



"Preparing Young Adults for Success: in School, in Work, in Life"

REQUEST FOR PROPOSALS

RFP #01-ISY/OSY-2011-12

IN-SCHOOL and/or OUT-OF-SCHOOL WORKFORCE INVESTMENT ACT (WIA) YEAR-ROUND YOUTH SERVICES

RELEASE DATE: THURSDAY, APRIL 28, 2011

SUBMISSION DATE: TUESDAY, MAY 31, 2011, 2:00pm, ET

**South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126**

Mission Statement:

The South Florida Workforce Investment Board provides high quality employment and training solutions to job seekers, workers and employers to foster regional economic growth.

*South Florida Workforce Investment Board is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.*

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I. BACKGROUND AND GENERAL INFORMATION

A. INTRODUCTION

The Workforce Investment Act (WIA) was promulgated in August 1998, and all states were required to implement it no later than July 1, 2000. The State of Florida elected to implement WIA on July 1, 1999. Since that date, WIA and its Final Rules have served as the legislation that specifies activities and allowable costs for Florida's Youth Employment and Training programs. Youth services are primarily designed to assist youth in completing high school, enrolling in post secondary education and obtaining gainful employment. WIA requires measurable youth programs performance outcomes.

The intent of WIA is to provide workforce development activities that increases youth occupational attainment and employment retention which will result in enhancing the quality of the workforce and reducing welfare dependency.

The South Florida Workforce Investment Board (SFWIB) is one of twenty-four (24) regional workforce boards in the State of Florida and comprises the geographical areas of Miami-Dade and Monroe Counties known as Region 23. The SFWIB is a governmental agency eligible to exclude income under Section 115 of the U.S. Internal Revenue Code and is composed of volunteers who represent local private sector businesses, educational institutions, economic development agencies, organized labor organizations, veterans, community-based organizations, state and local government agencies and other individuals deemed appropriate who are responsible for shaping the regional workforce development system in accordance with federal and state laws. Joint oversight is provided through an agreement with the Board of County Commissioners from each of the two counties in Region 23. Additional information regarding the Board and its members is located on the SFWIB's website at www.southfloridaworkforce.com.

SFWIB in cooperation with its Youth Council (Committee of the SFWIB responsible for setting Region 23 youth policies) is issuing this Request for Proposal (RFP) for In-School and Out-of-School Youth Program activities. The program's activities are to be conducted during Program Year 2011-12 (July 1, 2011 through June 30, 2012) and supported in part or in whole by funds available from the U.S. Department of Labor Employment and Training Administration in accordance with the Workforce Investment Act (WIA). Proposals are being solicited for year-round programs that utilize creative approaches to preparing low-income/economically disadvantaged or "at-risk" youth for employment.

SFWIB seeks competitive proposals from qualified youth service providers with the experience and demonstrated capacity to effectively and efficiently manage the delivery of year-round in-school (ISY) and/or out-of-school youth (OSY) programs throughout in Miami-Dade and Monroe Counties. Note that year-round services include a summer services component.

Responses to this solicitation must illustrate experience with the targeted populations and knowledge of fiscal and administrative requirements of federally funded programs. Additionally, responses to this solicitation must effectively communicate the funding needs of the submitting organization. Finally, responses will be evaluated, in whole and in part, based on the Respondent's ability to design business approaches that comply with WIA and are responsive to the requirements of this solicitation.

SFWIB intends to fund programs that demonstrate innovations and/or improved approaches for servicing Region 23's youth. Proposals are being sought from service providers who are capable of rendering services relating to continuing high standards and objectives including academic enrichment, job skills/readiness training, job placement, leadership development, mentoring, supportive services, counseling, and related follow-up activities. All proposed programs must be responsive to local labor market demands, focus on improving the quality of the workforce, and assist

individuals in their goal(s) to obtain self-sufficiency through employment. SFWIB is interested in programs and activities that produce positive results and have a measurable impact. Proposals showcasing innovative activities or programs, consistent with WIA rules and regulations, are encouraged. Reference information for WIA is available at www.doleta.gov and www.myflorida.com.

Respondents will be selected through a competitive bid process overseen by the Youth Council. The SFWIB will select and fund youth service providers that integrate a variety of activities, such as, educational and work-based.

All funding offered under this solicitation is subject to availability and all awards made as a result of this solicitation are contingent upon availability of funding.

Funds awarded as a result of this solicitation process must be applied to serve economically disadvantaged youth as defined under WIA Section 127. SFWIB youth programs are intended to provide a full array of age appropriate services that target economically disadvantaged youth ages 14-21 who face barriers to staying in school or to finding stable employment. These services are available not only to currently in school youth but to those youth who have dropped out of school and are interested in furthering their education and preparing for the workforce. In addition to dividing youth programs into in-school and/or out-of-school funding streams, WIA also draws a distinction between younger (ages 14-18) and older youth (ages 19-21). The younger and older youth categories are used to report service strategies and performance outcomes and do not represent separate funding streams.

