



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
REQUEST FOR PROPOSAL (RFP)
FOR
YOUTH SERVICES**

**RFP #01 – ISY 2017-2018
&**

RFP #02 – OSY 2017-2018

**IN-SCHOOL YEAR-ROUND YOUTH SERVICES
OUT-OF-SCHOOL YEAR-ROUND YOUTH SERVICES
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

RELEASE DATE: FRIDAY, FEBRUARY 24, 2017

**All proposals shall be submitted by 1:00 p.m. E.T., March 29, 2017 at
South Florida Workforce Investment Board Headquarters,
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126**

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I. Invitation

A. South Florida Workforce Investment Board (SFWIB) Background

The South Florida Workforce Investment Board (SFWIB), Local Workforce Development Board (LWDB) 23 (Miami-Dade and Monroe Counties), is one of 24 LWDBs in the State of Florida. Through its 14 CareerSource centers located across the region in Miami-Dade and Monroe Counties, the SFWIB serves businesses, jobseekers, adults, youth, dislocated workers, refugees and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of both Miami-Dade and Monroe Counties, eligible to exclude income under Section 115 of the U.S. Internal Revenue Code. The Board is composed of volunteers who represent local private sector businesses, educational institutions, economic development agencies, labor organizations, veterans' interests, community-based organizations and state and local government agencies. The Board conducts its business in accord with federal and state laws, the Interlocal Agreement creating the SFWIB for LWDB 23 of the State of Florida, the By-Laws of the SFWIB and its approved policies.

The following is a list of the Board's strategic goals:

- Build a Demand-Driven System with Employer Engagement;
- Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery;
- Improve Services for Individuals with Barriers;
- Dedicated Commitment to Youth Participation;
- High Return on Investment through Continuous Improvement; and
- Strong Workforce System Leadership.

Additional information regarding the Board, its members and approved policies is located on the SFWIB's website (www.careersourcesfl.com).

In a highly competitive global economy, the SFWIB's approach to programs and services for in-school (connected) and out-of-school (disconnected) youth is focused on helping young people realize their educational, employment and post-secondary goals through formal partnership arrangements among schools, employers/businesses, community providers, and post-secondary institutions.

It is within this context that the SFWIB issues this Request for Proposal (RFP) – Program Year 2017-2018 to seek high performing youth serving organizations to develop and fully implement high support, high achievement, year-round education, short-term training, and employment programs for WIOA eligible connected and disconnected low-income/economically disadvantaged, and high risk youth ages 14-24 residing in Miami-Dade and Monroe Counties.

B. The Workforce Innovation and Opportunity Act (WIOA)

The Workforce Services to be provided shall be in accordance with the Workforce Innovation and Opportunity Act (WIOA), P.L. 113-128, enacted July 22, 2014. WIOA supersedes the Workforce Innovation Opportunity Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA authorizes the Job Corps, Youth Build, and Migrant and Seasonal Farmworker programs, in addition to the core programs, Chapter 445 F.S., Workforce Innovation Act of 2000, P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Chapter 414 F.S., Family Self-Sufficiency, and all other applicable federal, state and local laws and regulations.

The WIOA is one of the primary sources of funding for workforce development activities in LWDB 23. Respondents shall be familiar with the WIOA and the federal regulations applicable to the WIOA. Both WIOA and the regulations can be accessed on the Department of Labor's site (www.doleta.gov).

C. US Department of Labor (USDOL) – Employment and Training Administration (ETA)

Under the U.S. Department of Labor, due to the realities of today's global economy our workforce systems must be demand-driven and prepare youth for real job opportunities.

New Strategic Vision for the Delivery of Youth Services under the Workforce Innovation and Opportunity Act - The Department of Labor (DOL) Employment and Training Administration's (ETA) New Strategic Vision for the Delivery of Youth Services under the Workforce Investment Act guides the work of local and state workforce systems. The ETA's "overarching priority" for the whole workforce investment system is as follows: To meet the demands of business by providing adults and youth with the necessary educational, occupational and other skills training and services needed for high demand occupations in the 21st century.

The New Strategic Vision acknowledges the importance of providing effective support for the nation's neediest youth so that they are prepared for jobs and careers. WIOA funded youth programs should provide leadership by serving as a catalyst to connect youth with quality secondary and post-secondary educational, high growth and employment opportunities.

The ETA has adopted a strategic approach for youth services across four major areas:

- Focus on Alternative Education
- Meet the Demands of Business, Especially in High-Growth Industries and Occupations
- Focus on the Neediest Youth
- Focus on Improved Performance

Guidance from the US Department of Labor (DOL) envisions WIOA programs as offering "youth who have become disconnected from mainstream institutions and systems another opportunity to successfully transition to adult roles and responsibilities." WIOA programs need to aim "at preparing the country's most at-risk and neediest youth for real job opportunities" in high growth and high demand specific industries in the 21st century.

The realities of today's global economy make it imperative that publicly funded workforce systems for youth be demand driven, and the programs and services made available through those systems be aimed at preparing our country's most at-risk and neediest youth for real job opportunities. WIOA regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at:

- DOL ETA <http://www.doleta.gov/usworkforce>
- WIOA Regulations <http://www.doleta.gov/regs/statutes>

D. Request for Proposal (RFP) Intent and Purpose

The SFWIB is issuing an RFP to seek organizations to serve WIOA eligible connected and/or disconnected opportunity youth, ages 14-24, residing in Miami-Dade and Monroe Counties to be administered July 1, 2017 through June 30, 2018, supported in part or in whole by funds available from the US Department of Labor Employment and Training Administration in accordance with the WIOA.

The Global Talent and Competiveness Council, a sub-committee of the SFWIB, is the primary body addressing youth issues under the WIOA and providing expertise in youth policy and is responsible for oversight of the contracted youth workforce development services and programs. The Global Talent and Competiveness Council is required to advise the local workforce development board on the use of WIOA youth dollars (allocated by formula to each workforce area and targeted for eligible disadvantaged youth) and assist in the identification, selection, and monitoring of local service providers. In addition, the Committee is responsible for:

- Overseeing the local youth workforce system
- Making youth program policy recommendations to the LWDB
- Developing the Five Year Strategic Plan for Youth Services

The SFWIB intends to fund either a single or multiple contracts that demonstrate innovative and/or improved approaches for services provided to local youth. The SFWIB is interested in programs that produce positive results and have a measurable impact through programs emphasizing out-of-school and in-school youth service delivery and providing target industry specific sector and career pathways based activities.

Proposals showcasing innovative programs, consistent with WIOA rules and regulations, are highly encouraged. There are no limitations to the types of organizations that may submit proposals for funding. Existing SFWIB youth contract organizations are required to apply and will be in competition with all other Respondents.

Services are for continuous, full-year programs and services, to include summer (or other) subsidized/unsubsidized employment programs. All Respondents are required to recruit and serve WIOA- eligible applicants/participants for their programs, enter data into a WIOA MIS system, and provide a full range of WIOA services until participants exit WIOA programs. Outcomes from services must include combinations of a high school diploma/GED (if applicable), basic skills improvement (if applicable), nationally-recognized occupational certification/credentials, employment and entry into post-secondary/advanced education.

Respondents will be selected through a competitive bid process overseen by the Global Talent Competiveness Council. Contract awards will be based upon the availability of WIOA formula funding to the local area. Funding awarded under the terms of this RFP must only be expended on WIOA eligible youth residing in LWDB 23. Funding awards will only be for youth program activities that assist opportunity, economically disadvantaged youth to attain the education and/or skills needed to create employment options. Services must be designed and delivered so that they focus on youth career development, career pathways, industry based learning, educational accomplishment and job placement.

NOTES:

- Potential Respondents are strongly encouraged to carefully read the entire RFP and all attachments.
- The terms and conditions of this RFP may change based on WIOA Reauthorization.
- Successful Respondents will be expected to remain informed on WIOA regulations and requirements.
- Funding offered is subject to availability

E. Types of Proposals Solicited

1. Out-of-School Youth (OSY) and In-School Youth (ISY) Programs

This RFP is seeking Respondents who can:

- a. Provide out-of-school youth (OSY) (disconnected youth) with career pathways and target industry specific activities, access and entry into post-secondary education and/or occupational/technical skills training in partnership with higher educational institutions, employers, advanced skills training entities, and apprenticeship training that lead to post-secondary degrees and/or industry recognized certifications or employment.

NOTE: For each out-of-school proposal, the Respondent must provide Industry Specific Based Service Models to include career pathway activities to/for WIOA Out-of-School Youth.

- b. Provide in-school youth (ISY) (connected youth) with educational activities, career exploration, and work-based learning/career skills training, in partnership with secondary education, that lead to a high school graduation and links to an array of post-secondary options or employment.

NOTE: The OSY and ISY programs require significantly different approaches, methodologies and interventions to be provided to eligible youth.

Year-round services for the OSY and ISY programs do not necessarily imply a 12-month enrollment-to-exit cycle for each youth. Instead, duration of service must be based on individual youth needs. The SFWIB allows youth to be carried forward into a new contract year for continued services without executing a new agreement.

Respondents may choose to serve out-of-school or in-school youth exclusively. Proposals for out-of-school and in-school programs will be judged separately and compete only against other proposals in the same category. Respondents wishing to serve both out-of-school and in-school youth must submit separate proposals for each, as they will be evaluated and funded independently.

While eligibility as well as program content applies to both out-of-school and in-school youth, WIOA creates distinctions between these two populations by creating separate financial expenditure goals, as well as differentiating performance outcomes by age group and program service delivery. Therefore, Respondents must be aware of the relationships between ages, funding streams, outcomes and services provided for out-of-school and in-school youth.

There is an expectation that services for out-of-school and in-school youth will be designed in a manner that best meets the needs of the youth in targeted communities. Programs should feature service strategies that balance the needs of youth who would benefit from long-term support with those of youth whose needs are met through more limited interventions (short-term).

Program strategies must offer career pathways, target industry specific activities, post-secondary education and career opportunities in partnerships with higher educational institutions, labor organizations, employers, that offer long-term self-sufficiency for young people through employment and/or educational services.

2. Out-of-School Youth Program (OSY) (Disconnected Youth)

The overall goal of the Out-of-School Youth Program is to connect eligible youth to gainful employment and educational advancement through academic activities, occupational skills development and employment activities. To accomplish this, youth skills' development strategies must be fashioned to assist interested youth in enrolling and successfully completing critical skills development activities. Youth who are deficient in basic skills must also participate in activities designed to improve their reading, writing, math, computer and interpersonal skills.

Out-of-school youth are an at-risk population with complicated needs and face both limited employment opportunities and uncertain futures. Out-of-school youth are generally defined as youth, ages 16 to 24, who are not in school, unemployed, underemployed, or lack basic academic and employment skills. Engaging out-of-school youth in a WIOA program of any sort can be very difficult. Strong community partnerships are instrumental to the success and sustainability of out-of-school youth.

Out-of-school youth, unlike their in-school counterparts, are typically disconnected from academics and are not interested in a structured learning environment. This disconnection can make it difficult for youth programs to identify and enroll prospective participants.

Some out-of-school youth may not advance to post-secondary education, therefore, it is especially critical to provide these youth with comprehensive employment services, career pathways and/or industry specific activities that include a strong connection to the workplace/employer.

Many out-of-school disconnected youth are currently being left behind in our economy, a well-designed workforce program through this RFP, will offer youth who have become disconnected from mainstream institutions opportunities to successfully transition into adult roles and responsibilities.

Out-of-school youth are defined as those youth, who meet the WIOA general eligibility requirements, and:

- a. Are no longer engaged or connected to secondary education or a school dropout, disconnected from traditional school;
- b. Have graduated or have a GED, but have no post-secondary education or career targets;
- c. Not in the workforce;
- d. Have either graduated from high school or secured a GED, have no sustainable plans or are basic skills deficient, which leaves them either unemployed or underemployed.

Youth within the out-of-school target group are expected to:

- a. Obtain employer recognized credentials that provide marketable job skills;
- b. Enter employment or advanced/post-secondary training;
- c. Participate in and complete a target industry specific activity that leads to employment in that industry;
- d. Maintain employment and significant wage increases over a one year period following exit from the program; and
- e. Increase their pre-program assessment levels.

Service strategies to out-of-school youth (16-24) must include activities to encourage them to return to school to complete their secondary education and prepare for post-secondary and/or employment leading to self-sufficiency. Out-of-school youth must achieve measurable gains in one or more of the following categories: basic skills, occupational skills, and industry based training.

Service strategies to out-of-school youth (16-24) must include activities that assist them in enrolling in occupational skills training, completing a target industry based training, and attaining a credential/industry certification.

Proposed programs for out-of-school youth must be designed to lead youth to self-sufficiency through attainment of full-time, long-term employment and post-secondary opportunities or both. Outcomes will vary depending on the needs, interests and age of the out-of-school youth participant.

NOTE: Youth who are attending alternative schools do not qualify as out-of-school youth.

