staff oversight, customer services, performance goals and continuous improvement.

After contracts are awarded any subcontractor wishing to contract with another entity for purposes of WIA service delivery must request permission in writing from BGADD. The decision of the BGADD will be final.

## **B. Proposal Submission Guidelines**

- **Proposals must be received by the BGWIB no later than 4:30 PM EST on Friday, May 15, 2009.**
- Any proposal received later than the specified time will not be considered in the WIB evaluation process.
- **7 copies – (1) original (6) copies** must be submitted. The original must be in a 3 ring binder, marked, and contain all original signature pages and forms. Proposals submitted without required forms and signatures will not be considered complete and will not be reviewed for possible funding. Faxed materials are not considered acceptable proposals.
- Proposals should be limited to 15 pages, double spaced, one-side only, typed on 8 1/2 x 11” single-sided paper with one inch margins, twelve or larger font size with the pages sequentially numbered. Cover letters will not be considered part of the
- proposal and will be removed before review. Attachments will not be included in total number of pages.
- The Proposal Cover Sheet (see Attachment A) must be used and filled out completely with each proposal submitted. (If not already accessed, the Cover Sheet may be downloaded at [www.ckyjobs.com](http://www.ckyjobs.com) for completion by word processing.) Do not place any other sheet of paper over the cover sheet.
- **Responses must be framed using the “Proposal Evaluation / Instructions” section of this document.** In addition, please include a one paragraph executive summary of your proposal. To be eligible to receive the maximum number of points in each section, the proposal must address all the questions and issues included in each section.

Proposals should be submitted to:

Jennifer Compton  
Associate Director, WIA Services  
699 Perimeter Drive  
Lexington, KY 40517

All proposals and accompanying attachments received by the deadline become the property of the BGWIB upon submission. The submission of a proposal, even though best and final, does not commit the BGWIB to contract for services or supplies. The BGWIB reserves the right to accept or reject any

or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this solicitation if it is in the best interest of the BGWIB to do so. The BGWIB may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.

### **C. RFP Schedule**

The Board expects funding decisions for this RFP to be made no later than May 19, 2009. The successful offeror(s) will be officially notified by mail shortly thereafter. The BGWIB plans to have the contract(s) negotiated and executed by May 27, 2009.

### **D. Funding**

A \$60,000 base will be awarded if the contractor is on target with planning objectives. Each contract will be for 30 youth, in which all of those youth must be eligible to obtain a high school diploma or GED by June 30, 2010. A \$2,000 deduction will occur in the base for each youth that is not certified and enrolled by December 31, 2009. In addition a \$1,000 deduction will occur in the base for each youth that is certified and enrolled during the 2<sup>nd</sup> quarter (October 1, 2009 – December 31, 2009) of the contract.

All WIA funds must be spent on allowable WIA activities.

Contractors can also earn up to \$75,000 in additional funding for youth that attain the following performance measures. The \$75,000 maximum is based on serving 30 youth. If the contractor serves less youth the maximum for additional funding is lowered by \$2,500 per youth.

### **E. Fiscal**

Contractors must maintain a cost allocation system in which WIA expenses are accurately tracked.

- Projected expenditures must be allowable under Workforce Investment Act legislation and regulations (see [www.doleta.gov](http://www.doleta.gov)).
- All funding is contingent upon the availability of federal funds and continued federal authorization for program activities. Any contract awarded hereto is subject to amendment or termination due to lack of funds or authorization, or legislative changes.
- Assurances and certifications must be included for the proposal to be considered responsive to this RFP. Failure to include and sign the following forms will result in disqualification of the offer:
  - Certificate regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
  - Certification regarding lobbying
  - Certification of Nondiscrimination and Equal Opportunity

- Financial Capability Certification
- Each offeror must affirm in their proposal, and ensure in subsequent operations if selected, that no person shall be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, in employment or denied equal service or training opportunities as an applicant or participant in any program operated under the Workforce Investment Act.
- Each offeror must provide documentation of the following insurance coverage:
  - \* Comprehensive General Liability or Commercial General Liability
  - \* Workers' Compensation
  - Commercial Property Insurance

Note: The term "organization" used in this format section refers to a sole organization responding to the proposal, the partnership between two organizations or the collaboration amongst more than two organizations. Organizations may propose to provide one, all, or any combination of requested youth services. Similarly, organizations may propose to serve all or any part of the requested service levels for any or all activities.