- ✓ **Younger Youth** – A participant who is between 14-18 years of age at time of registration and meets all other youth program eligibility requirements.
- ✓ **Older Youth** – A participant who is between 19-21 years of age at time of registration and meets all other WIA youth program eligibility requirements.

B. TYPES OF PROPOSALS SOLICITED

Proposals are requested for services to be provided to economically disadvantaged, WIA eligible youth. Proposals must specifically target the following groups:

- **Out-of-School Youth Program** – Work readiness preparation, occupational skills training, credential attainment, academic attainment, job placement and employment retention.
- **In-School Youth Program** – Work readiness preparation, basic educational skills training, remediation, academic and credential attainment.

The OSY and ISY programs require significantly different approaches, methodologies and interventions.

Year-round services for the OSY and ISY programs do not imply a 12-month enrollment-to-exit cycle for each youth. Instead, duration of service must be based on individual youth needs.

SFWIB allows youth to be carried forward into a new contract year for continued active services not pertaining to follow-up, from year to year for in-school youths, as long as a graduated form of curriculum exists for each grade level, and from year to year for out-of-school youths.

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

OUT-OF-SCHOOL YOUTH PROGRAM (OSY)

The overall goal of the WIA OSY is to connect eligible youth to gainful employment and educational advancement through occupational skills development and academic activities. To accomplish this, youth skills development strategies must be fashioned to help interested youth enroll in and successfully complete 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 21, who are not in school, who are unemployed, underemployed, or lack basic skills. Engaging out-of-school youth in a WIA youth program of any

sort can be very difficult. 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.

Out-of-school youth are defined (at Code of Federal Regulations 664.300) as those youth who meet the WIA general eligibility requirements and:

1. Are no longer engaged or connected to secondary education, a school dropout;
2. Have graduated or have a GED but have no post secondary education or career targets;
3. Have either graduated from high school or holds a GED, have no sustainable plans, are basic skills deficient, leaving them either unemployed or underemployed.

Youth within this target group are expected to:

1. Obtain an employer recognized credential that provides marketable job skills;
2. Enter employment or advanced/post secondary training;
3. Maintain employment and significant wage increases over a one year period following exit from the program, or
4. Increase their pre-program assessment levels.

Services to out-of-school younger youth (16-18) 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. Younger youth must achieve measurable gains in one or more of the following categories: basic skills, work readiness/work maturity skills and occupational skills. Services to out-of-school older youth (19-21) must include activities that assist them in enrolling in occupational skills training, and completing and attaining a credential.

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. Proposed programs that are innovative, non-traditional and offer a “hands-on” approach are encouraged.

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

IN-SCHOOL YOUTH PROGRAM (ISY)

The goals of the WIA ISY are to provide the necessary support and guidance to eligible youth to help them graduate from high school, pursue a college education, and 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 may be 19 through 21 years of age.

The ISY is a comprehensive multi-year academic and career linkage program that targets high school youth who are most at-risk of dropping out of 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.

C. 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. Incorporated private non-profit, incorporated for-profit organizations, faith-based and public organizations licensed to operate in the state of Florida are eligible to apply. All proposed service locations must be accessible by public transportation and able to accommodate people with disabilities.

D. FUNDING AVAILABILITY

Funding for youth programs under this Request for Proposal is contingent on federal allocations. As of the RFP’s release date, SFWIB has not been notified of the allocation for WIA Title I Youth funds for Program Year 2011-12. Since it is unlikely that 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 and quality of proposals submitted will determine the amount of funds to be awarded.

Respondents may devise their proposal budgets on the figures below, which represent Youth Services RFP 2008-09 amounts. These estimates are solely for the purpose of offering guidance and are subject to change based upon actual allocations. **Estimated funding availability for the twelve month period of performance is:**

Funding Stream	Amount
WIA Youth	\$ 4,255,473.00
TANF	\$ 2,000,000.00

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

NOTE: WIA requires that a minimum of 30% of WIA youth funding be allocated to out-of-school youth programs and 15% allocated to after school activities for in-school youth.

E. COST PER PARTICIPANT, PER ACTIVITY

Due to WIA funding limitations, the number of youth that can be served is limited.

In order to serve the maximum number of youth, SFWIB will impose a cost per youth participant:

- Summer Activities = \$1,520 per youth
- Year Round Activities = \$2,573 per youth

Keep in mind that under WIA 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 21. Eligible youth are to receive a variety of effective and coordinated activities designed to improve educational and skill competencies and to increase effective connections to employers. These activities and services include opportunities for on-going mentoring, education and training, work experience, support services, leadership and citizenship development, and youth incentives.

F. 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 and summer youth employment program for area youth that meet the eligibility requirements for the proposed funding stream.

Successful Respondents shall ensure that all WIA youth services are provided to every eligible WIA enrolled youth and that all ten (10) required program elements are accessible to all enrolled youth as needed, either directly, through vendors or collaborative agreements.