3. In-School Youth Program (ISY) (Connected Youth)

The goals of the In-School Youth Program are to provide the necessary support and guidance to eligible youth to assist them in graduating from high school, pursue a college education, develop career goals and prepare for the workforce. Emphasis must be placed on employability skills, measurable progress in basic skills, high school graduation and transition from graduation into post-secondary education or employment.

An in-school youth is defined as an eligible youth between the ages of 14-21, who has not received a high school diploma or its recognized equivalent and is attending school at the time of registration. While it is expected that most of the youth to be served by the ISY may be between the ages of 14 and 18, some youth with disabilities or language barriers may be 19 through 21 years of age.

ISY programs provide a comprehensive, multi-year integrated mix of services that promote enhanced academic achievement, successful graduation, awareness of and readiness for post-secondary education, career preparation, work readiness, and connections to employment. ISY programs focus on dropout prevention and intervention strategies for youth at-risk of not completing high school.

In-school youth can remain in the program throughout their high school years and may continue receiving services after high school graduation. Services are made available to participating students and are designed to keep them in school, enhance their success in school, and prepare them, ultimately, for entry into the workforce.

Participants enrolled in ISY will achieve measurable skills gains in basic skills, which will be the top priority and must be addressed first if the youth is basic skills deficient. The achievements will increase ISYs' chances of graduating from high school and entering post-secondary education and/or career pathways.

F. Type of Proposed Service Model Solicited

Industry Specific Based With Career Pathways Service Model

Workforce development is a constantly evolving field, and the days of generic training are over. New research points to the effectiveness of industry specific training programs that prepare unemployed and under skilled youth for skilled positions and connect them with employers/businesses seeking to find new workforce talent. The education and skills required for youth to meet employment demands is centered around educational attainment through interactive classroom and work based learning. The ability of youth to connect education, training, and careers is the key to meeting employment demands, especially in high-demand industries.

South Florida's economic growth over the past decade has seen a dramatic increase in the demand for skilled workers. Employers today demand more skills than they did in the past. Employers have reported to SFWIB that their greatest challenge is finding workers to fill skilled jobs. In an effort to increase responsiveness to local businesses, the SFWIB is soliciting specific alternative education models and industry based/specific industry training and placement services through this RFP for out-of-school youth.

This approach focuses on specific industries that offer employment opportunities at various skill levels, and clear pathways to progressively higher skill and wage levels within a specific industry in different program models. The goal(s) of this strategic vision is to create pathways for out-of-school youth participants to ultimately access and attain good jobs, wages, and careers.

The Industry Specific Based with Career Pathways Service Model is becoming a more common model to infuse education with careers. Career pathways have become an important topic in national, state, and local arenas. This framework is getting a lot of interest from policy makers and funders at all levels. To address this topic, the SFWIB's strategic plan calls for focusing on and targeting specific workforce development toward specific industry based training to include career pathway activities, educational and work based activities, and job placement activities with the outcome of unsubsidized employment.

This RFP is seeking to fund Respondents who can provide an Alternate Education Path and an Industry Specific Based Service Model to include career pathway activities to or for WIOA Out-of-School Youth. The Industry Specific Based with Career Pathways Service Model provides out-of-school youth with education and training that combines academic and career pathways focused on specific high-growth industries and occupations for which employers are in need of hiring for vacancies and building future pipelines.

The 2017-18 OSY program will be designed to encompass two distinct models; one for those seeking employment and the other to obtain education, an industry recognized credential that leads to employment.

Each model will provide an array of services and activities that will ultimately launch opportunities for youth toward meaningful career pathways and sustainable employment.

The components of each program model consist of the following:

The Alternative Education Model is designed to serve OSY who do not have a high school diploma or GED. This model features intensive training to prepare individuals for a GED or diploma granting program. This program will demonstrate effective outreach strategies to meet the wide array of needs posed by participating youth. This model will demonstrate effective outreach strategies with strong academic remediation to ensure skills gains in reading and math.

NOTE: While attainment of a GED or diploma is a top priority, **Individual Service Strategies must reach beyond the GED or diploma completion to support youth entry into post-secondary/ training, or into employment** along a career path that will lead to economic security. **Respondents are expected to include components of the post-secondary education/ training, youth employment and/or sector based training models in their alternative education model.**

The Industry Based Training Model is designed for youth and young adults with an interest in an or aptitude for a career within a particular industry. Industry Based Training Model will include recognized approved credentialing programs and must target jobs in industries that align with labor force needs. This model will feature career exploration, academic and occupational skills training, job readiness, and practical work experience within a specific industry. The Industry Based Training Model will allow participants to master technical skills required for employment and the attainment of a recognized certification that is portable and stackable.

NOTE: The Individual Service Strategies must include the goals of obtaining a career within a particular industry sector and an established timeframe needs to be set in order for the youth to meet their goals to complete the training. Benchmarks needs to be set so that the youth understand the importance of developing strategies to achieve and accomplish milestones. **Respondents are expected to provide specific sector opportunities for youth to learn and engage in career opportunities that incorporate education and employment activities. Strong collaboration with industry and business leaders in the design and delivery of the training is highly recommended.**

Both models will deliver training services and career opportunities to opportunity youth, (as set forth and defined in in Attachment M, Definition of Terms) that promote lifelong learning. In addition, collaborations between the workforce and businesses are strengthened and help align the needs of the industry with a talent pipeline for today and in the future.

The primary focus of this new approach is to provide youth with more effective supports to climb ladders of opportunity. The goal of the SFWIB is to develop a framework that defines high-quality career pathway systems and programs to include:

- a. New conceptual model of career pathway systems and programs;
- b. System criteria and indicators; and
- c. Shared set of participant metrics for measuring and managing success

Three Features of Career Pathways include:

- a. The Career Pathways must be well-connected and provide transparent education, training, credential, and support service offerings within specific occupations.
- b. The Career Pathways must include multiple entry points including those for individuals with limited education, English skills and work experiences.
- c. The Career Pathways must provide multiple exit points at successively higher levels of family support for employment and aligned with subsequent entry points.

Four Functions in Career Pathways include:

- a. Participant-focused instruction and training
- b. Consistent and non-duplicative assessments of participants' education, skills, and asset/needs
- c. Supportive services and career navigation assistance
- d. Employment services and work experiences

It is expected that out-of-school youth proposed under these models will complete a program in their chosen field of interest in one of the seven (7) targeted industries that results in completion of a diploma or GED and/or post-secondary credential, an industry-recognized certificate that is a part of their long term career goals/employment.

The Respondent must describe:

1. How an out-of-school youth with a high school diploma/GED who is not moving in the direction of pursuing a career, will accomplish the industry specific competencies and outcomes; and
2. How an out-of-school youth without a high school diploma/GED, will accomplish the industry specific competencies and outcomes.

The Respondent should establish short-term cohort classroom training with educational institutions, in order to minimize training costs. Enrolling participants in a series of cohorts can promote bonding among the youth as they support each other, due to their striving toward the same goal(s).

Industry specific activities refocus youth workforce development efforts from trying to randomly find jobs to fit the interests and skills of the out-of-school youth to meeting the employment needs of demand industries. As businesses prosper and the local economy grows, so will employment opportunities. The strategic workforce vision seeks to build and maintain career pathways in growth industries, in occupations requiring skills beyond a high school diploma, through training or education that results in industry-recognized certification or a post-secondary credential/degree/employment.

Within a number of years, due to older workers exiting the workforce, the current workforce will be downsized. The need to replace these workers, and fill newly created jobs, will result in a significant demand for entry level experience within the labor market. The proposed industry specific service model will assist in remedying some of the future labor force trends and the potential impact caused by a lack of educated and skilled workers by providing current education and internships to the future workforce.

As the economy recovers and job growth returns, the workforce development system has a critical role to play in ensuring that youth and employers have access to the skills they need to compete and succeed. USDOL ETA recognizes that a more focused effort on credentialing and certifications can help lay the human capital foundation necessary to support new and growing sectors of the economy.

As the SFWIB invests in skills development for youth, it is also helping youth obtain the measurable and specific skills they need to move along directed career pathways, while giving employers access to the skilled youth they need to compete globally.

This RFP requires Respondents to describe how their organizations will incorporate an Industry Specific Based with Career Pathways Service Model into an existing youth program, or a newly created program, case management & follow-up system.

The below targeted industries for this RFP are included in the One Community One Goal Initiative (OCOG) and are the top industries that should be defined in your proposal:

1. Aviation
2. Creative Design
3. Hospitality & Tourism
4. Information Technology
5. International Banking & Finance
6. Life Sciences & Health Care
7. Trade & Logistics

Information about the One Community One Goal Targeted Industries is available for review at the Beacon Council Website: <http://www.beaconcouncil.com/web/>

Respondents are required to choose any of the above target industries to provide specific training activities and a pathway to attain goals for the out-of-school youth to complete the training activities and exit the program with positive outcomes.

The goals for successful Respondents are to develop competencies that will encourage long-term personal, academic and economic success. The expectation is that no out-of-school youth is left behind and that youth are introduced to opportunities, designed to equip them with work readiness preparation, academic instruction, occupational skills training, career exploration and development. The SFWIB's goal is to increase youth educational and skills attainment and improve their employment outcomes while meeting the needs of local employers in demand and growing industries.

Each Respondent should design their program to provide seamless pathways to education and industry specific training, enabling youth to earn a degree and/or an industry-recognized certification in a high growth occupation. The industry specific activities may connect to other programs to provide basic education skills remediation, orientation to occupational skills training, and other necessary supports, and continues through enrollment into a community college or other advanced skills training opportunities that leads to occupational certifications/credentials/employment.

Respondents should address the needs of youth with barriers, such as foster care youth, youth aged out of foster care, high school dropouts, and gang-involved, homeless and adjudicated youth. The proposed program shall provide these youth with access to meaningful careers through multiple pathways such as basic education skills, GED attainment, adult education, and short-term certification programs as stepping stones to further education and training. It is expected that youth will attain a post-secondary degree and/or industry-recognized certification/credential, that is part of a career pathway that may lead towards more advanced certifications/credentials, career advancement, and/or employment.

Respondents must clearly indicate how the program design will support educational activities with workforce activities such as paid work-based experiences and internships, support services, and case management.

NOTE: As Respondents identify and recruit industry specific employers, and educational institutions, they must also include a letter of commitment and a Memorandum of Understanding (MOU) from each supporting partner as set forth in **Attachment O**, Memorandum of Understanding (MOU) Cover Sheet.

G. Who May Respond to this Solicitation

Eligible Respondents are organizations, which on their own or in partnership with other organizations, have adequate administrative controls and personnel to implement a set of services that fulfill the goals and objectives of this Request for Proposal. Proposing organizations eligible to apply may be incorporated private non-profit, incorporated for-profit organizations, faith-based and public organizations that are licensed to operate in the state of Florida.

All proposed service locations must be accessible by public transportation. Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

If your proposal involves a subcontract, you must provide a letter of commitment outlining the partnerships and the activities or services that will be provided by each of the proposed Respondents. Respondents may subcontract with sub-groups to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal (i.e. through a detailed MOU/MOA that shows the linkages with specific program elements) and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by the SFWIB prior to the final contract execution and are subject to all conditions and stipulations of WIOA, as well as, state and local procedures.

If your agency is awarded a contract and you choose to subcontract services, you must obtain prior written approval from the SFWIB and must follow all procurement procedures as outlined by the SFWIB when selecting and contracting with subcontractors.

H. Funding Availability

Funding for youth programs under this Request for Proposals is contingent upon the availability of federal and state allocations. As of the RFP's release date, the SFWIB has not been notified of the allocation for local WIOA Youth funds for Program Year (PY) 2017-2018. Since it is unlikely there will be an increase in youth funding, this solicitation will be a highly competitive procurement process for a limited amount of funding. The type(s) and quality of proposals submitted will determine the amount of funds to be awarded.

Respondents may devise their proposed budgets on the estimated figures below, which represents possible youth services for PY 2017-2018 amounts. These estimates are solely for the purpose of offering guidance and are subject to change based upon the actual allocation(s).

Estimated funding availability for the twelve (12) month period of performance is:

Funding Stream	Amount
Workforce Innovation and Opportunity Act	\$5,956,511.00

Budgets proposing less than 10% administrative costs may earn additional points.

I. Cost per Participant per Activity

Due to WIOA funding constraints, the number of youth that can be served is limited. **In order to serve the maximum number of youth, as an example, the SFWIB used the following cost per participant in program year 2016-17:**

- Summer Activities = \$1,522 per youth
- Year Round Activities = \$2,467 per youth

Under WIOA, youth funds must be applied to provide services to eligible economically disadvantaged in-school and out-of-school youth between the ages of 14 and 24. Eligible youth are to receive a variety of effective and coordinated activities designed to improve educational, skill competencies and to increase effective connections to employers. These activities and services include opportunities for on-going mentoring, education and training, career pathways, industry focus, work experience, support services, leadership, citizenship development, and youth incentives.