<p><b>Pre-Proposal Conference / Questions Regarding Request for Proposal Package</b></p>
------------------------------------------------------------------------------------------

A Bidders' Conference will be held **Wednesday, May 6, 2009, from 1:00 pm –3:00 p.m.** at the Bluegrass Area Development District Conference Room, located at 699 Perimeter Drive Lexington, Kentucky 40517. Attending the Bidders' Conference is strongly recommended in order to submit a competitive proposal. Following the Bidders' Conference will be a short session on recommended structure of this grant.

Please be advised that Jennifer Compton, staff member to the BGWIB, is available to answer general questions about the content of the RFP and can be reached at 859-269-8021. No other Bluegrass ADD staff or BGWIB member should be contacted for assistance or advice concerning this RFP. Such communication could constitute grounds for eliminating a submitted proposal from further consideration.

<p><b>Proposal Review Process</b></p>
---------------------------------------

Award of contracts will be made on the basis of competitive negotiation. A legal notice was placed in area newspaper of largest circulation. This packet was mailed to all interested parties who requested a package by responding to the legal notice or who requested to be placed on a bid list to receive this package. A review of all proposals shall be completed to determine which applicants have submitted a responsible bid. This will be conducted by a BGWIB staff person and based on the following mandatory criteria:

- The proposal is for an allowable WIA activity.

- An Authorized Signature by the entity has been included on the proposal.
- The applicant has submitted a one page executive summary with the proposal packet.
- The applicant does not have any outstanding questioned costs with the Bluegrass Workforce Investment Board, based on an audit.
- The applicant has submitted compliance / insurance statements as required.
- The applicant has agreed to submit all reports and invoices in a timely manner.
- The applicant appears to have administrative systems in place that meet generally accepted accounting principles.
- The applicant has provided documentation that proposed project does not duplicate any existing programs.
- The proposal is written according to the prescribed format.

### Review Team

Once a responsible bid has been determined, an independent review team shall conduct a preliminary technical review. Members of the Board, its youth council, and employment and training staff are targeted for involvement in this process. Review criteria includes, but is not limited to, the following:

- Compliance with application requirements and format;
- The extent to which the applicant meets the following requirements:
  - Adequate financial resources or the ability to obtain such;
  - Ability to meet the program design specifications at a reasonable cost, as well as, the ability to meet performance goals;
  - Satisfactory record of past performance (in job training, basic skills training, or related activities), including demonstrated quality of training; reasonable dropout rates from past programs; retention in employment; and earning rates of participants;
  - Ability to provide services that can lead to the achievement of competency standards for participants with identified deficiencies;
  - A satisfactory record of integrity, business ethics, and fiscal accountability;
  - The necessary organization, experience, accounting and operational controls;
  - The technical skills to perform the work.

<b>Right to Reject</b>
------------------------

The Bluegrass Workforce Investment Board reserves the right to reject any and all proposals submitted and to waive any formalities in bids where acceptance, rejection, or waiver is considered to be in the best interest of the Bluegrass Workforce Investment Board.

## Appeals

Appeal for non-award of funds must be made in writing to the Executive Director of BGADD within ten (10) days of notice of non-award.

## Disclaimer

The United States Department of Labor, the Kentucky Education Cabinet, Office of Employment & Training, Division of Workforce & Employment Services, and the Board may find it necessary or advisable to revise any part of this proposal or contracts with any selected bidder based on the issuance of final regulations, changes in the Act, and or any new policy changes from any of the above entities. The Board also reserves the right to negotiate a variation of the services submitted in any proposal. The Board will provide technical assistance to ensure consistency and compliance with Board policy and regulatory requirements

## Proposal Evaluation / Instructions

Address each item and use the following formant for all submissions.