Under WIA, 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, 2011 August 31, 2011
- Summer Activities: June 1, 2012 June 30, 2012
- Year Round Activities: July 1, 2011 June 30, 2012

Contracts resulting from this solicitation are anticipated to commence on July 1, 2011 and end on June 30, 2012. Based on funding availability and performance, SFWIB, in its sole discretion, reserves the option to extend contracts for two (2) one year periods with re-negotiation to be initiated by SFWIB prior to the expiration of the first year’s contract. In order for SFWIB to exercise each one (1) year option, the contractor must meet the performance

requirements as specified in the contract; however, SFWIB is not obligated to exercise the second year contract based on stated performance outcomes as other factors may also be considered. Also, refunding for PY 2012 will be contingent upon the availability of continued federal funding.

NOTE: Contractors awarded funds under this solicitation will be required to serve those participants already enrolled (including follow up participants) in the WIA Youth Programs as of July 1, 2011.

G. LEVERAGED FUNDS

Respondents are strongly encouraged to seek and secure additional funding sources in order to augment this 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 are merely services provided to enhance the proposed program at no charge or at a discounted rate.

H. PAYMENT STRUCTURE

The contract awarded will be cost reimbursement and performance based. The contract will include a performance hold-back provision. 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. **Should a contractor fail to meet performance goals, up to ten percent (10%) (excluding payment to participants) of the total contract may be withheld.** The contractor will be reimbursed for a portion of the costs and the remaining portion of the costs will be paid only upon attainment of performance goals/outcomes.

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

I. 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.

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

CONDITION FOR COMPETITION

A threshold score of eighty percent (80%) will be used to qualify a Respondent for consideration in this competitive bidding process. The 80% or higher performance standard does not guarantee a selection or an award of a contract, it simply qualifies a Respondent to have their response entered into the competition.

J. 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.

K. CANCELLATION CLAUSE

It should be understood that the submission of a response does not commit 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. SFWIB reserves

the right to accept or reject any or all responses received as a result of this request, or to cancel and revoke this RFP in whole or in part. SFWIB also reserve the right to end negotiations if acceptable progress, as determined in the sole discretion of SFWIB, is not being made within a reasonable timeframe. All contract awards are subject to the availability of funds.

L. OMISSION FROM THE SPECIFICATIONS

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.

M. INDEMNIFICATION

For Florida Governmental Entities: The Respondent shall indemnify and hold harmless 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 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 the contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals or sub contractors. 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 SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provided, however, 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 \$100,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the Respondent arising out of the same incident or occurrence, exceed the sum of \$200,000 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.

All Entities Which are Not Florida Governmental Entities: The Respondent shall indemnify and hold harmless 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 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 or subcontractors. 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 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 SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

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 limitation.

N. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998, the Respondent assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, ages, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C 2000 et seq., which prohibits discrimination against qualified individuals from participating or receiving benefits in any Federal Assisted Programs on the basis of race, color, or national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age;
5. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
7. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities;
8. 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR Parts 260-265, and other applicable federal regulations and policies promulgated hereunder; and
9. Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, and as supplemented in Department of Labor regulation 29 CFR parts 33 and 37 as well as 41 CFR, part 60 and 45 CFR part 80, if applicable.

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

O. 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:

Operational Status: The Respondent must be an incorporated organization or a governmental entity that has been operating for at least **two years**.

Funding Reserve: The Respondent must be able to document that they are currently receiving, and expect to continue receiving for the next fiscal year, **at least 20% of their 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.

Fiscal Review: The Respondent must be able to meet the SFWIB 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,

- ✓ has 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 SFWIB) to provide the required audit, and contract execution will be deferred until such time as the required audit is submitted and accepted by SFWIB.

Programmatic and Administrative Review: The Respondent must be able to meet the SFWIB 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.

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II. REQUEST FOR PROPOSAL CALENDAR AND PROCESSES

A. SOLICITATION TIMETABLE

RFP MILESTONE	COMPLETION DATE		
	Day	Date	Time
RFP is Released/Issued to the Community	Thursday	April 28, 2011	5:00 P.M.
Deadline for Respondent's Questions/Inquiries	Wednesday	May 4, 2011	1:00 P.M.
Pre-Proposal Offeror's Conference	Tuesday	May 10, 2011	2:00 P.M.
All Respondent's Questions & Answers Posted to SFWIB Website	Friday	May 13, 2011	5:00 P.M.
Due Date for Proposals	Tuesday	May 31, 2011	2:00 P.M.
Public Forum Review of Submitted Proposals	Friday	June 10, 2011	2:00 P.M.
Funding Recommendation Approved at Youth Council and Board Meetings	Thursday	June 16, 2011	
Formal Execution of Contract	Monday	June 27, 2011	
Projected Start Date of Programs	Friday	July 1, 2011	

SFWIB reserves the right to change this schedule, in its sole discretion, when it is in the best interest of SFWIB. Furthermore, all RFP addenda will be posted on the SFWIB website (www.southfloridaworkforce.com), and it is the sole responsibility of the Respondent to routinely check the website for all additions and/or deletions to the 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 Bidders List. This RFP has been published on the SFWIB 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 SFWIB to identify those organizations that can provide the highest quality and level of service in the workforce context. SFWIB is not seeking elaborate proposals. 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) 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, SFWIB 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 communication is included under Cone of Silence prohibitions.