J. Period of Performance

Successful Respondents shall demonstrate the expertise to coordinate and operate an integrated youth service delivery system. Respondents shall propose an integrated year round youth program to include a summer youth employment program for youth that meet the eligibility requirements for the proposed funding stream(s).

Successful Respondents shall ensure all WIOA youth services are provided to every eligible WIOA enrolled youth and the fourteen (14) required program elements are accessible to all enrolled youth as needed, either directly, through vendors/sub-Contractors, and/or community organizations.

Under WIOA, each local workforce area must have a year round youth services strategy that incorporates summer youth employment opportunities. Services funded under this solicitation are anticipated to commence as follows:

- Summer Activities: July 1, 2017 – August 30, 2017
- Summer Activities: June 1, 2018 - June 30, 2018
- Year Round Activities: July 1, 2017 - June 30, 2018

NOTE: Contractors awarded funds under this solicitation will be required to serve those participants currently enrolled and recently exited in order to provide follow-up services in the WIOA Youth Programs as of July 1, 2017.

K. Program Duration

The Respondent(s) selected from this RFP will be awarded a one year contract for the period covering **July 1, 2017 through June 30, 2018**. Proposals should reflect costs and program outcomes covering the contract period, with no expenditures extending beyond **June 30, 2018**.

The SFWIB, in its sole discretion, reserves the option to extend contracts for two (2) one (1) year periods. In order for the SFWIB to exercise each one year option, the Contractor must meet the performance requirements as specified in the contract; however, the SFWIB is not obligated to exercise the second year contract based on stated performance outcomes as other factors may also be considered.

Successful programs funded through this RFP may be extended for a following one-year extension period until June 30, 2019, and then for a second extension period until June 30, 2020, based on effective performance during the previous year and the need for the services, as well as the changing requirements of funding sources.

This RFP may be the only Youth Services RFP issued by the SFWIB during this three-year period of time, depending on the need for services and levels of funding available. No separate RFPs for funds for summer services only are planned at this time. Some Respondents or programs not approved for immediate funding may be approved as eligible for future funding through this RFP; any subsequent funding will be based and depend on the future need for services and funding availability, as well as the changing requirements of funding sources.

This RFP does not commit the SFWIB to award a contract(s) for any of the services identified in the RFP. The SFWIB reserves the right to accept or reject any or all proposals received as a result of this RFP, or to cancel or amend in part or in its entirety, this RFP if it is in the best interest of the SFWIB to do so.

L. Program Funding

All funding is contingent on the availability of continued authorization for program activities from the SFWIB's funding source, the Department of Economic Opportunity of Florida (DEO). All items submitted as part of a proposal are subject to modification based upon rules and regulations imposed by funding source(s).

In accordance with WIOA, the SFWIB, for Program Year July 1, 2017 through June 30, 2018, intends to allocate a minimum **75%** of its total WIOA youth funds to out-of- school programming and no more than **25%** to in-school programming.

M. Leveraged Funding

In order to efficiently use WIOA youth funding and ultimately reach as many young people as possible, it becomes increasingly important to leverage a wide-range of public and private resources to support youth workforce services. Respondents are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources. These in-kind or cash match resources must directly support the proposed program activities and must be documented with a Letter of Commitment from the supporting agency.

Respondents are strongly encouraged to seek and secure additional funding sources in order to augment the SFWIB's funding award. Respondents are also encouraged to establish linkages with other community and faith based organizations, the juvenile justice system, the foster care system and other organizations that provide services to youth in Miami-Dade and Monroe Counties.

Leveraged funds can be in the form of cash or in-kind services. In-kind services may include services provided to enhance the proposed program at no charge or at a discounted rate. In-kind and cash match resources can support any particular budget item as long as it supports program activities. A cash match is defined as a contribution of funds made available to the Respondents to be used specifically for program activities. Respondents are required to assign a monetary value to any in-kind contributions. Examples of in-kind resources, include, but are not limited to:

- Staff time from lead and/or partner agencies (directly related to services to youth)
- Facilities/Infrastructure (where services occur)
- Participant expenses (e.g. internship/work experience wages, incentives, stipends, supportive services tuition, books, fees, tools or clothing for employment)
- Equipment (directly related to services to youth)
- Outreach and/or media support

II. Request for Proposal Calendar and Processes

A. Solicitation Timetable

RFP Milestones	COMPLETION DATE		
	Day	Date	Time
RFP Issued	Friday	February 24, 2017	5:00 pm
Deadline for Request for Clarification/Inquiries	Thursday	March 2, 2017	1:00pm
Offerors' Conference	Wednesday	March 8, 2017	10:00am
Deadline for Receipt of Proposals	Wednesday	March 29, 2017	1:00pm
Public Review Forum	Monday	April 17, 2017	10:00am
Recommendation Approved at Board Meeting	Thursday	April 20, 2017	
Execution of Contract	Friday	June 30, 2017	
Contract Start Date		July 1, 2017	

The SFWIB reserves the right to change this schedule, in its sole discretion and without further notice, when it is in the best interest of the SFWIB.

All RFP addenda will be posted on the SFWIB's website (www.careersourcesfl.com), and it is the sole responsibility of the Respondent to routinely check the website for all additions and/or deletions to this RFP.

B. Method of Solicitation

A Request for Proposals (RFP) is being used as the method of solicitation to seek to assure the greatest degree of open competition and to obtain the best technical proposals and services at the best possible price. Public notices of this RFP have been published in local newspapers and notices of this solicitation have been sent to agencies on the SFWIB Respondents List. This RFP has been published on the SFWIB's website.

The method of solicitation being used is intended to require a minimal expenditure of resources by responding organizations while at the same time enabling the SFWIB to identify those organizations that can provide the highest quality and level of service in the workforce context. Brief narratives are requested that specify the proposed services, document qualifications and demonstrate a successful performance track record in providing the solicited services. Responses should illustrate experience with the target population(s), service delivery, and an in-depth knowledge of the fiscal, administrative and programmatic requirements of the multiple funding streams utilized by the SFWIB.

C. Cone of Silence

All parties to this solicitation are limited by the "Cone of Silence," which prohibits communications regarding this solicitation between a current or potential Contractor and any SFWIB member, CSSF staff, or any other person serving as a selection committee member during the procurement process. Respondents directly contacting Board members, staff, or selection committee members risk immediate elimination of their proposal. Ex-parte communications are included under Cone of Silence prohibitions.

D. Request for Clarification

Respondents shall submit via e-mail all questions regarding the clarification of any requirement or procedure to the SFWIB's Quality Assurance Coordinator, Frances Gonzalez at frances.gonzalez@careersourcesfl.com no later than 1:00 p.m., Thursday, March 2, 2017.

Verbal requests for clarification shall not be accepted. The SFWIB reserves the right to reject any or all requests for clarification, in whole or in part. All written requests for clarification accepted by the SFWIB along with corresponding responses will be posted on the SFWIB's website (www.careersourcesfl.com) under this RFP's Q&A.

E. Offerors' Conference

An Offerors' Conference will be held to allow Respondents an opportunity to voice questions and/or concerns relevant to the RFP. While attendance is not required, all potential Respondents are strongly encouraged to attend the Offerors' Conference. The Offerors' Conference is scheduled for 10:00 a.m., Wednesday, March 8, 2017 at CareerSource South Florida Headquarters, 7300 Corporate Center Drive (NW 19th Street), 5th Floor, Miami, FL 33126. If there is a change in the location of the Offerors' Conference, it will be published on the SFWIB website.

The Offerors' Conference is the only forum available to Respondents to communicate questions and/or concerns relevant to this solicitation. Except for information provided at the Offerors' Conference, SFWIB staff is prohibited from communicating with Respondents.

The Offerors' Conference will be recorded and all questions and answers will be posted on the CCSF's website (www.careersourcesfl.com). Verbal answers provided during the conference will not be binding on the SFWIB.

III. Scope of Service Delivery

A. Overview of Design & Service Delivery

Under WIOA, the main focus of the youth program is academic and occupational learning opportunities for youth. The goal of WIOA is to increase employment and earnings by developing work/career potential that will prepare the target youth population to effectively compete in the global economy. WIOA provides economically disadvantaged youth and young adults between the ages of 14 and 24 with year-round training, employment and other services to furnish the skills necessary to obtain unsubsidized employment and complete secondary or post-secondary education. WIOA requires the creation of a youth system defined by access to a broad range of interconnected, year-round services.

WIOA states that due to the realities of today's global economy the workforce systems must be demand-driven and prepare youth for real job opportunities. At a time when youth face unprecedented challenges of entering the labor market, WIOA funding that supports employment and training services to youth continues to be reduced. The SFWIB and its Global Talent Competitiveness Council are committed to assisting economically disadvantaged youth with education, training, and work experience in order for them to obtain successful careers. The situation of Local Workforce Development Board (LWDB) 23's youth workforce is an issue of serious concern and, therefore, the WIOA youth program is a critical instrument in meeting youth workforce needs.

The target population of WIOA youth includes both in and out-of-school opportunity youth. The SFWIB seeks partnerships with organizations that can demonstrate a measurable, positive impact on youth that reflect the needs of each of these unique populations.

B. Framework of WIOA Youth Programs and Parameters

Workforce activities/services should assist participants in developing their career goals and understanding career pathway options as one component of their larger participation in the Out-of-School youth program. Workforce activities/services should be designed and delivered in a manner that maintains focus on and is relevant to job placement, career development, industry specific training and educational attainment.

Rather than supporting isolated categorical programs, the WIOA Youth Program was designed to facilitate the provision of a menu of varied services and program elements that may be provided in combination or independently at different stages of a youth's development. Therefore, proposals submitted in response to this RFP should offer an individual service strategy that can achieve the following activities/services/outcomes:

- Provide intensive year-round programming;
- Provide academic and employment services, effective and comprehensive activities to include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- Deliver education and training services that lead to advanced post-secondary training and/or employment, as appropriate, in upwardly mobile, in-demand occupations;
- Deliver and/or provide participants access to all fourteen WIOA mandated program elements;
- Propose options to assure access to educational systems, career pathways/industry focus activities, and credentials;
- Increase connectivity with employers based on industry sectors;
- Increase participant academic achievement, consistent with state education requirements;
- Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- Provide opportunities for training;
- Provide continued support services;
- Provide incentives for recognition and achievement;
- Provide opportunities related to leadership development, citizenship, and community service;
- Deliver high quality follow-up services for a twelve month period for all participants following termination from the program; and,
- Achieve all applicable WIOA and SFWIB youth performance measures.

C. Design Features of WIOA Youth Programs

The SFWIB's priorities include programs that: 1) strongly connect academic and occupational learning that assist youth facing serious barriers to future employment; 2) tie closely to local labor market demands; and 3) coordinate with other existing community programs. The SFWIB is interested in activities that meet the requirements of WIOA and the programs included in this RFP, produce good results and have a measurable impact on opportunity youth. WIOA, Section 129 (c)(1) requires that all youth programs:

1. Provide an objective assessment to identify the academic levels, skill levels, and service needs for each participant;
2. Develop individual service strategies for each participant that shall identify an employment goal;
3. Provide preparation for post-secondary educational opportunities, in appropriate cases;
4. Establish strong linkages between academic and occupational learning;

5. Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
6. Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

The program design framework component is essential ingredients in assisting local areas develop comprehensive service strategies for youth based upon the youth's individual needs. WIOA Section 129 (c) and 20 CFR 664.410 details fourteen (14) elements that can be grouped around the following four major themes for comprehensive youth services:

1. Improving educational achievement (including elements such as tutoring, study skills training, and instruction leading to secondary school completion; dropout prevention strategies, and alternative secondary school offerings);
2. Preparing for and succeeding in employment (including summer employment opportunities, paid and unpaid work experience, and occupational skills training);
3. Supporting Youth (including supportive services, providing adult mentoring, follow-up services, and comprehensive guidance and counseling); and
4. Offering services intended to develop the potential of young people as citizens and leaders (including leadership development opportunities).

Proposed youth programs must be structured to provide year-round service delivery. In order to ensure youth have year-round access to WIOA programs, all Respondents must propose a system to recruit and enroll youth on a year-round basis, including throughout the school year for in-school youth. Year-round services do not imply a twelve (12) month enrollment-to-exit cycle for each youth. Instead the duration of services for each youth must be determined based on individual youth needs and on the amount of time needed to achieve positive outcomes.

Proposed youth programs must feature service strategies that span multiple years and balance the needs of youth who would benefit from long term support. Long term support provides a smooth transition for youth into adulthood and the WIOA adult system or both when appropriate. All strategies must strengthen pathways to post-secondary education and careers. Additionally, proposed programs must be easily accessible to both youth and employers. Service delivery locations must be safe, youth friendly and accessible by public transportation. Services must be sensitive and accommodating to diversity of ages, cultures, languages and disabilities.