**Cover Sheet:** Fully complete the Youth Service Provider Proposal Cover Sheet (Attachment F)

**Narrative:** The proposal narrative should be structured according to the following outline. The corresponding points are directly related to how each section will be scored.

### **1. Executive Summary 10 points**

This section should include a brief (one page or less) executive summary that describes the responding organization's vision, mission and business philosophy. This summary should include:

- The relationship between the vision, mission, and values and how those relate to this proposal;
- A clear and concise summary of the Scope of Work;
- Results and benefits expected both in terms of participants involved and the community;
- Proposed costs.

### **2. Scope of Work 60 points**

This section should describe the proposed plan to provide the operational, programmatic, and performance categories.

#### **1. Operational 15 of 60**

Include the following:

- **Target Population / Program Need** – Describe the target population to be served; specify ages, and include statistics on the number and percent of total youth in the proposed service area who fall into the proposed target groups and who meet the minimum requirements for program entry.
- **Service Area:** specify
- **Program Staffing:** Describe proposed staffing pattern for any staff charged in whole or in part to this proposed project. Include an organizational chart with a brief description of the expected composition of staff in terms of diversity of experience, skills, and culture.
- Include the organization's plan for continuous improvement and the role of customer satisfaction.
- Include an explanation of measures taken to address any conflict of interest that may occur as a service provider. These include, but are not limited to, nepotism, sub-contractual relationships with family members, duplication of services, etc.
- **Past Experience:** Describe your past experience in operating previous and/ or similar training programs. Indicate how successful you have been with previous programs. Particular emphasis should be placed on describing specific work-based/education-based efforts that have taken place in recent years. If you have an existing WIA youth program, you **must** attach performance worksheets. Indicate the number of years your agency has operated such programs. List the actual placement rate for programs you have operated, the location, and the year.
- **Partnerships:** Include an outline describing creative partnerships that leverage resources in the delivery of services. Attach documentation that specifies details regarding the level of coordination and any agreements that have been reached and/or signed.

## B. Programmatic 20 of 60

Include the following:

- **Outreach and Recruitment:** Describe outreach and recruitment strategies for the target population.
  1. Include partnerships with youth serving agencies, organizations, and schools to reach target populations. Attach supporting documentation.
  2. What criteria will be used to select youth enrolled into your program?
  3. How will you provide outreach and accommodate services to youth with disabilities or whose primary language is not English?
- **Program Design and WIA mandated Program Elements:** Describe how the Program Design supports delivery of the WIA Program Elements through your program, and the types of activities proposed for each element. Also include an outline of services that will be provided and focused on each quarter.
- **Orientation and Assessment:** Describe orientation/assessment activities. Include specific assessment instruments utilized to develop Individual Service Strategies.
  1. How will your program develop, evaluate, and coordinate the "Individual Service Strategy" for each participant?
    - b. Describe the process used to assess skill levels before, during, and after program entry.
- **Curriculum:** Provide a brief description of the curriculum to be used in the program

- **Case Management:** Describe your program’s case management strategy for providing consistent support, follow-through for service plans, referrals, and tracking for each participant.
- **One Stop Coordination:** Describe how the One-Stop Centers will be utilized and how youth will be introduced to the one stop. Note all youth will be required to visit the nearest one stop.
- **Connection to Employers:** Include detailed plans and agreements that outline how employers are or will be connected to proposed services. If employers are currently involved, please provide a brief description of such involvement.

**Note:** Extra points will be earned based upon documented partnerships with Workforce, Education, Training, and Employer Partners.