D. PRE-PROPOSAL OFFEROR’S CONFERENCE

A Pre-Proposal Offeror’s 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 conference; the conference is scheduled for 2:00 p.m., Tuesday, May 10, 2011 at SFWIB Headquarters, 7300 Corporate Center Drive (NW 19th Street), 5th Floor, Conference Room 3, Miami, FL 33126.

This conference is the only forum available to Respondents to communicate questions and/or concerns relevant to this solicitation. Except for information provided at the Offeror’s Conference, SFWIB staff is prohibited from communicating with Respondents.

The Offeror’s Conference will be recorded and all questions and answers will be posted on the SFWIB website (www.southfloridaworkforce.com). Note that verbal answers during the conference will not be binding on the SFWIB.

E. REQUEST FOR CLARIFICATION

Please submit in writing all questions regarding the clarification of any requirement, standard or procedure to SFWIB Policy Coordinator Phillip Edwards at pedwards@southfloridaworkforce.com no later than 1:00 p.m., Wednesday, May 4, 2011.

Oral requests for clarification shall not be accepted. SFWIB reserves the right to accept or reject any or all requests for clarification, in whole or in part, and may require requests to be supplemented through additional written submissions. All written requests for clarification accepted by the SFWIB along with corresponding responses will be posted on the SFWIB website at www.southfloridaworkforce.com.

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III OVERVIEW OF WIA YOUTH PROGRAM

A. DESIGN & SERVICE DELIVERY

Under WIA, the main focus of the youth program is long-term academic and occupational learning opportunities for youth. The goal of WIA is to increase employment and earnings by developing the work/career potential that will prepare the target youth population to effectively compete in the global economy. WIA provides economically disadvantaged youth and young adults between the ages of 14 and 21 with year-round training, employment and other services to furnish the skills necessary to obtain unsubsidized employment and complete secondary or post-secondary education. WIA requires the creation of a youth system defined by access to a broad range of interconnected, year-round services.

WIA 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, WIA funding that supports employment and training services to youth continues to be reduced. SFWIB and the Youth 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 Region 23's youth workforce is an issue of serious concern and therefore the WIA youth program is a critical instrument in meeting youth workforce needs.

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

IV. DESIGN AND FRAMEWORK OF WIA YOUTH PROGRAMS

WORKFORCE INVESTMENT ACT PARAMETERS

WIA has required elements that must be addressed by all Respondents. The section below is excerpted from WIA, Sections 129, (a), (b), and (c). The purpose of Youth Programs under WIA is:

- To provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- To ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- To provide opportunities for training to eligible youth;
- To provide continued supportive services for eligible youth;
- To provide incentives for recognition and achievement to eligible youth; and
- To provide opportunities for eligible youth in activities related to leadership development.

A. DESIGN FEATURES

SFWIB's priorities include programs that: 1) strongly connects academic and occupational learning that assist youth facing serious barriers to future employment; 2) ties closely to local labor market demands; and 3) coordinates with other existing community programs. SFWIB is interested in activities that meet the requirements of WIA, produce good results and have a measurable impact on at-risk youth. WIA, Section 129 (c)(1) requires that all youth programs:

- Provide an objective assessment of the academic levels, skill levels, and service needs for each participant;
- Develop individual service strategies for each participant that shall identify an employment goal;
- Provide preparation for post-secondary educational opportunities, in appropriate cases;
- Establish strong linkages between academic and occupational learning;
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and

- Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

The program design framework component is an essential ingredient in assisting local areas develop comprehensive service strategies for youth based upon the youth's individual needs. WIA Section 129 (c) and 20 CFR 664.410 details ten 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 that youth have year-round access to WIA 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 service 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 of older youth into adulthood and the WIA 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 WIA 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, and family and peer networks, or both;
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; this includes 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 WIA and the Federal Regulations guiding SFWIB Youth Programs. Both can be found via the Department of Labor's site at www.doleta.gov.

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V. SCOPE OF WORK/SERVICES

The intent of WIA Youth Programs is to assist youth in completing high school, obtaining a diploma or equivalent GED, transitioning into a career opportunity and/or post-secondary education, and gaining self-sufficiency. Services proposed must prepare the youth for post-secondary education opportunities, provide linkages through academic and occupational learning, provide employment opportunities and establish links to the job market and employers. Following the exit of the youth from program activities, all youth must receive follow-up services for a minimum period of twelve (12) months. All proposed youth services and activities must meet the specifications contained in this solicitation, WIA rules and regulations, and be age appropriate for the population being served.

WIA allows youth ages 14-21 to be served. 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 and out of school youth who meet the eligibility criteria and are deemed in need of services.