Respondents must be committed to a continuous improvement strategy that regularly collects and reviews performance data and customer feedback from both youth and employers. This design feature continually refines each activity provided to youth ultimately enhancing the overall quality of the youth service delivery system. Proposed programs must have well defined goals and processes that are easily understandable, measurable and justifiable. Proposed programs must emphasize participant progress and directly link activities to positive outcomes for youth.

Successful Respondents are responsible for administering youth programs in accordance with the following WIOA requirements:

1. Build linkages with existing youth services agencies to ensure comprehensive services to youth and to maximize the return on dollars invested in youth programming;
2. Improve educational and skill competencies;
3. Establish effective connections with educational agencies, local employers, the community, family and peer networks;
4. Offer work opportunities for youth to provide an environment for learning, building responsibility, achieving personal development, and growth;
5. Incorporate a variety of workforce development approaches in order to assist youth in identifying personal interests/goals and begin establishing goals toward long-term career interests, including such activities as career exploration, industry-specific job training and college exploration;
6. Structure long-term adult mentoring relationships of a minimum one (1) year duration;
7. Offer support services and incentives for recognition and achievement;
8. Provide activities related to leadership development, decision-making, citizenship, and community services;
9. Provide life skills training to teach personal responsibility;
10. Hire and develop quality staff, implement systems for staff stability and continuity, and provide in-service training and staff development; and
11. Commit to continuous improvement, including establishing mechanisms for internal and external evaluations and customer satisfaction improvement processes.

NOTE: Respondents are expected to be familiar with the contents of the WIOA and the Federal Regulations guiding the SFWIB's Youth Programs, which can be found via the Department of Labor's site at www.doleta.gov.

D. Requirements and Specifications for Services

It is the intent of these specifications, terms, and conditions to describe the framework for comprehensive services and activities to increase the education, educational skill attainment and employment of eligible youth, in an effort to improve the quality of the workforce, reduce welfare dependency, foster economic self-sufficiency, and enhance work experience activities for high risk youth ages 14-24. Such activities include: opportunities for academic and occupational learning; career pathway development and industry specific training activities, preparation for further education, development of leadership skills additional classroom training, and employment. Following the exit of the youth from program activities, all youth must receive follow-up services for a minimum period of twelve (12) months.

Services proposed must prepare the youth for GED attainment, post-secondary education opportunities, provide linkages through academic and occupational learning, provide industry specific and career pathway activities, provide employment opportunities and establish links to the job market and employers. When developing service strategies, the specified ages and expected maturity levels of youth must be taken into consideration if performance goals are to be met. Services are targeted to in-school youth (connected) and out- of-school youth (disconnected) who meet the eligibility criteria and are deemed in need of services.

Contracts awarded will be for a 12 month award period with an estimated start date of July 1, 2017 through June 30, 2018. **No obligation or commitment of funds will be allowed beyond this contract period. Any contract renewals will be based on future funding availability and Contractor's performance.**

E. Target Populations

Consistent with the intent of WIOA and the Employment and Training Administration's (ETA) Strategic Vision for youth services, the SFWIB emphasizes serving youth who are most in need. The SFWIB's WIOA Youth Funds will concentrate on youth service delivery to the following youth priority populations, but may not be limited to:

- Youth veterans/spouses/dependents, members of military families
- High school dropouts, out-of-school disconnected youth
- Youth not connected to school/work
- Youth in and aging out of foster care
- Youth with disabilities
- Youth offenders/youth at risk of court involvement/youth involved in juvenile justice system
- Children of incarcerated parents
- Economically disadvantaged individuals, receiving or income eligible for TANF, SNAP, Section 8 Housing
- Migrant Youth
- Homeless and Runaway Youth
- Pregnant and parenting youth Migrant Youth
- Youth most at-risk (which, shall be determined on a case by case if the youth are not eligible under any of the previously identified populations)

F. Youth - Veteran Priority

The Jobs for Veterans Act (Public Law 107-288) requires local workforce boards to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a local workforce board must choose between two qualified applicants for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the selected Respondent give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Selected Respondents must comply with the DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by the DOL.

G. Minimum Enrollment Level

The SFWIB will require the proposed Respondent to maintain a minimum active enrollment level to ensure they are operating at a defined capacity rather than requiring a specific number of new enrollees or exits each year. By requiring the proposed Respondent to identify a minimum enrollment level, Respondents are given the ability to serve youth based on their needs, including those who need assistance for an extended period of time.

H. Eligibility

The SFWIB's WIOA Youth Programs are intended to provide age-appropriate services that target economically disadvantaged youth, ages 14-24, who face barriers to staying in school or to finding stable employment. These services are available not only to high school students (connected youth), but also to out-of-school (disconnected) youth who have dropped out-of-school, interested in furthering their education, and preparing for the workforce or have earned a high school diploma or GED, but are unemployed, underemployed or deficient in basic skills.

Successful Respondents are responsible for:

1. WIOA eligibility determination and verification,
2. Temporary Assistance for Needy Families (TANF) eligibility determination and verification,
3. Collection of the required supporting documentation, and
4. Completion of all required eligibility documents.

An eligibility tracking system shall be implemented to ensure that the participants meet prescribed WIOA and TANF eligibility criteria. In addition, a system shall be in place to ensure that the necessary documents that report program activities will be maintained according to the required timeline and guidelines.

All youth must be certified as being eligible prior to being allowed to start any WIOA/TANF funded program.

WIOA Eligibility

A youth is eligible for WIOA services if he/she meets the following criteria:

- Between the ages of 14 through 24;
- A citizen of the United States or a non-citizen who is authorized by Immigration and Natural Service;
- In compliance with the Selective Service Act (only relevant for males 18-24);
- Is a resident of Miami-Dade and Monroe Counties;
- Living in a high poverty area and
- Identified as low-income; and meet one or more of the following barriers to employment, but are not limited to:
 - deficient in basic literacy skills
 - a school dropout

- homeless, a runaway, or a foster child
- physically and mentally challenged
- pregnant or a parent
- a youthful offender
- gang involved/affiliated/affected
- at-risk of dropping out of school
- not at grade parity (one or more grades levels below the grade level appropriate to the individual's age)
- having one or more disabilities, including learning disabilities
- lacking significant or positive work history
- migrant family member
- individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment

Youth who receive services shall be eligible according to the low-income guidelines as defined by the Lower Living Standard Income Level (LLSIL) or poverty guidelines established by the U.S. Department of Health and Human Services.

A youth with disabilities whose family does not meet the income eligibility criteria is to be considered a low-income individual if the youth's own income meets the income eligibility criteria or meets the income eligibility criteria for cash payments under any federal, state or local public assistance program.

I. Temporary Assistance to Needy Families (TANF)

A "family" as defined for the use of TANF funds must include a pregnant woman or a parent with one or more minor children or a caretaker with one or more minor children. Note: Minor child means a child who is a full-time student in a secondary school or at the equivalent level of vocational or technical training, and does not include anyone who is married or divorced. TANF eligible families can be:

- Applicants (which means that they are applying to receive cash assistance)
- Current participants (which means they are currently receiving cash assistance)
- Former participants and currently earning up to 200% of the poverty level
- Eligible families who have never been on cash assistance, are TANF eligible as described above and are earning up to 200% of the poverty level, or
- A non-custodial parent of a child who is TANF eligible.

Respondents shall enroll and serve youth that are identified as, but are not limited to, the following: veterans that fall under the youth age limits, youth with disabilities, youth aging out of the foster care system, youth juvenile offenders, migrant youth, teen parents and other at-risk youth categories. Respondents will implement and track all program activities, to include, but not limited to, demographic and job placement information, participant work hours, and participant emergency contact information.

J. Core Program Components and Services

Programs funded through this solicitation are required to document a sequence of services consistent with WIOA requirements in order to guarantee all eligible youth participants receive comprehensive and individualized services and have access to all fourteen (14) program elements. Services may be provided directly by the funded Contractor or through linkages and collaboration with other local entities. The proposal must clearly define how the Respondent will provide all of the following required core service components:

- 1. Outreach, Recruitment and Orientation** – Outreach and recruitment includes, but is not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and communicating with schools and community organizations regarding outreach and recruitment efforts. As part of orientation, all youth must receive information on all services available through the Respondent, including programs or activities provided by vendors and partners. This includes information about all program policies governing such areas as drug and alcohol abuse, attendance, and behavior. Youth must be made aware of the youth development principles practiced by the Respondent and informed that services and projected outcomes will be tailored to the individual youth's needs.

A program orientation must be conducted for all interested youth and, where applicable, their parents. Program orientation may be completed individually or in a group setting and must include information about activities and services, project goals, work assignments, supportive services, etc. As part of orientation, all youth must receive information on all services available through the Contractor, the SFWIB, career centers and programs or activities provided by vendors/subcontractors and other youth service providers. Youth must be made aware of the youth development principles practiced and services offered by the Contractor.

- 2. Intake: Eligibility Determination, Certification, Verification, and Registration** – All youth must meet required program eligibility criteria. Documentation will be required to prove the youth's age, identity, citizenship, county residency, selective service registration (if applicable), and family household income and identified barrier(s). Verification of eligibility information is required prior to enrollment in the youth program and documentation of this verification must be contained in the youth's file before services are provided. Registration includes completion of the WIOA youth application, verification of the information provided for the application, and determination that the applicant meets the eligibility criteria established by WIOA. Registration is the process of collecting information to support a determination of eligibility.
- 3. Assessment** – Each participant shall be provided with an assessment to include a review of personal, academic/educational skill levels, occupational skills, employment skills, prior work experience, employability interests, career/academic goals, aptitudes, and support service needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet his/her individual needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet his/her individual needs. For basic skills testing, the TABE test must be used. This assessment must be used to develop the Individual Service Strategy (ISS) that guides the specific service delivery strategies and activities of the youth.

Any youth assessed below the 9th grade in math or reading must receive educational services to address their basic skills (literacy/numeracy) deficiencies. These youth must have both a pre and post-test using the same testing instrument. Assessment tools will be paid for by Contractors and should be budgeted as appropriate.

4. **Individual Service Strategy (ISS)** – The ISS is an age-appropriate, individualized, written plan of long- and short-term goals that includes employment, involvement in WIOA youth program elements, and personal support services. A plan will be developed collaboratively with each participant, with consideration of the youth’s assessment results. The ISS will clearly connect the services to be provided to each youth with the outcomes to be achieved by the youth between WIOA enrollment and exit. The plan will be considered a living document and used to track services and outcomes to be delivered or achieved. This plan must be reviewed and updated with the participant, both regularly and as changes occur.
5. **Case Management** – Case managers and youth work together in a documented, goal- oriented, participant-centered process that extends from recruitment through follow-up. The case manager motivates participants and coordinates services and information to prepare them for post-secondary educational opportunities, academic and occupational learning, or employment/training opportunities, as appropriate. A case manager must be assigned to each participant. SFWIB requires management and maintenance of case files in hard copy form and data entry into the state’s database with accuracy and timeliness for all participants who are enrolled.
6. **Referral Services** – Any eligible youth who is not enrolled in a WIOA youth program must be given referral information regarding the full array of applicable and appropriate services in the community, including adult center partners and WIOA funded youth service providers. Referrals should be based on information gathered from eligibility determination, the initial assessment, and after the full array of service options have been provided. The rationale for referral to other services should be documented. Programs are strongly encouraged to partner and share information with other youth-serving agencies, organizations, and training providers in order to meet the individual needs of all youth.

K. WIOA Fourteen (14) Program Elements

WIOA requires fourteen elements to be accessible to all enrolled youth as needed. Respondents shall ensure that each of the below listed program design element are available to all WIOA eligible youth as needed. Each element must be addressed as concisely as possible. The needs and outcome goals documented in the youth’s Individual Service Strategy (ISS) determines which of the fourteen (14) program elements to be applied.

Respondents must have clear processes in place for determining how youth are referred to these services, how services and related youth progress are tracked, and how leveraged resources are identified and managed. The fourteen (14) program elements improve youths' educational achievements; prepare youth for entry into and success in employment, and support youth development. Proposed programs must offer, but need not be limited to, the following required service elements for youth.

- 1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate;
- 3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. summer employment opportunities and other employment opportunities available through the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. on-the-job training opportunities;
- 4) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- 7) Supportive Services;
- 8) Adult mentoring that may occur both during and after programs and extends for at least 12 months;
- 9) Follow-up services after the completion of participation that extends for no less than 12 months;
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- 11) Financial literacy education;

- 12) Entrepreneurial skills training;
- 13) Services that provide labor market and employment information, about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Activities that help youth prepare for a transition to post-secondary education and training.

Respondents must identify how they will make all fourteen (14) program elements available to the youth they propose to serve. All targeted elements above must be available to eligible youth whether they are provided directly by the Respondent or the Respondent has a referral agreement with other entities to provide the activities. Not every youth will require every element activity/service. The SFWIB requires that all services outlined in WIOA must be accessible to all program participants, whether by referral or direct provision.