- **1-4 partners—up to 5 additional points**
- **5 partners or more – up to 10 additional points**

**C. Performance Outcomes / Quarterly Benchmarks 25 of 50**

Include the following:

- A description of experience with mandated performance standards, the frequency with which measures were attained, and reasons for non-attainment. This description should specifically address past performance with WIA programs and whether the organization is currently “in good standing” with BGWIB.
- An explanation of how proposed services will attain performance goals and objectives outlined by the Workforce Investment Board and the Workforce Investment Act.
- A description of how youth and program performance will be individually tracked against the overall program objectives.
- A description of your evaluation, measurement, and accountability methods.
- Describe the organization’s “comfort level” with databases, electronic tracking, and data collection.
- Describe any additional goals that you plan to achieve.

It is important to evaluate the need and youth interest for such programs in your area to ensure that enrollment and performance outcomes are attainable. Each program is responsible for recruitment of youth to fulfill targeted goals.

The following are performance benchmarks that have been set to ensure not only certification and enrollment goals but also that ongoing progress and placement is occurring. Proposals must be submitted outlining in detail how the proposing entity will meet these performance measures. The proposal must also outline how the proposing entity will make available the ten (10) elements of the WIA youth program that are not currently available in the community.

**1<sup>st</sup> Quarter July 1, 2009 – September 30, 2009**

Enrollment: Open enrollment for all 30 youth

*(Contractor will receive a \$2,000 base for each youth enrolled in this quarter)*

Goals: Open enrollment for all goals

**2<sup>nd</sup> Quarter October 1, 2009 – December 31, 2009**

Enrollment – open enrollment for all 30 youth

*(Contractor will receive a \$1,000 base for each youth enrolled in this quarter)*

Goals : Open enrollment for all goals

**3<sup>rd</sup> Quarter January 1, 2010 – March 31, 2010**

**\*\*\* No New Enrollments or Goals \*\*\***

**4<sup>th</sup> Quarter April 1, 2010 – June 30, 2010**

Exit: All youth must be exited by June 30, 2010

**\*\*\* No New Enrollments or Goals \*\*\***

**Retention Quarter July 1, 2010 – September 30, 2010**

Follow-Up: Provide follow up service to all youth.

**3. Financial Plan / Budget 15 points**

Describe the organization's present financial structure, size of the budget and type of cost allocation plan it uses. Include the number and type of funding sources presently used by the organization. Describe any in-kind contributions or non-federal funds that will be used to develop or deliver proposed services. (Use the Proposed Budget Category Summary form in Attachment A if in-kind resources are included.) Letters of support from organizations that are committing funds or services but are not part of the RFP response may be submitted as attachments.

The following is the allowable budget for this proposal:

According to the following allowable budget for this proposal explain how you will successfully operate your out of school youth program:

A \$60,000 base will be awarded if the contractor is on target with planning objectives. Each contract must be for thirty (30) youth, in which all youth must be eligible to obtain a high school diploma or GED by June 30, 2010. A \$2,000 deduction will occur in the base for each youth that is not certified and enrolled by December 31, 2009. In addition a \$1,000 deduction will occur in the base for each

youth that is certified and enrolled during the 2<sup>nd</sup> quarter (October 1, 2009 – December 31, 2009) of the contract.

All WIA funds must be spent on allowable WIA activities.

Contractors can also earn up to \$75,000 in additional funding for youth that attain the following performance measures. The \$75,000 maximum is based on serving 30 youth. If the contractor serves less youth the maximum for additional funding is lowered by \$2,500 per youth.

### **Goal**

**Literacy and Numeracy** – (for out of school youth only) A literacy and numeracy goal must be set if a youth tests below a grade level of 8.9. Contractors will receive \$750 for each literacy and numeracy goal that is set and attained. Definition of attainment is increasing one or more educational functioning levels. A literacy and numeracy goal can be set for reading or math. Allowable test for this goal is TABE or Work Keys. You must use the same pre-test and post-test.

**-OR-**

**Education Gain** – (for in school youth only) An education gain must be set for all in school youth. Contractors will receive \$175 for each nine weeks the youth presents a satisfactory report card. Definition of attainment will be satisfactory report card shows all A's, B's & C's (report card can not show any grade lower than a C).