NOTE: Under this RFP, proposals submitted for programs serving in-school youth must be for high school juniors and seniors only. The only exception for in-school youth will be for those who are considered carryovers from program year 2010-11 to program year 2011-12, allowing the continuation of youth services for those who are 14-15 years of age.

A. ELIGIBILITY

WIA youth programs are intended to provide a rich array of age-appropriate services that target economically disadvantaged youth, ages 16-21, who face barriers to staying in school or to finding stable employment. These services are available not only to high school students (in-school youth) but also to out-of-school youth who have dropped out-of-school and are 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. WIA and TANF eligibility determination and verification,
2. Collection of the required supporting documentation, and
3. Completion and submission of all eligibility documents.

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

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

B. WORKFORCE INVESTMENT ACT (WIA)

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

- ✓ Between the ages of 14 through 21;
- ✓ A citizen of the United States or a non-citizen who is authorized by the Immigration and Naturalization Service;
- ✓ In compliance with the Selective Service Act (only relevant for males 18-21);
- ✓ Is a resident of Miami-Dade and Monroe Counties; and
- ✓ Identified as low-income and meets one or more of the following barriers, but are not limited to:
 - deficient in basic literacy skills such as reading, writing, or computing at or below ninth grade level
 - 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
- personal/family substance abuse
- alienated by sexual preference
- victim of domestic violence/sexual or child abuse
- lacking significant or positive work history
- enrolled in an alternative education program
- identifiable mental health issues
- migrant family member
- lacking affordable housing
- significant geographical barriers to accessing youth development services.

Youth who receive services shall be eligible according to the low-income guidelines as defined by the LLSIL (Lower Living Standard Income Level) 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.

C. 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 living at home with the parent or caretaker, under 18 years of age, or under 19 years of age if the child 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.

D. WIA TEN (10) PROGRAM ELEMENTS

Under WIA requirements, Respondents shall ensure that each of the below listed program design elements are available to all WIA eligible youth as needed. Each element must be addressed as concisely as possible for each youth. The needs and outcome goals documented in the youth's Individual Service Strategy (ISS) determines which of the ten (10) service elements to be applied.

Proposed programs must offer, but need not be limited to, the following required service elements for youth:

- 1. Academic/Educational Enhancement Skills** - Study skills training, tutoring, GED preparation, remedial education, literacy training, basic skills instruction, English-as-a-Second-Language (ESL) instruction and instructions leading to secondary school completion, including dropout prevention strategies. Activities should be designed to aid youth in raising their reading, language and math levels, and in completing secondary school.
- 2. Alternative Secondary School Services** - Youth may be referred for scheduled alternative educational opportunities that are designed to lead to a high school diploma such as adult high school programs. It is the successful Respondent's responsibility to continue working with any youth who drops out of school to connect the youth to alternative secondary school services.
- 3. Summer Opportunities** - Summer opportunities must be related to each youth's identified career goal and may include workshops, job shadowing, life skills, basic skills, mentoring, leadership skills and work readiness training of which all must be directly linked to academic and occupational training. Summer employment programs should be incorporated into the year-round program and should provide a comprehensive strategy for addressing the youth's employment and training needs. The summer employment portion of a program should provide a direct linkage to the academic and/or occupational learning skills and attainments provided in the earlier portion of the program. Payment to youth for this summer activity may be in the form of wages.
- 4. Paid and Unpaid Work Experience** - Work experience is a planned, structured learning experience that takes place at a public, private, for-profit or non-profit organization for a limited period of time. The purpose of this activity is to provide the youth with opportunities for career exploration and skills development. All work experience opportunities must be consistent with State and Federal Child Labor Laws. Successful Respondents are responsible for developing worksites, completing worksite agreements, providing orientation to work site supervisors/classroom instructors, completing payroll documentation, reporting participant wages, monitoring and documenting work experience activities and progress, maintaining time sheets and participant evaluations. Work experience and internships shall have regularly scheduled evaluations of participant's progress; a training plan agreed to by the job supervisor, participant, and case manager; a worksite agreement (contract); and time sheets that document actual work hours.
- 5. Occupational Skills Training** – Occupational Skills Training is a planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for suitable employment. All occupational skills training must be for occupations for which there are employment opportunities. Occupational skills training for youth may be provided by a training vendor. The training vendor and occupational training program must both be Board-approved. Occupational skills training may be offered as an Individual Training Account (ITA) for youth ages 18-21. Respondents must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges). Upon successful completion of the occupational skills training component, the youth should accomplish one of the following:
 - a certificate, an associate degree, or baccalaureate degree or,
 - a competency or skill recognized by employers or,
 - a training regimen that provides individuals with additional skills or competencies recognized by employers.
- 6. Leadership Development Opportunities** - Activities may include exposure to post-secondary opportunities, educational opportunities, community service learning projects, tutoring, peer mentoring and peer-centered activities encouraging responsibility, organizational and teamwork training, decision-making, citizenship

training, training in areas such as life skills, budgeting and parenting, social responsibility (including pregnancy prevention), positive social behaviors (including maintaining a healthy lifestyle and being alcohol and drug free), attitude development and self-esteem building, cultural diversity, work simulation activities and other soft skills training. The primary focus should be on providing linkages with those activities and services that help improve the community as well as services that focus on citizenship and life skills training.