L. Other Program and Service Strategies

1. Direct Service Delivery and Operational Oversight

The following services and activities describe WIOA or local process requirements related to direct service delivery and operational oversight of WIOA funded programs.

- a. Individual Training Accounts (Youth Vouchers)** - Occupational skills training may be offered as an Individual Training Account (ITA) for youth ages 18-24. Youth who have been determined to need training may access training services with an ITA, enabling him/her to choose an approved occupational training program from an approved training vendor
- b. Work Readiness/Pre-Employment/Job Preparation** - A pre-placement service consisting of structured classroom based activities that are designed to provide the youth with the instructions and skills needed for resume writing, job interviewing, completing applications, telephone techniques, follow-up letters, etc. All educational and work based activities must have the work readiness component as part of the service delivery strategy.
- c. Career Awareness/Career Exploration** - Career awareness and exploration learning experiences are essential to youth to form and develop aspirations and to make informed choices about careers. This activity assist the youth in gaining career knowledge, making career decisions and plans, understanding labor market needs and opportunities, guiding the youth in making and implementing informed educational and occupational choices, aiding the youth in developing career options and providing an orientation to information and skills that are specific to career paths. This activity is designed to expose youth to career options and provide youth with actual work experience that connects classroom learning to work based learning.

- d. Career Development and Employer Connections** - Career development is described as structured, supervised, relative work experience activities with documented learning outcomes. Career development consists of experiences that take place in an actual work environment, are developed in part with employer's input and industry specific skills, are based upon labor market information, and are linked to learning outcomes. Connections to employers are essential and can effectively assist youth in becoming highly skilled and employable. Employer connections should lead to increased placements in employment, as well as, meaningful exposure to the world of work with measurable skill increases. Employment related activities should be developmentally appropriate and assist a youth to relate to exploring, selecting, or preparing for a career pathway of interest.
- e. Work Maturity Skills** - Skills required in meeting an employer's expectations such as: dependability, productivity, task completion, punctuality, attendance, appearance, behavior and positive attitude. Work maturity skills involve the employer/classroom instructor evaluating the youth and must be a part of all educational and work based activities. These skills contribute to job retention.
- f. Portfolios** - The term "portfolio" refers to a collection of work that documents youth performance over time. While there is no standard format that a portfolio must take, it typically includes a range of materials (e.g., reports or photographs) selected and collected by the youth.
- g. Literacy & Numeracy Gains** - Literacy and Numeracy (Lit/Num) Gains apply to out-of- school youth who are basic skills deficient at time of enrollment. The youth's performance will be measured by the percentage of youth who increase two or more educational functioning levels within one year of participation out of the number of youth that have completed one year of participation plus the number of youth who exit before completing the year.
- h. Measureable Skill Gains** - Contractors shall provide a service strategy for each connected and disconnected youth that includes establishing at least one Measureable Skill Gain. Measureable Skill Goals will fall into the category of:
- Educational Functioning Level
 - Attainment of Secondary School Diploma
 - Transcripts or Report Card
 - Progress Report
 - Occupational Skills

- i. **Incentives for Youth in Educational Services** - Youth attending WIOA programs may receive incentives to “reward” their participation. Incentives awarded at periodic intervals must be based on youth achieving certain benchmarks. Reasonable incentives are an allowable expenditure under SFWIB youth programs, provided that the provision of an incentive is included in the youth’s ISS plan. This is a monetary compensation offered to youth for accomplishing a specific pre-approved benchmark, outcome or goal. Incentive allowances are structured to provide incentives for specific accomplishments of youth, such as skills attainments and vocational training completion. The goal of the incentives given should be to reward those educational and/or world-of-work outcomes that the programming is designed to teach. A total estimated amount for youth incentives should be in the Respondent’s proposed budget.
- j. **Parental Involvement** - Parental involvement is proven to be an integral component for a youth’s success in school. All in-school youth programs must include a parental involvement component, where applicable.
- k. **Collaborations** - The Contractors shall collaborate with all other youth providers of the SFWIB’s funded youth programs during recruitment, enrollment, and program activities to ensure that participants have the opportunity to attend the programs most advantageous to them. The SFWIB requires the sharing of information, training opportunities, and coordinating programs with other youth providers. Additionally, collaboration with SFWIB approved training vendors is required for youth (ages 18-24) enrolled in occupational skills training and other academic and vocational programs offered at no cost to the SFWIB.
- l. **Liaison Representation** - The Contractor shall perform as a liaison to the juvenile justice system for youth referred to the ISY through diversion programs or probation agreed to by the courts and school board. The Contractor will act as a liaison with community agencies that provide services that target individuals with disabilities and to foster care programs for participants in the foster care system and youth aging out of the foster care system.
- m. **Co-Enrollment** - All youth who are 18 years or older may be co-enrolled in the WIOA Adult Program to meet the participant’s individual needs and youth goals. In the event a participant is co-enrolled in other services, the Contractor must work closely with other entities in providing shared case management services to benefit the participant and prevent service duplication.

M. Year-Round and Summer Work Activities

1. Summer Pay, Wage Rate and Work Hours

- a. Youth participants (ages 14-17) must be compensated at least at minimum wage or paid a wage rate of no more than \$8.10/hr. and will participate in the summer program for no more than 160 hours during the entire summer program. Youth must follow the number hours as described in the child labor laws. A total of 20 hours must include work readiness skills training; the 20 hours are inclusive in the maximum allotted summer hours.

- b. Youth participants (ages 18-24) must be compensated at least at minimum wage or paid a wage rate of no more than \$10.00/hr. and will participate in the summer program for no more than 180 hours during the entire summer program. Youth must follow the number hours as described in the child labor laws. A total of 20 hours must include work readiness skills training; the 20 hours are inclusive in the maximum allotted summer hours.

2. Year-Round Pay, Wage Rate and Work Hours

- a. In-school youth must be paid at least Florida's minimum hourly wage (and not to exceed \$8.10/hr. and may participate in the year- round work activities for a maximum of 240 hours. Youth must follow the number hours as described in the child labor laws. A total of 40 hours must include work readiness/employability skills training and life skills training, which are included within the maximum 240 allotted hours.
- b. Out-of-school youth must be paid at least Florida's minimum hourly wage and not to exceed \$8.10/\$10.00 depending on the youth's age and may participate in the year-round work activities for a maximum of 240 hours. Youth must follow the number hours as described in the child labor laws. A total of 40 hours must include work readiness/employability skills training and life skills training, which are included within the maximum 240 allotted hours.

3. Payroll

Payroll for youth participants will be accomplished by the Contractor. The Contractor shall comply with all laws and regulations pertaining to Workers' Compensation. Coverage for Worker's Compensation will be supported by the State of Florida.

It will be at the discretion of the Contractor to determine the number of hours a youth can participant in the work experience components for summer and year-round work activities.

If the out-of-school youth is below the age of 18, **Child Labor Laws must be strictly enforced**. Refer to the Department of Labor's website for specific guidelines.

The Contractor shall collect information on the hours worked and the educational session attended by each youth. The Contractor shall issue a payroll check to the participant and maintain appropriate signature logs verifying issuance and receipt of the payroll check.

4. Contractor's Worksite Responsibilities

The Contractor is responsible for, but not limited to the following worksite requirements:

- a. Developing and identifying worksites/job opportunities and matching youth with the appropriate jobs;
- b. Monitoring all worksite activities;
- c. Providing instructions to the worksite supervisor to ensure the development of youth work maturity skills to include achievements, deficiencies and disciplinary actions;
- d. Meeting with supervisors once per pay period to discuss youth performance and progress, and collect time sheets for payroll determination;
- e. Collecting and maintaining original sign-in and out logs for the actual hours worked and the educational session attended by each youth;
- f. Performing worksite inspections;
- g. Enforcing the Child Labor Laws and Occupational Safety and Health Administration Act (OSHA);
- h. Completing and maintaining all worksite documentation and submitting copies to SFWIB;
- i. Maintaining a database system to track youth status and activities;
- j. Issuing a payroll check to the participant and maintaining appropriate signature logs verifying issuance and receipt of the check.

5. Employer/Business' Worksite Responsibilities

Worksite employers will be responsible for, but not limited to the following requirements:

- a. Ensuring that each worksite has a designated adult supervisor/alternate supervisor assigned throughout the youth's job assignment;
- b. Maintaining the time and attendance records for all youth;
- c. Developing job descriptions related to the youth's job tasks;
- d. Immediately reporting, any and all, injuries to a youth (while at the worksite) to the program case manager;
- e. Ensuring a safe and sanitary working environment;
- f. Completing and signing the Worksite Agreement;
- g. Agreeing to comply with all provisions of the youth employment program and Worksite Agreement;
- h. Providing adequate workspace and equipment for the youth;
- i. Providing trained full time adult supervision while the youth is at the worksite;
- j. Providing an orientation to all youth on the first day of work to include job assignments, responsibilities, information about the employer, sign-in/out procedures, etc;
- k. Ensuring that youth are supervised at all times and provide daily guidance;
- l. Ensuring that all designated supervisors and alternate supervisors participate in a supervisory training prior to the work program start date.

6. Worksite Activity Restrictions

Worksite employers and the service provider will be responsible for the following:

- a. Ensuring work components/sites are not sectarian, union, anti-union or political;
- b. Ensuring background screening checks were performed on youth involved in such worksites as day care centers and recreational aides;
- c. Ensuring youth will not be paid for overtime, sick, vacation or holiday wages;
- d. Ensuring youth do not work beyond the hours allocated as per their contract;
- e. Ensuring youth do not perform activities on private property (residences);
- f. Ensuring child labor laws, if applicable, are enforced, as may be required by the age of the youth;
- g. Ensuring work activities do not take place in any casino or other gambling establishment(s), aquarium, zoo, golf course, or swimming pool; the SFWIB will not permit the placement in or support the activity of summer employment or work experience in any of these facilities, without a written request; and
- h. Ensuring youth participants do not operate power tools.

N. Other Program and Administrative Requirements

Proposals must satisfy all requirements contained in this RFP for operating WIOA Youth Programs.

1. **Staffing** - Program staff must be of sufficient size to handle the expected service delivery demand and have a bachelor's degree from an accredited college or university and not less than one (1) year of experience working with the targeted population. In lieu of a bachelor's degree, a minimum of three (3) years of experience working with the targeted population is acceptable.
2. **Monitoring** - Respondents shall propose an internal monitoring process to ensure that services are delivered in accordance with the administrative and programmatic requirements of WIOA. At a minimum, Respondents must develop a schedule for monitoring, a process for implementing corrective action and a method to disseminate findings and other relevant information to the appropriate staff.

3. Record Keeping - The Contractor must maintain complete case files for each youth who participates in the program from enrollment to follow-up, twelve months after program exit. Participant records must be maintained on-site, and kept in a secure location with limited access to authorized personnel, at all times. The SFWIB requires Contractors to make youth records available to CSSF staff, state and federal officials and auditors. The participants' files must include the documentation necessary to support all WIOA and TANF eligibility, program services, and training activities. These files must be retained for a period of five (5) years after the end of the contract period. Records are public and must be made available upon request according to the state's latest guidance on confidentiality and the sharing of information, as well as the SFWIB's policy. Forms and/or information that must be maintained for each youth include, but are not limited to, the forms/information below:

- Proof of address
- Proof of age
- Proof of income
- Social security documentation
- Proof of residency/citizenship/work authorization
- Proof of family members living in the household
- Selective Service (if applicable)
- WIOA Application/Intake Application Form
- Individual Service Strategy Plan
- Pre and post academic tests/assessment results
- Acknowledgement of Grievance Procedures
- Signed Copy of Grievance Procedures
- I-9 Employment Verification Form
- Participant Verification Checklist
- Work Assignment Form
- Job Description
- Case Management/Counseling Logs
- Worksite Evaluation Forms/Worksite Maturity Evaluation Forms
- Work readiness/employability and life skills documentation (pre and post tests)
- Emergency Medical Information
- Parent Consent Form
- Parent/Guardian Signature/Approval Form (if applicable)
- Parental Consent Form for Background Screening (if applicable)
- Authorization to Obtain Confidential Information Form
- Follow-up documentation
- Goals set and attainments achieved
- Program exit documentation
- Incentive(s)
- 12 month follow-up documentation
- Other documents related to program activities completed by the participant
- Other information needed to document eligibility, participation, progress and results
- Counseling Logs (electronic)

CSSF will provide Contractors with year-round and summer forms that include, but are not limited to:

- Emergency Medical Form
- Intake Application
- Incident/Injury Report Form
- Parent Consent Forms
- Verification Check List
- I-9 Employment Form
- Worksite Agreements
- Worksite Data Form
- Acknowledgement of Grievance Procedures
- Participant Sign-In and Out Logs
- Participant and Supervisor Summer Grievance Procedures
- Supervisor Interview Questionnaire
- Participant Interview Questionnaire
- Worksite Inspection Review Form
- Inclement Weather Form
- Job Description
- Participant Worksite Assignment Form

4. Data Collection, Forms Completion and Data Entry Requirements - Selected Respondents will be required to complete forms pertinent to the provision of activities/services, including, but not limited to: a full ISS, documentation of activities, test results, progress reports, incentive awards, payroll records, etc. CSSF will provide a unified data collection system through Employ Florida Marketplace (EFM), as set forth and defined in Attachment M, Definition of Terms, that captures information on youth eligibility, program activities, case management and program exit. Selected Respondents will be required to use the EFM system to track participants. All Respondents will need to align their organization's technological capacity in order to be able to effectively and efficiently navigate EFM.