### **Credential**

**High School Diploma or GED** – Contractor will receive \$750 for each high school diploma or GED obtained by a youth. Payment will be made once diploma or GED is submitted.

### **Follow Up**

**Employment** – For each youth that is not employed upon entrance to the program but is employed in the 1<sup>st</sup> quarter after exit, contractors will receive \$750. Payment will be made upon of submittal of pay stubs.

**-OR-**

**Post Secondary**– Defined as enrolled in any post secondary institution. For each youth that is enrolled in or attending a post secondary institution in the first quarter after exit, contractors will receive \$750. Payment will be made once documentation is submitted.

### **WIA Steps To Success**

Each contractor will receive \$250 for each active youth (youth certified and enrolled between (7-1-08 & 4-1-09) that attends and competes in the 4<sup>th</sup> annual Steps To Success youth competition.

**Organizational Qualifications 15 points**

This section should contain documented successes that qualify the offeror including

- Experience coordinating resources and partnering with schools, community based organizations, the One Stop Career System, Job Corps, etc.
- Experience implementing programs focused on increasing attainment of high school credentials, connecting youth to advanced training, and employment.
- Experience recruiting and establishing career opportunities for youth with area employers. Outline any existing partnerships and describe how they function
- Serving very diverse customers including economically disadvantaged individuals with little/no work experience, and “hard to find” populations

Whenever possible, include how successful experiences described in the above areas were measured and tracked.

## **Attachments**

**Attachment A Youth Service Provider Proposal Cover Sheet**

**Attachment B Assurances**

**Attachment C Definition of Soft & Work Readiness Skills & Work Experience**

**Attachment D Definition of WIA mandated Program Elements**

**Attachment A**  
**Youth Service Provider Proposal Cover Sheet**

**Submitted By:**

Proposal Number: \_\_\_\_\_

Received By: \_\_\_\_\_

Received On: \_\_\_\_\_

-----ABOVE WILL BE FILLED OUT BY BGWIB STAFF-----

\_\_\_\_\_  
Name of Sole or Lead Organization

\_\_\_\_\_  
Name of Program

Proposal is submitted on behalf of a: (check one) Single Organization

**Partnership** \_\_\_\_\_

**Consortium** \_\_\_\_\_

Proposed services are for out-of school youth in school youth.

Proposed number to serve \_\_\_\_\_

Check counties where services are proposed:

\_\_\_\_ Anderson \_\_\_\_ Bourbon \_\_\_\_ Boyle \_\_\_\_ Clark \_\_\_\_ Estill \_\_\_\_ Fayette  
\_\_\_\_ Franklin \_\_\_\_ Garrard \_\_\_\_ Harrison \_\_\_\_ Jessamine \_\_\_\_ Lincoln \_\_\_\_ Madison  
\_\_\_\_ Mercer \_\_\_\_ Nicholas \_\_\_\_ Powell \_\_\_\_ Scott \_\_\_\_ Woodford

**Name of Proposal Contact Person:** \_\_\_\_\_

**Organization of Contact Person:** \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

E-mail Address of Contact Person: \_\_\_\_\_

## **Attachment B**

---

(PLEASE PRINT ORGANIZATION NAME)

### **ASSURANCES**

1. The applicant assures that it will establish, in accordance with Section 184 of the Workforce Investment Act (WIA) or Section 403 of Title IV Part A of the Social Security Act as amended by the Balanced Budget Act of 1997, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds received.

2. The applicant assures that funds will be spent in accordance with Workforce Investment Act and Welfare-to-Work legislation, regulations, written Department of Labor guidance and all other applicable federal and state laws.

3. The applicant assures that it will comply with the confidentiality requirements of Section 136 (f)(3) of WIA or 20 CFR Part 645.

4. The applicant assures that it will collect and maintain data necessary to show compliance with federal non- discrimination provisions.