7. **Support Services** - Support services (see CFR 664.440) are defined as those services necessary to enable youth to participate in program activities and to assist youth in securing and retaining employment. Support services should be made available based on the needs of the youth if other sources of funding or services are not available to assist. Participants may be provided with the support services needed to complete the program if the objective assessment and Individual Service Strategy indicate that such services are appropriate and necessary in meeting the goals established by/for the participant. In some instances, however, this may not be financially feasible for the program. If such a condition exists, it is expected that Contractors will seek outside resources to secure the necessary support services. Supportive services include the following:
 - Linkages to community services
 - Assistance with transportation
 - Assistance with child care and dependent care
 - Assistance with housing
 - Referrals to medical services
 - Assistance with uniforms or other appropriate work attire and work-related tools.
8. **Adult Mentoring** - Provide opportunities with caring adults to furnish consistent support, mentoring, and counseling. Adult mentoring must be made available for a period of at least twelve (12) months and may occur both during and after program participation. Mentors must be carefully screened and well trained in working effectively and compassionately with young people and provide age-appropriate activities that follow sound youth development principles.
9. **Follow-Up Services/Retention Services (CFR 664.450)** - Follow-up services must be provided to all youth who have exited the program (positive and negative) for twelve months after exit at the following intervals: 1st quarter after exit, 2nd quarter after exit, 3rd quarter after exit, and 12-month follow-ups. A strong emphasis should be made in post exit services, which may include continued case management, employment retention services, support services and counseling. These services are intended to assist youth in maintaining and succeeding in their jobs, as well as progressing in wage levels to achieve self-sufficiency. The case manager must contact the youth by telephone, home visits, mail, emails, etc. to verify the youth's current employment/educational status. The contact must be documented in the appropriate reporting system and the hard copy documentation collected as verification is maintained in the participant's file folder. This information must be entered in Employ Florida Marketplace (EFM) Management Information System. Effective follow-ups require more than telephone contacts with participants. Respondents are encouraged to consider the needs of individual youth in determining the appropriate level and type of follow-up services. At a minimum, follow-up should entail monthly progress in relationship to the youth ISS and, where necessary, a recommendation for obtaining additional services
10. **Comprehensive Guidance and Counseling Services** - All youth must receive career counseling, which focuses on career exploration and counseling (case management) services. Comprehensive guidance and counseling offer a holistic approach to working with youth. Counseling services include, drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling as appropriate to the needs of the youth.

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 activity/service. A Contractor will have the discretion to determine what specific program services will be

provided to each youth based on the youths' objective assessments and ISS. SFWIB requires that all services outlined in WIA must be accessible to all program participants, whether by referral or direct provision.

E. CORE PROGRAM COMPONENTS

Programs funded through this solicitation are required to document a sequence of services consistent with WIA requirements in order to guarantee all youth participants receive comprehensive and individualized services. Services may be provided directly by the funded Contractor or through linkages and collaboration with other local entities. Services that shall be made available to youth include, but are not limited to:

1. Outreach, Recruitment and Engagement

Outreach, Recruitment and Engagement must be included in the provision of services for both in-school and out-of-school youth. These activities include, but are not limited to, identifying potentially eligible youth, working with parents or guardians to secure necessary documentation, and communicating with schools and community organizations to facilitate outreach and recruitment. Other methods for informing participants about the program may include personal visits, telephone calls, written communications, newspaper, radio, media, and on-going coordination with other governmental agencies such as the regional Department of Juvenile Justice. The Respondent must outline methods used for outreach and recruitment in its proposal submission.

2. Orientation

A program orientation must be conducted for all interested participants and their parents, where applicable due to the participant's age. The 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. The Respondent must outline methods used for orientation. During the orientation, youth must receive information on all available services as well as information on other youth service providers and the SFWIB.

3. Certification

Certification is the process by which an individual's eligibility for services is determined. Documentation will be required to prove youth's age, identity, citizenship, county residency, selective service registration (if applicable), and family household income and identified barrier(s). Contractors will be responsible for the gathering of all required WIA eligibility certification documents. Certification of eligibility for any WIA funded program must be completed prior to enrollment. This process includes the use of an application form to generate all information necessary to determine eligibility and meet reporting requirements. It also includes the maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of documents used to determine and verify eligibility.

4. Intake Activities

Intake activities may involve services such as registration, eligibility determination and collection of information to support verification of eligibility for services. It may also include pre-screening potential participants and general orientation to self-help services. Other activities include referrals to other services which may include providers of the ten program elements. This process begins the first time a person comes through the front door of any organization and results in a determination of suitability or a match between the youth and the program. Program designs are required to include a detailed description of methods used for determining suitability. If the program does not match the particular needs of the individual, s/he should be referred to other, more appropriate services as defined by the WIA ten elements; this should be fully documented. The contractor will directly provide intake and eligibility determination. The Respondent must outline methods used for intake and eligibility determination.