All activities, information and outcome data and follow-ups should be accurately reported and entered into the statewide data system and data systems designated by CSSF. The Respondent must outline methods used for data collection, forms completion and data entry.

In order to track system data and performance on an ongoing basis, selected Respondents must regularly enter participant information in the EFM database. The following participant data must be entered, which details youth registration/enrollment, assessment, case management, program services, program exits, skill/credential attainments and follow-up services, but are not limited to:

- Intake
- Goal setting /attainment
- Each contact recorded in case notes (electronic)
- Response to alerts
- Performance outcome results (positive and negative)
- Employment information
- Credential attainment
- Program exit information
- Follow-ups (1st quarter, 2nd quarter, 3rd quarter and twelve months)

The following participant data must be reported in the CSSF Workforce Management System (WFMS), which tracks youth participant's occupational training data, support services, if applicable, in a timely manner:

- Entry into training programs
- Youth Training Vouchers/Individual Training Accounts
- Any/all support service activities and dollars
- Itemized services and dollars on a case-by-case basis

Selected Respondents shall register a Wagner-Peyser service for all employment ready youth participants in the State's Reporting and Tracking Data Base - EFM. The selected Respondent shall use EFM as part of its job search/job matching activities. This does not preclude the data entry of WIOA individual youth information. One hundred-percent (100%) of all youth participants placed in work experience, internships activities and direct/obtained job placements shall have a service recorded in EFM under the Wagner-Peyser data tracking system.

5. Reports/Reporting - CSSF requires Contractors to submit reports by the 10th day of each month. CSSF will provide the programmatic and fiscal report templates at the time of contracting. From time to time throughout the project, CSSF may request other information. All Contractors are required to comply, in a timely manner as prescribed by the SFWIB, with these requests. The Contractor shall submit all reports as set forth in **Attachment N, Reporting Requirements** and any other reports and information as requested by CSSF. The Respondent must outline a plan to comply with this process.

O. Program Performance Requirements

Performance measures are central to WIOA programming, as a means for providing feedback, establishing information for continuous improvement, and reflecting on quality service to youth participants. Performance measures are important not only at the state and regional level for program reporting, incentives, but also important at the program level for measuring success of youth participants and youth service providers in meeting their own goals.

The achievement of performance measures will be used by the SFWIB to hold Contractors accountable for the performance outcomes imposed on the youth programs. These performance measures if not achieved can result in a loss of program funds. Performance measures may change and/or additional performance measures may be added due to adjustments in program design dictated by program evaluation, federal, state and local regulatory or policy requirements. All contracted Respondents will be expected to meet or exceed federal, state and local performance measures. Performance categories and percentage minimums that will be required of all Contractors awarded youth funding are listed below:

1. Out-of-School Youth at Time of Registration (Ages 16-24)

- a. 100% enrollment of out-of-school youth, ages 16-24, will be achieved, and data entry will be completed within 10 calendar days of enrollment into the EFM system.
- b. 100% of out-of-school youth, ages 16-24, must have an ISS plan developing a strategy to carry out activities to pursue their goals and objectives.
- c. A minimum of 95% of all enrolled out-of-school youth, ages 16-24, who exit from the program shall attain a credential, during program participation.
- d. A minimum of 90% of enrolled out-of-school youth, ages 16-24, will exit from the program as employed.
- e. 90% of all enrolled in-school youth, ages 14-21, must have at least one measureable skill gain recorded annually.
- f. A minimum of 90% of WIOA out-of-school youth, ages 16-24, who complete training, will obtain training related employment.
- g. A minimum of 90% of enrolled out-of-school youth, ages 16-24, who exit from the program must achieve two of the positive outcomes: attainment of a diploma/ GED or a recognized credential and entrance into a post-secondary education institution, qualified pre-apprenticeship training or advanced training program, military service or employment.
- h. Enrolled out-of-school youth, ages 16-24, median earnings in unsubsidized employment during second quarter after exit from program must be no less than \$10,400.00.
- i. A minimum of 70% of all enrolled out-of-school youth, ages 16-24, who are basic skills deficient at time of enrollment need to increase one or more Education Functioning Level.

- j. A minimum of 90% of out-of-school youth, ages 16-24, who are employed or in school must continue to be employed or in school in both the second and fourth quarters after exit:
- k. 100% of the allocated out-of-school youth, ages 16-24, Career Pathways participants must be enrolled.
- l. A minimum of 95% of youth participating in the target industry sector activities will complete the program activities.
- m. 100% of all out-of-school youth ages 16-24 who exit the program must receive WIOA Youth follow-up services for a minimum of twelve months (excluding Global Exclusions).

2. In-School Youth at Time of Registration (ages 14-21)

- a. 100% enrollment of in-school youth, ages 14-21, will be achieved, and data entry will be completed within 10 calendar days of enrollment into the EFM system.
- b. 100% of out-of-school, ages youth 14-21, must have an ISS plan developing a strategy to carry out activities to pursue their goals and objectives.
- c. A minimum of 90% of all enrolled in-school youth, ages 14-21, who are initially assessed as basic skills deficient will increase their individual basic skills level by a minimum of one grade level in reading, math or language skills as documented by academic assessment pre- and post-tests and will receive a related basic skills goal attainment.
- d. 90% of all enrolled in-school youth, ages 14-21, must have at least one measureable skill gain recorded annually.
- e. A minimum of 90% of enrolled in-school youth, ages 14-21, who exit from the program must achieve two positive outcomes: attain a high school diploma/GED and entrance into a post- secondary education institution, an advanced training program, military service or employment.
- f. A minimum of 75% of enrolled in-school youth, ages 14-21, who exit from the program must attain a recognized secondary school diploma, or its recognized equivalent either during program or within one year after program exit.
- g. A minimum of 85% of all enrolled in-school youth, ages 14-21, who lack a high school diploma /GED will be awarded their high school diploma/GED by the end of the third quarter after program exit.
- h. A minimum of 50% of in-school youth, ages 14-21, with school attendance problems will improve attendance by 60% per quarter.
- i. A minimum of 50% of in-school youth, ages 14-21, who have a history of suspensions will decrease suspensions by 60% per quarter.

- j. A minimum of 60% of in-school youth, ages 14-21, with grade point averages below 1.9 will improve their GPA to a minimum of 2.0 and maintain it during the school year.
- k. 100% of all in-school youth, ages 14-21, who exit the program must receive WIOA Youth follow-up services for a minimum of twelve months (excluding Global Exclusions).

3. Performance Measures for All Youth Contractors

The annual Quality Assurance/Data Validation monitoring review performed by the SFWIB Quality Assurance Unit for WIOA Youth Contractors is 3% or less.

4. Performance Paypoints - In addition to the above performance requirements, performance of the measures below is also tracked as a part of the Contractor's performance pay points:

<u>Performance Pay Points.</u>	<u>Data Entry</u>	<u>Method of Tracking</u>
Capturing Placements for WE/Internships	Wagner-Peyser	Monthly Reports
#/% of Placements in Employment	Wagner-Peyser/WIOA	Monthly
#/% of Cases Closed Per Month	WIOA	Monthly

NOTE: Most of the measures are based on what occurs after youth exit the program. The performance standards are an essential factor in determining the success of both program participants and the Contractor.

NOTE: The SFWIB reserves the right to incorporate or delete additional performance requirements.

5. Work Experiences Expenditure Requirement

The Workforce Innovation and Opportunity Act (WIOA) section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of twenty percent (20%) of non-administrative local area funds on work experience. The Respondent agrees to expend not less than twenty percent (20%) of the funds allocated under this Contract to provide paid and unpaid work experiences.

- The Respondent shall budget not less than twenty percent (20%) of the funds allocated under this Contract for paid and unpaid work experiences;
- Authorized program expenditures on the work experience element include only participant wages as well as staffing costs for the development and management of the work experiences; and
- The Respondent agrees to expend one-hundred percent (100%) of the WIOA funds budgeted for work experience related elements.

Failure to comply with this requirement shall constitute a breach of Contract and may result in deobligation of current funds or non-consideration for future funding.

IV. Proposal Guidelines and Submission Requirements

A. Submission Guidelines

Respondents are required to submit to the SFWIB two (2) unbound originals, one (1) legible paper copy, and one (1) USB flash drive with documents saved in Microsoft Word with the budget and performance documents saved in a Microsoft Excel file of the completed proposal package components **no later than 1:00 p.m., March 29, 2017**. Proposal packages shall be delivered to the address set forth on the cover page of the RFP. The SFWIB shall not accept any modifications to any submitted proposal package after the submission deadline. **Any proposal package arriving post deadline will not be accepted by the SFWIB and will be returned, unread to the Respondent. No proposal package will be accepted via electronic mail or facsimile.**

NOTE: Use only binder clips or rubber bands to keep copies separate.

For your convenience in preparing your proposal package, this RFP and attachments are available on CareerSource South Florida's website, www.careersourcesfl.com.

Respondents shall provide a total of three components in their proposal package:

1. Unsealed envelope which has Respondent's identifying information:

- Organizational Experience and Capabilities Proposal
- Operational Documents
- Due Diligence Requirements
- Indirect Cost Rate Proposal

2. Sealed Envelope that does not identify the Respondent by name and is assigned a ten-digit alpha-numeric code by the Respondent:
 - Technical Proposal Narrative, to include MOUs
 - Budget Narrative
 - Performance

3. Sealed envelope which has Respondent's identifying information: - Identifying Data Cover Sheet (Attachment A).

All proposals must be typed in 12 point font, Times New Roman, one (1) inch margins (top, bottom, left and right), and must be printed in black ink.

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. The SFWIB will only contract with the legal entity named in the proposal.

Proposals must follow the instructions as indicated in the RFP. Do not use elaborate binding or include miscellaneous information and/or promotional materials.

All proposals become public information after contracts are awarded and may be open for public scrutiny, upon request. Proposals become the property of the SFWIB and will not be returned to the Respondent.

Respondents submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of the SFWIB or its governing bodies for any activities conducted by the Contractor agency. The Contractor will be solely responsible for activities and services performed under the contract.

All requirements stated in this RFP must be met. Contracts awarded as a result of this RFP will be monitored closely for compliance.

B. Proposal Format, Content and Organization

Respondents shall submit their proposal packages in the following format under separate covers described below:

1. Identifying Data Cover Sheet (Attachment A)

Attachment A is a form for your organization to specify both the name of the organization and the ten-digit alpha-numeric code chosen by the organization. The code must not contain the initials of the organization. Attachment A will be completed and sealed in an envelope with no identifying information on it. **One original of Attachment A** is required to be submitted.

Attachment A will be opened at the Public Review Forum, scheduled for Monday, 10:00am, April 17, 2017.

2. Organizational Experiences/Capabilities: 6 Page Limit – Excludes Resumes and applicable Attachments (5 Points)

Attachment B is the cover sheet for your organization to utilize for the submission of the organization's experience and capabilities. **Two (2) unbound originals, one (1) paper copy, and one (1) electronic copy in Microsoft Word format saved in the USB flash drive are required to be submitted. Applicable attachments for this section are to be saved in a PDF format in the USB flash drive.**

All Respondents must respond to the items below:

- a. Describe the organization's background, capacity and qualifications that demonstrate its ability to effectively serve the target population, and provide the required programmatic components.
- b. Describe your past experience in operating and serving in-school and/or out-of-school youth, providing industry specific activities, and your experience with youth workforce development programming, especially with low income and other target populations identified in this RFP.
- c. Describe your proposed program design (you may have multiple designs if you choose to service both ISY and OSY). Clearly state what service category(ies) for which the organization is proposing. The description should identify the number of youth to be served and the proposed target population.
- d. Describe the location(s) for where services will be delivered. Include rationale for why this location was chosen and how the target population of youth will access the location. If multiple locations are used, please describe what services are offered in each. Indicate whether the facility in which the proposed program is delivered is handicap accessible and barrier free.
- e. Describe qualifications of key administrative and direct service staff. Complete **Attachment C** – Staff Qualifications. Provide an organizational chart that depicts what and where positions are required to operate your proposed program design. Provide a narrative description of the organizational chart. Provide a complete list of names and resumes for key program staff from your organization who will be involved in the program. If additional staff will be hired, include a job description for the proposed staff.
- f. Attach letters of support no more than two pages in length that describe the time and nature of the partnership and show in detail how it will enhance your proposed program. Complete **Attachment E** – Funding Sources.