5. The applicant assures that veterans will be afforded employment and training activities authorized in Section 134 of the WIA, to the extent practicable.

6. The applicant assures that it will comply with the following federal guidelines applicable to them:

29 CFR part 97 Uniform Administrative Requirements for State and Local Governments (as amended by the Act)

29 CFR 96 (as amended by OMB Circular A-133)

29 CFR part 98 Drug Free Workplace

Public Law 101-336 Americans with Disabilities Act

**Certification Regarding**  
**Debarment, Suspension and Other Responsibility Matters**  
**Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 16, 1988, Federal Register (Pages 19160-19211).

1. The prospective primary participant, (i.e. grantee) certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

b. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans and Cooperative Agreements**

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CFR Part 34**

**Nondiscrimination and Equal Opportunity Certification**

As a condition to the award of financial assistance from the local Workforce Investment Board, the applicant assures, with respect to operation of the program or activity and all agreements or arrangements to carry out the program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title IV, Part A of the Social Security Act as amended by the Balanced Budget Act of 1997, the Workforce Investment Act of 1998, including Title VI of the Civil Rights Act of 1964, as amended; the Nontraditional Employment for Women Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

**I certify that the entity completing this application will adhere to the Assurances; Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions; Certification Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and 29CFR Part 34 Nondiscrimination and Equal Opportunity Certification.**

---

Name and Title of Authorized Representative

---

Signature Date

## **Attachment C**

### **Basic Soft Skills:**

Basic Skills: Reading, writing, arithmetic, mathematics, listening and speaking.

Thinking Skills: Creative thinking, decision making, problem solving, seeing other peoples' perspective, knowing how to learn, and reasoning.

Personal Qualities: Responsibility, self-esteem, social skills, self-management, and integrity/honesty.

### **Work Readiness Skills:**

Job Search: Prepares a resume, completes job application, possesses interview skills, and researches labor market information for job search.

Resources: Allocates time, allocates money, allocates material and facility resources, and allocates human resources.

Information: Acquires and evaluates information, organizes and maintains information, interprets and communicates information, and uses computers to process information.

Interpersonal: Participates as a team member, teaches others, services clients/customers, exercises leadership, negotiates to arrive at a decision, and work with cultural diversity.

Systems: Understands systems, monitors and corrects performance, and improves/designs systems.

Technology: Selects technology, applies technology to task, and maintains/troubleshoots technology.

### **The Workforce Investment Act requires that all youth program:**

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Develop service strategies for each participant that shall identify an employment goal;
- Provide preparation for post secondary educational opportunities, in appropriate cases;
- Establish strong linkages between academic and occupational learning;
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

## **Attachment C (continued)**

### **WORK EXPERIENCE**

Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadowing; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; service learning; occupational skill training; and employment opportunities directly linked to academic and/or occupational goals.

Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, linked to learning outcomes, developed with employer input, aligned with industry-specific skill standards and competencies, and based upon labor market information.

Bidders are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space/equipment, etc.

## **Attachment D**

### **DESCRIPTION OF REQUIRED PROGRAM ELEMENTS**

- **Tutoring and Study Skills Training:**

This element is designed to improve the basic and study skills of the eligible population. Tutoring and/or study skills training shall be structured to ensure intensive individualized assistance is provided for youth in need of remediation or skills improvement. This element includes any instruction leading to the completion of secondary school and includes dropout prevention strategies. This activity shall lead to improvement in participant test scores and overall academic performance. Service providers may refer participants for this service or provide the service through scheduled activities. However, it is the responsibility of the service provider to document activities conducted and progress of students participating in this element.

- **Alternative Secondary School Services:**

Participants may be referred for scheduled alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school or graduation. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies. Service providers will be required to document the activities conducted and the progress of students participating in this element.