5. Eligibility Determination and Registration (CFR 664.200)

Under WIA legislation, all youth must meet eligibility criteria to be a program participant. Verification of eligibility information is required prior to enrollment in the program and documentation of this verification must be contained in the youth file before services are provided. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process. The contractor is responsible for the accuracy of the application and eligibility

determination consistent with WIA and the regulations. The contractor is responsible for securing proper documentation to backup eligibility determinations.

6. Objective Assessment (CFR 664.405)

For each youth participant, an objective assessment must be provided that meets the requirements of WIA section 129(c)(1)(A) and includes a review of the youth's skill levels including basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), support service needs, and developmental needs. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet his/her individual needs. The result of an assessment is seen in the youth's ISS. After an applicant is determined to be eligible for WIA funded services and before enrollment in program activities, the Test of Adult Basic Education (TABE) must be administered to measure initial educational function level and to determine basic skills attainment and any subsequent educational attainments. Prior to termination from the program, all youth must be post-tested, using the same test as was used before enrollment in program activities. Proposals must include an assessment process.

7. Basic Skills Goals

At a minimum, one (1) goal must be set at the time of enrollment. Basic skills goals take priority. Success or failure of skill attainment goals are measured no later than one (1) year from the time the goal was set, whether or not the youth has exited the program. Proposals should include how goals will be set and achieved.

8. Individual Service Strategy (ISS) (CFR 664.405)

For each youth participant, an ISS must be developed that meets the requirements of WIA section 129(c)(1)(B); the ISS must identify an age-appropriate career goal that takes into consideration the youth's assessment results and prepare the youth for postsecondary educational and/or employment opportunities. The ISS information provides linkages between academic and occupational learning, preparation for employment, and provides effective connections to intermediary organizations that provide strong links to the job market and employers. The ISS should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur. The ISS format is included in the state MIS system (EFM) where WIA data is tracked.

9. Referral Services (CFR 664.405)

Any eligible youth who is not enrolled in services at a contracted program must be given referral information regarding the full array of available services in the community, including One-Stop partners. In addition, youth should be given referrals for further assessment if appropriate. 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.

10. Academic Requirements

In order to assist youth in achieving academic and occupational success, services must have a strong emphasis on academic skills gains in English language literacy, reading and math computation. The target population to be served includes youth who have low basic skills, defined as educational functioning level. The Respondent should outline academic services to assist youth with achieving at least one educational level within one year of participation.

11. Individual Training Accounts

Occupational skills training may be offered as an Individual Training Account (ITA) for youth ages 18-21. Youth who have been determined to need training may access training services with an ITA, enabling he/she to choose an approved occupational training program from an approved training vendor.

12. 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.

13. Work Maturity Skills

Skills required in meeting an employer's expectations such as the following: dependability, productivity, task completion, punctuality, attendance, appearance, behavior and positive attitude. These skills contribute to job retention. Work maturity skills involve the employer/classroom instructor evaluating the youth and must be a part of all educational and work based activities.

14. 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 by the youth.

15. 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 awareness, 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 skills and knowledge that are specific to career paths. This activity is designed to provide exposure to career options for the youth and to provide actual work experience that connects classroom learning to work based learning.

16. Literacy & Numeracy Gains

Literacy and Numeracy (Lit/Num) Gains applies to out-of-school youth who are basic skills deficient at time of enrollment. The 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. Out-of-school youth who are basic skills deficient will likely need time to improve one or more education levels. It is recommended that when pre-testing and post-testing for Lit/Num identification and gains contractors utilize the same testing instrument (i.e. TABE).

17. Career Development and Employer Connections

Proposals should demonstrate meaningful career development experiences involving employers. Career development for this solicitation 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.

Employment related activities should be developmentally appropriate and help a given youth relate to exploring, selecting, or preparing for a career pathway of interest. Activities should be increasingly challenging over the course of a given youth's participation and be tied to locally recognized career pathways. Work experiences may include, but are not limited to:

- Employer mentoring,
- Exposure to various aspects of industry through job shadowing,
- Paid work experiences,
- Internships,
- Job search assistance, placement, and retention support,
- Occupational skills training.

Legitimate connections to employers are essential and can effectively assist youth in becoming highly skilled and employable. Respondents should demonstrate meaningful employer connections. These connections should lead to increased placements in employment, as well as, meaningful exposure to the world of work with measurable skill increases.

18. Parental Involvement

Parental involvement is proven to be an integral component for a youth's success in school. All in-school youth programs should include a parental involvement component where applicable. Respondents should describe how the parents will be engaged from point of entry into and throughout the program.