- g. Respondents must provide, at a minimum, three references for the same or similar services provided during the past two (2) years and which demonstrates the Respondent's track record for the proposed services. Complete **Attachment D** – Reference Chart. Respondents are encouraged to provide as many relevant references as possible. This information should include funding source, name of organization, contact person, title of contact person, contact number(s), a description of the service and program provided, performance requirements, and a report on the Respondent's performance under the contract(s), including absolute numbers and percentages performance standards. Proposals that do not include at least one relevant reference may be eliminated from this competitive procurement process. Proposals may also be eliminated from this competitive procurement process if they include information that the SFWIB is unable to verify or references who cannot be contacted. Note that References are checked to verify information submitted in the proposals.

3. Technical Proposal Narrative – Thirty (30) Page Limit – Excludes Applicable Attachments

Attachment E is the cover sheet for your organization to utilize for the submission of the Technical Proposal Narrative. **Two (2) unbound originals, one (1) paper copy, and one (1) electronic copy in Microsoft Word format filed in the USB flash drive are required to be submitted. Applicable attachments for this section are to be saved in a PDF format in the USB flash drive.** Affix a copy of the appropriate cover sheet on the outside of the sealed envelopes containing the Technical Proposal Narrative.

The Technical Proposal Narrative is to be prepared in a manner that ensures there is no identifying information on any page of the proposal that indicates the organization submitting the proposal. **Technical Narrative Proposals that include identifying information will be deducted one (1) point per occurrence from the total score.**

Technical Proposal Narratives failing to comply with the **30** page length restriction will not be reviewed.

NOTE: Do not respond to any questions by referencing information presented elsewhere in the Respondent's proposal. A response of "will comply" or "see above" or similar statements shall be considered unresponsive. If a response is not appropriate for the type of program you are proposing or a particular question, type "N/A" or "Not Applicable" as your response. (Failure to respond to any section of this RFP may result in the Respondent's proposal being deemed non-conforming and thus eliminated from the competitive procurement process).

Service Strategies/Scope of Services (70 Points): All Respondents must respond to the items below:

- a. Describe your strategies and experience with engaging businesses and industry leaders in your program.
- b. Indicate whether your organization has a Workforce Advisory Board who assists the organization with designing and providing guidance to the organization in helping to align career pathways and employment to the programs overall objective. If so, explain what industry these leaders represent and their involvement with your organization as a whole and specifically with program delivery.
- c. Describe in detail how your program is incorporating work-based learning programs to provide opportunities for youth to gain work experience. Describe the balance between classroom based activities and work-based learning opportunities. Identify employers' relations in place for the work-based learning.
- d. Describe your process for following up with youth participants to retain employment and or/ post-secondary education.
- e. Describe your case management strategy for providing consistent support; follow through for service plans and referrals, and tracking for individual participants.
- f. Provide a detailed schedule of participant activities and the anticipated length of time necessary to complete the program.
- g. Describe how youth who are basic skills deficient will be assisted in increasing their skills. Basic skills deficient youth are those who do not score at least at 9th grade level in numeracy or literacy on the TABE.
- h. Describe how you will evaluate the effectiveness of the program on an on-going basis throughout the program.
- i. Describe in detail your youth outreach activities.
- j. Describe in detail how your program will improve streamlining processes for youth services.
- k. Describe how your organization will work with the targeted youth populations as indicated in Section III of this RFP, i.e. youth with disabilities, youth transitioning out of the foster youth system, homeless youth population, youth offenders, veterans, youth dropouts, etc.
- l. Provide copies of Memoranda's of Understanding (MOU) between your organization and other agencies to detail what each partner is going to do; for example, improving the lives of the youth who you are serving. Please use Attachment O, Memorandum Of Understanding (MOU) Cover Sheet, and do not include Respondent's identifying information only that of the partner agency.

4. Performance: 6 Page Limit – Excludes Applicable Attachments (5 Points)

- a. **Attachment J** provides information on required youth performance standards. Complete the attachment with Respondent's proposed performance outcomes.
- b. Describe in detail the proposed plan to attain, maintain, exceed and manage the performance outcomes to ensure the required performance levels are met and that the data is used to achieve continuous improvement.
- c. Describe in detail any additional proposed performance outcomes and the proposed plan to attain them.

Two (2) originals, one (1) paper copy, and one (1) electronic copy in Microsoft Word format saved in the USB flash drive are required to be submitted.

5. Budget Information - (10 Points)

Attachment G is the cover sheet for your organization to use for the submission of the Budget. **Two (2) originals, one (1) paper copy, and one (1) electronic copy in Microsoft Excel format saved in the USB flash drive are required to be submitted.** The Budget is to be prepared in a manner that ensures there is no identifying information on any page of the budget that indicates the organization submitting the Budget. **Budgets that include identifying information will be deducted one (1) point per occurrence from the total score.**

The Respondent is expected to clearly outline proposed costs in detail on the Budget Forms, **Attachment H**. Respondent should use pertinent background information provided in this RFP to complete the Budget Forms.

The Respondent must provide separate program and administrative budgets. The Respondent is expected to ensure administrative and indirect costs are properly classified and do not exceed ten percent (10%) of the proposed budget. Administrative/indirect costs (e.g. accounting, auditing, payroll administration costs, insurance, internet, etc.) are the general overhead expenses necessary to operate the programs and are not program activities. These costs typically relate to the agency's general executive and administrative functions.

Respondents proposing both in-school-youth and out-of-school youth programs must submit separate budgets from each proposed program.

The Respondent must provide a Budget Narrative that justifies each proposed expense included on the Budget Forms in terms of it being necessary, allowable and reasonable. Respondent must show the method of computation. Respondent should refer to Budget Narrative Instructions (**Attachment I**) in completing this requirement.

The Respondent is expected to identify any in-kind resources/support for the service delivery system beyond what is being requested in the budget. Include each committed or proposed source of funding and the amount of that funding.

For line items listed under “Other” in the budget, the Respondent must clearly correlate proposed costs and outcomes by explaining and justifying the need for proposed costs in the Budget Narrative.

Proposed costs must be allowable as determined by SFWIB and governing statutes. **Allowable costs** are those that are reasonable, necessary, and/or required for the program. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under circumstances prevailing at the time the decision was made to incur the costs. Additionally, the cost is reasonable if it is of a type that is generally recognized as ordinary and necessary for the program.

6. Indirect Cost Rate Proposal

The publication of Title 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” released on December 26, 2013, requires that every sub-award of federal funds from pass-through entities (SFWIB) to the sub-recipient must include, among other elements, an indirect cost rate. Accordingly, all sub-recipients of SFWIB funds are required to submit an initial indirect cost rate proposal by the first day of the beginning of the fiscal year unless the sub-recipient has an existing indirect cost rate from a federal agency or pass-thru entity or elects the de minimis rate.

Detailed guidelines for preparing an indirect cost rate proposal are contained in Career Source Florida Administrative Policy Number 86. For additional information please visit:

http://www.floridajobs.org/docs/default-source/2016-guidance-papers/lwdb_indirectcostadminpolicy_final_-20160805.pdf?sfvrsn=2

Respondents that already have an approved Indirect Cost Rate must submit a copy of the indirect cost rate approval letter from their cognizant agency. Respondents that do not already have an approved rate must submit an indirect cost rate proposal in accordance with Career Source Florida guidelines noted above.

Due to the integrated approach for service delivery in this solicitation, Respondent’s operating expenditures will be cost allocated across all applicable funding streams.

A detailed Cost Allocation Plan (CAP) must also be submitted with your proposal in accordance with the guidance that can be accessed through the link provided below:

<http://www.floridajobs.org/pdg/guidancepapers/050FinalRwbCapProcedures072805.pdf>

The CAP is a document that specifies the allocation methods used for distributing all costs of an organization. A plan for allocating shared costs is required to support the distribution of those costs to grant and non-grant programs. All Respondent’s costs should be included in the plan. Official accounting records must support all costs.

The cost policy statement required as part of the indirect cost rate proposal and the cost allocation plan may be incorporated into one document.

One original, one copy, and one electronic copy saved in Microsoft Word or PDF format in a USB drive labeled Indirect Cost Rate Proposal must be included in Respondent's submission.

7. Operational Documents

Attachment K identifies the required **Operational Documents**. **One (1) original** labeled Operational Documents must be packaged separately and included in the Respondent's submission.

8. Due Diligence Requirements

Attachment L sets forth the **Due Diligence Requirements**. **One (1) original** labeled Due Diligence documents must be packaged separately and included in Respondent's submission. Included in the Due Diligence package will be the organization's most recent Audit and Management Letter.

NOTE: Failure to include all of the required proposal components, as described above, will result in a reduced score or disqualification. The SFWIB will not advise a Respondent of disqualification prior to the Public Review Forum.

C. Selection Process

The SFWIB will conduct a review of all proposals received by the deadline. Proposals will be evaluated first to determine if all information required by the RFP is complete. Incomplete proposals or those not satisfactorily addressing each requirement may be disqualified. A Respondent may include additional information and such information may or may not be considered by the SFWIB during the evaluation process. Respondents are requested to be concise and complete in their proposals.

The evaluation process is designed to assess the Respondent's ability to meet the SFWIB's requirements and to identify those Respondents most likely to satisfy those requirements. The evaluation process will be conducted in a thorough and impartial manner at a publicly noticed selection committee meeting held in accordance with the Florida Public Meetings Law. This session is scheduled for Monday, 10:00am, April 17, 2017. Visit the website calendar, (www.careersourcesfl.com), for the scheduled date, time, and location of this session as a change in date might occur. Respondents are encouraged to attend this meeting.

Price is an important factor in selecting a Respondent. However, other factors in the competitive selection process will be considered and may take precedence over price. These factors may include, but are not limited to, quality of service offered, operating methodologies, administrative capability, previous experience in providing the same or similar services, and the ability to achieve the deliverables. The SFWIB may elect not to award a contract to any Respondent under this solicitation.

Alternate means of accomplishing the requirements specified herein, with reasonable assurance of satisfactory results, will be considered and may be accepted, at the sole discretion of the SFWIB without further addendum to the solicitation.

The SFWIB may enter into negotiations with the Respondent(s) in order to achieve the best services for the SFWIB Youth Programs. The SFWIB reserves the right to accept one or more

portions of competing Respondents' responses and use such portions to form an overall program in the best interests of the SFWIB.

Furthermore, the SFWIB shall have the right to use any or all ideas or adaptations of the ideas presented in any response received pursuant to this solicitation. Selection or rejection of a response will not affect this right. The SFWIB reserves the right to reject any and all responses or portions thereof. The SFWIB reserves the right to withdraw this solicitation or any portion of this solicitation at any time without prior notice. Listed below are the criteria that will be used to evaluate proposals, the points assigned to each, and a definition for each criterion:

Evaluation Criteria	Number of Points
Organizational Experience and Capabilities – will be evaluated based on information provided in the proposal and any additional information that may	5
Service Strategies – will be evaluated based on detailed information provided in the proposal, specifically in the Technical Proposal Narrative section.	70
Performance – Past/current Respondents will be evaluated on attainment of past/current performance measures and contract performance. New Respondents will be evaluated based on information provided in the proposal and information supplied by references.	10
Budget – will be evaluated based on information that was requested in the budget worksheets.	10
Indirect Cost Rate Proposal will be evaluated based on information that was requested in the cost allocation plan worksheets.	5
Total Score	100

D. Contract Award

A contract or contracts may be negotiated with one or more Respondents based upon the proposals received by the SFWIB. The SFWIB reserves the right to request additional data, oral discussions or presentations to support proposals. Final award of a contract or contracts will be contingent upon:

- Successful negotiation of a contract between the SFWIB and the Respondent;
- Acceptance by the Respondent of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g. financial);
- Availability of funds.

E. Appeal Process

Respondents will be advised of the SFWIB's appeal process at the time of the April 17, 2017 public review forum.

NOTE: Any Respondent that scores below an 80% will not be considered for funding.

V. Contractual Specifications

A. Type of Contract, Method of Payment and Payment Structure

The contract(s) awarded will enter into a cost reimbursement and performance based contract.

The contract will include a performance charge-back provision. **Should a Contractor fail to meet performance goals on a quarterly basis, a corresponding amount will be charged-back for the difference due to non-performance. If total performance is met by the end of the contract period, any charge-backs will be refunded.**

Payment for any contract entered into as a result of this solicitation will be made monthly subject to the receipt of the Contractor's request for payment. Although the SFWIB makes every effort to timely reimburse invoiced Contractor expenses monthly, selected Respondents must be financially capable of covering costs when necessary.

NOTE: Respondents who are for-profit organizations shall not be awarded profit until their organization has met all performance requirements.

B. Contract Terms and Financial Capacity

Solicitation regulations provide that awards are to be made to organizations with demonstrated ability, including consideration as to whether the organization has:

1. Adequate financial resources;
2. Satisfactory record of integrity, business ethics and fiscal accountability;
3. Necessary organization, experience, accounting and operational controls.