- **Summer Employment Opportunities:**

Summer employment opportunities are to be viewed as one element among many available to youth as part of a menu of activities offered by the local providers. Summer employment opportunities must be directly linked to academic and occupational learning and be based on the interest and needs of each youth served. Service providers may develop summer employment opportunities that are related to each student's career goal and integrated with the student's high school education plan.

- **Paid and Unpaid Work Experiences:**

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences are designed to enable youth to gain exposure to the world of work and its requirements and may include internships and job shadowing. Work experience should be designed to help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with opportunities for career exploration and skill development and not exclusively to benefit the employer. Work experience may be subsidized or unsubsidized (consistent with Wage and Hour Laws) and may include the following elements:

1. Instruction in employability skills or generic workplace skills;
2. Exposure to various aspects of an industry;
3. Progressively more complex tasks;
4. Internships and job shadowing (unpaid work experience);
5. The integration of basic academic skills into work activities;
6. Supported work, work adjustment, and other transition activities;
7. Entrepreneurship; and
8. Other elements designed to achieve the goals of work experience.

Work experience can occur in the public, private, for-profit, or non-profit sectors when the assessment and youth service strategy (YSS) indicate that work experience is appropriate. Contractors will be responsible for developing work experience sites, providing orientation to work site supervisors and participants, completing a host agency agreement, monitoring and documenting work experience activities and progress, maintaining time sheets of participants, and reporting as requested.

Internships may be made available for a limited duration as an unpaid introduction to a particular occupation or industry. This activity is designed to provide informational training and experience for youth to determine his/her interest in a specific occupation.

- **Occupational Skills Training:**

Occupational skills training includes short-term (1 year or less) training for a specific occupation shown to be in demand defined as an occupation with projected positive job growth or job replacement ratios within 12-24 months, according to the best available sources of state/local labor market information and according to needs identified by local employers. Occupational skills training shall lead to a credential in the field of study (certificate, degree, or diploma) and related full-time employment.

- **Leadership Development:**

Leadership development opportunities for youth may include:

1. Exposure to post secondary educational opportunities;
2. Community and service learning projects;
3. Peer-centered activities, including peer mentoring and tutoring;
4. Organizational and team work training, including team leadership training;
5. Training in decision-making, including determining priorities;
6. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
7. Employability skills improvement; and
8. Positive social behaviors, often referred to as soft skills, may include, but are not limited to, the following: Positive attitudinal development, self-esteem building, cultural diversity training, and work simulation activities.

- **Adult Mentoring:**

This element shall be available to participants as a means of career exploration and personal development. Service providers may identify adult mentors who are interested in the advancement of youth in the community and/or refer participants for the service.

Adult mentoring activities may include:

1. Job shadowing and guidance provided by an adult to assist the participant in increasing his/her academic performance;
- 2) Goal-setting;
- 3) Support meetings to increase the motivation of the youth served;
- 4) Career exploration assistance;
- 5) Work readiness and social skills improvement.

- **Comprehensive Guidance and Counseling:**

This element provides eligible youth with intensive guidance and counseling related to career exploration, personal counseling, drug and alcohol abuse counseling, financial counseling, and goal setting. Specialized counseling and services may be conducted through a referral to an appropriate organization or counselor experienced in counseling and guidance in the particular area of concern. This may be an ongoing activity throughout the duration of services and follow-up.

- **Supportive Services:**

Supportive services are defined as those necessary to assist youth to be successful in achieving their goals and will be made available based on the needs of the individual if other sources of funding or services are not available to assist. It is the responsibility of a service provider to ensure that other sources of supportive service funding are coordinated and accessed prior to utilizing Title I WIA funds. These supportive services will be available, consistent with WIB policy.

- **Follow-up Services for Youth:**

Follow-up services may include one or more of the following activities:

1. Leadership development and supportive service activities listed above;
2. Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
3. Assistance in securing better paying jobs, career development and further education;
4. Work-related peer support groups;
5. Adult mentoring;
6. Tracking the progress of youth in employment after training

All WIA youth participants must receive follow-up services for a minimum duration of twelve (12) months after participation.