The SFWIB expects that all Respondents will be capable of operating the solicited program(s) without any payments for at least eight (8) weeks from initial implementation of contracts. **Cash advances will not be provided.** Therefore, successful Respondents must have sufficient resources to await payment/reimbursement.

C. Confidentiality

The successful Respondent in the course of the Respondent's duties under this contract, may handle or have access to confidential youth information, and to the extent required by any applicable federal or state law, or as requested by a regulatory authority or as requested by the

SFWIB, the Respondent shall keep confidential any and all information obtained during the course of the contract.

D. Level 2 Background Screening Requirement

The SFWIB requires and Respondent agrees to comply with all applicable federal, state and/or local laws, regulations and ordinances regarding background screening of employees, volunteers and subcontracted personnel. The Respondent's failure to comply with any applicable federal, state and/or local laws, regulations, ordinances and Miami-Dade County resolutions (collectively referred to as "Laws" for purposes of this Section) regarding background screening of employees, volunteers and subcontracted personnel is grounds for a material breach and termination of the contract at the sole discretion of the SFWIB.

Laws include, but are not limited to, the National Child Protection Act (NCPA) of 1993, as amended, and as implemented by sections 943.0542, 984.01(2), Chapters 39, 402, 409, 394, 407, 393, 397, 984, 985 and 435, Florida Statutes, as may be amended from time to time. The Respondent agrees to perform background screening through the Florida Department of Law Enforcement (FDLE), Volunteer & Employee Criminal History System (VECHS) program.

The SFWIB requires and Respondent agrees that the Respondent's current and prospective employees, volunteers and subcontracted personnel must satisfactorily complete and pass a **Level 2** background screening before working, volunteering or doing any work for Respondent related to the contract and the work set forth in the **Statement of Work, Exhibit A** to the Contract. The Respondent shall furnish the SFWIB with proof that the employees, volunteers and subcontracted personnel who will be working for Respondent on the contract satisfactorily passed **Level 2** background screening, pursuant to Chapter 435, Florida Statutes, as may be amended from time to time.

The **Level 2** background screening shall include, but is not limited to, fingerprinting for statewide criminal history records checks through the Florida Department of Law Enforcement (FDLE) and nationwide criminal history records checks through the Federal Bureau of Investigation (FBI), and may include local criminal records checks through local law enforcement agencies.

- The Respondent shall not hire persons that have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction for any offense prohibited under any of the provisions of section 435.04, Florida Statutes.
- The Respondent shall not hire persons that may have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense in Chapter 414, Florida Statute, relating to public assistance fraud or Chapter 443, Florida Statutes, relating to unemployment compensation fraud, or any offense that constitutes domestic violence as defined in section 741.28 Florida Statute, whether such act was committed in this state or in another jurisdiction.

The Respondent shall make the decision to hire or retain persons with criminal history information unrelated to theft, fraud, or financial crime, on a case-by-case basis where the background screening, for the current and prospective employee, volunteer, and subcontracted

personnel, is not expressly prohibited by section 435.04, Florida Statutes or other applicable law.

Any current employee, volunteer, or subcontracted personnel with criminal history information described above and as outlined in section 435.04, Florida Statutes, shall immediately cease working in any SFWIB-funded program. The Respondent, employees, volunteers and subcontracted personnel must comply with sections 943.0585(4) and 943.059(4), Florida Statutes, or other applicable law. The Respondent's failure to immediately terminate an employee, volunteer or subcontracted personnel for failure to comply with sections 943.0585(4) and 943.059(4), Florida Statutes, or other applicable law and report said termination to the SFWIB is grounds for a material breach and termination of the contract at the sole discretion of the SFWIB.

It is the responsibility of the Respondent to ensure that each current employee, volunteer, or subcontracted personnel working in any SFWIB-funded program provides an **attestation**, subject to penalty of perjury, declaring compliance with the qualification requirements for employment pursuant to Chapter 435, Florida Statutes, and agreeing to inform the employer immediately if arrested for any offense while employed by the employer.

It is the responsibility of the Respondent to provide the SFWIB an **Affirmation/Acknowledgement Form** not later than **September 30, 2017**, for Contracts commencing on July 1, 2017, which confirms the background screening was completed for all current employees, volunteers and subcontracted personnel. The Form must include the names of all person(s) screened, date of screening, and what employment decision was made by the Respondent. The Respondent shall ensure during the hiring process all prospective employees, volunteers and subcontracted personnel submit to a **Level 2** background screening as specified above.

The Respondent shall take necessary precautions to safeguard the background screening records of employees, volunteers, and subcontracted personnel. Background screening results are exempt from public records and, therefore, must be maintained accordingly in a secured and access controlled area to ensure that the records are accessible only to those authorized to examine such records. The Respondent shall make available all records to the SFWIB in accordance with **Audit, Inspection and Access to Records** contract requirements.

If the Respondent fails to furnish the SFWIB with proof that an employee, volunteer or subcontractor's **Level 2** background screening was satisfactorily passed and completed prior to that employee, volunteer or subcontractor working or volunteering for the Respondent on an SFWIB-funded program, the SFWIB shall not disburse any further funds and the contract may be subject to termination at the sole discretion of the SFWIB.

The **Level 2** background screening records shall be retained as required herein in accordance with **Records Retention** contract requirements. From the initial **Level 2** background screening date, and every five (5) years, and upon re-employment or employment in a new or different position, until cessation of employment, volunteerism, or doing any work for the Respondent, the Respondent shall ensure each employee, volunteer and/or subcontractor that is retained from a previous contract period undergoes this background screening process.

Even if applicable law would otherwise permit, as a provision of the contract, the Respondent agrees it shall not hire any persons or permit any persons to begin work, or to volunteer or to remain employed, volunteering or performing any work for the Respondent related to the contract and the work set forth in the **Statement of Work, Exhibit A** to the contract, without submitting proof of satisfactory completion of **Level 2** background screening to the SFWIB.

If the Respondent is prohibited from disclosing the background screening records of employees, volunteers and subcontracted personnel to the SFWIB, the Contractor shall furnish the SFWIB with a notarized Affirmation/Acknowledgement Affidavit not later than **September 30, 2017**, for Contracts commencing on July 1, 2017, for each employee, volunteer and subcontracted personnel stating that a **Level 2** Background Screening was conducted and that the individual is in compliance with the SFWIB's **Level 2** Background Screening requirements as found herein. If applicable, the Respondents' failure to provide the SFWIB with a timely notarized Affirmation/Acknowledgement Affidavit may be grounds for termination of the contract at the sole discretion of the SFWIB.

E. Cancellation Clause

It should be understood that the submission of a response does not commit the SFWIB to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for services or supplies. The SFWIB reserves the right to accept or reject any or all responses received as a result of this RFP or to cancel and revoke this RFP in whole or in part. The SFWIB also reserves the right to end negotiations if acceptable progress, as determined in the sole discretion of the SFWIB, is not being made within a reasonable timeframe. All contract awards are subject to the availability of funds.

F. Omission from the Specification

The apparent silence of this specification and any addendum regarding any details or the omission from the specification of a detailed description concerning any point, shall be regarded as meaning that only the highest professional standards are to be maintained and that only professionalism of the highest quality is expected and shall be utilized at all times.

G. Indemnification

- 1. For Florida Governmental Entities.** The Respondent shall indemnify and hold harmless the SFWIB, its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, agents, servants, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals, subcontractors or any other individual performing work on the Respondent's behalf under the Contract, including, but not limited to, Florida Department of Economic Opportunity (DEO) staff. The Respondent shall pay all claims and losses of any kind in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon, subject to the extent and within the limitations of Section 768.28 Florida Statutes. Further, this indemnification shall only be to the extent and within the limitations of Section 768.28 Florida Statutes, subject to the provisions of that statute whereby the Respondent shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the Respondent or any other governmental entity covered under Section 768.28 arising out of the same incident or occurrence which exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of the Respondent or the Respondent's officers, employees, servants, agents, partners, principals or subcontractors.
- 2. All Entities which are Not Florida Governmental Entities.** The Respondent shall indemnify and hold harmless the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals, subcontractors or any other individual performing work on the Respondent's behalf under the Contract, including, but not limited to, Florida Department of Economic Opportunity (DEO) staff. The Respondent shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Respondent expressly understands and agrees that any insurance policies required by this Contract or otherwise provided by the Respondent shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

3. **Term of Indemnification.** The provisions of this indemnification shall survive the expiration of the Contract and shall terminate upon the expiration of the applicable statute of limitations.

H. Non-Discrimination and Equal Opportunity

As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawful admitted immigrant authorized to work in the United States or participation in any WIOA Title I – financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color, or national origin;
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
5. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
7. Titles I (42 USC 12111 et seq.), II (42 USC 12131 et seq.), and III (42 USC 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities (“public entities”) and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (c) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
8. Executive Order (EO) No. 11246, “Equal Employment Opportunity” as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and

10. Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression or sexual orientation.

The Respondent also assures that Respondent will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Respondent's operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Respondent makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Respondent understands the United States has the right to seek judicial enforcement of this assurance.

I. Operating Requirements

Organizations may have a site visit conducted by SFWIB staff to determine whether required fiscal and administrative systems are in place and are adequate to meet SFWIB requirements. On-site reviews of programmatic, administrative, and fiscal capabilities will include, but may not be limited to, the following:

1. **Operational Status:** The Respondent must be an incorporated organization or a governmental entity that has been operating **for at least two years**.
2. **Funding Reserve:** The Respondent must be able to document that it is currently receiving, and expects to continue receiving for the next fiscal year, **at least 20% of its requested budget from non-federal and non-state (Florida) sources**, to ensure adequate capability to assume liability in instances where an audit identifies disallowed costs. The only exception to this requirement may be made in the case of government agencies.
3. **Fiscal Review:** The Respondent must be able to meet the SFWIB's fiscal capability requirements through a review, which may be on-site, of fiscal systems, including documentation of fiscal accountability with previously operated programs, through the submission of copies of the Respondent's most recent independent audit and management letters, if applicable, and evidence that the Respondent:
 - has an established system of internal controls,
 - maintains a set of books,
 - closes the books at the end of each month,
 - has a monthly trial balance prepared,
 - has a bank account with pre-numbered checks that require two signatures,
 - has a written Employee Procedures Manual,
 - has a written Accounting Procedures Manual,
 - has procurement procedures,
 - maintains personnel files,
 - maintains time and attendance records,

- have general liability, bonding, and workmen's compensation insurance in a form and in amounts deemed sufficient by the SFWIB.

When a Respondent approved for funding does not have an independent audit for review, the Respondent will be given up to ninety (90) days (from the date the funding is approved by the SFWIB) to provide the required audit, and contract execution will be deferred until such time as the required audit is submitted and accepted by the SFWIB.

4. **Programmatic and Administrative Review:** The Respondent must be able to meet the SFWIB's programmatic and administrative capability requirements through a review process, which may be on-site; the review includes an inspection of staff resumes, facilities and equipment (if appropriate), insurance, documentation of the agency's past performance in meeting training and employment goals and other relevant documentation.

J. Collusion

Where two (2) or more related parties, as defined herein, each submit a bid for any contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such bids. "Related parties" shall mean the bidder or the principals thereof which have direct or indirect ownership interest in another bidder for the same contract. Furthermore, any prior understanding, agreement or connection between two or more corporations, firms or persons submitting a bid for the same materials, supplies, services or equipment shall also be deemed collusive. Bids found to be collusive shall be rejected. Bidders who have been found to have engaged in collusion may be considered non-responsive, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

K. Fraud or Misrepresentation

Any individual, corporation or other entity that attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The SFWIB, as a further sanction, may terminate or cancel any other contracts with such individual, corporation or entity. Such individual, corporation or entity shall be responsible for all direct or indirect costs associated with termination or cancellation of the contract, including attorney's fees.

L. Public Records

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Records Law." The bidder shall not submit any information in response to this invitation which the bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the SFWIB in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder.

M. Code of Business Ethics

Each person or entity that seeks to do business with the SFWIB shall adopt a Code of Business Ethics (“Code”) and shall, prior to the execution of any contract between the contractor and the SFWIB, submit a completed **Business Ethics Affidavit** as referenced in **Attachment K, (Operational Documents)**, stating that the contractor has adopted a Code that complies with the requirements of Section 2-8.1 of the Miami-Dade County Code. Any person or entity that fails to submit the required affidavit shall be ineligible for a contract award. The Code of Business Ethics shall apply to all business that the contractor does with the SFWIB and shall, at a minimum, require the contractor to comply with all applicable governmental rules and regulations including, among others, the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance and the Miami-Dade County False Claims Ordinance. The failure of a contractor to comply with its Code of Business Ethics shall render any contract between the contractor and the SFWIB voidable, and subject violators to debarment from future work with the SFWIB pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County.