19. Collaboration

SFWIB requires contractors to collaborate with all other providers of SFWIB funded participant programs during recruitment, enrollment, and program activities to ensure that participants have the opportunity to attend the programs most advantageous to them. 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 18-21) enrolled in occupational skills training and other academic and vocational programs offered at no cost to SFWIB. The Respondent should outline methods of collaboration.

20. 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 counselors will act as a liaison with community agencies that provide services that target the disabled population and as a liaison to foster care programs for those participants participating in the foster care system and for those youth aging out of the foster care system.

21. 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. The Respondent should outline a plan for implementing the case management process.

22. Participant Management

A proven, successful participant management system shall be incorporated into all proposed services as an element to assist in the participant's success. This is a client-centered process for assessing and documenting the needs, progress and achievements of a youth from program enrollment through follow-up. For those youth who do not meet the WIA eligibility criteria or youth who are determined eligible but do not want to enroll, the successful Respondent must provide referral information regarding available services through local programs that have the capacity to serve the youth with appropriate training, educational services and employment opportunities.

23. Incentives

Incentives should be awarded for excellence. The youth must have attained a benchmark, short-term measure, outcome or goal to receive an incentive. 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. Respondent should provide processes for awarding incentives.

24. Co-Enrollment

All youth who are 18 years or older may be co-enrolled in the WIA 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.

F. YEAR-ROUND AND SUMMER ACTIVITIES

Year-Round Pay/Wage Rate and Work Hours

Out-of-school youth will be paid at least the minimum hourly wage and may participate in the year-round work activities of up to a maximum of 240 hours. A total of 40 hours must include work readiness/employability skills training and life skills training (the 40 hours are inclusive in the maximum allotted hours).

In-school youth are allowed to work during the school week; however, Child Labor Laws must be strictly adhered to.

Summer Pay/Wage Rate and Work Hours

Younger youth participants (ages 14-17) must be compensated at least at minimum wage or paid a wage rate of no more than \$8.00/hr and will participate in the summer program for no more than 140 hours during the entire summer program. Younger youth will only be allowed to work up to four hours a day. A total of 30 hours must include work readiness skills training; the 30 hours are inclusive in the maximum allotted summer hours.

Older youth participants (ages 18-21) 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 160 hours during the entire summer program. A total of 30 hours must include work readiness skills training; the 30 hours are inclusive in the maximum allotted summer hours.

Payroll

Payroll for youth participants will be accomplished by the Contractor. The Contractor shall comply with all laws and regulations pertaining to Workers' Compensation.

Contractor Worksite Responsibilities

The Contractor will be responsible for the following worksite requirements, but are not limited to:

1. Develop and identify worksites/job opportunities and match youth with the appropriate jobs;
2. Monitor all worksite activities;
3. Provide instructions to the worksite supervisor to ensure the development of youth work maturity skills to include achievements, deficiencies and disciplinary actions;
4. Meet with supervisors once per pay period to discuss youth performance and progress, and collect time sheets for payroll determination;
5. Collect and maintain original sign-in and out logs for the actual hours worked and the educational session attended by each youth;
6. Perform worksite inspections;
7. Enforce the Child Labor Laws and Occupational Safety and Health Administration Act (OSHA);
8. Complete and maintain all worksite documentation and submit copies to SFWIB;
9. Maintain a database system to track youth status and activities;
10. Issue a payroll check to the participant and maintain appropriate signature logs verifying issuance and receipt of the check.

Employer Worksite Responsibilities

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

1. Each worksite must have a designated adult supervisor/alternate supervisor assigned throughout the youth's job assignment;
2. Maintenance of time and attendance records of all youth;
3. Develop job description related to the youth's job tasks;

4. Report any and all injuries to a youth (while at the worksite) immediately to the program case manager;
5. Ensure a safe and sanitary working environment;
6. Complete and sign the Worksite Agreement;
7. Agree to comply with all provisions of the youth employment program and Worksite Agreement;
8. Provide adequate workspace and equipment for the youth;
9. Provide trained full time adult supervision while the youth is at the worksite;
10. Provide 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;
11. Ensure that youth are supervised at all times and provide daily guidance;
12. Ensure that all designated supervisors and alternate supervisors participate in a supervisory training prior to the work program start date.

Worksite Activity Restrictions

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

1. Work components/sites must not be sectarian, union, anti-union or political;
2. Youth involved in such worksites as day care centers and recreational aides must have a background screening check performed;
3. Youth cannot be paid for overtime, sick, vacation or holiday wages;
4. Youth cannot work beyond the hours allocated as per the contract;
5. Youth cannot perform activities on private property (residences);
6. Child labor laws, if applicable, must be enforced as appropriate to the age of the youth;
7. Work activities must not take place in any casino or other gambling establishment(s), aquarium, zoo, golf course, or swimming pool; SFWIB will not permit the placement in or support the activity of summer employment or work experience in any of these facilities;
8. Youth participants may not operate power tools.

G. OTHER PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Proposals must satisfy all requirements contained in this RFP for operating WIA Youth programs.

Staffing

Program staff must be of sufficient size to handle the expected service delivery demand and have a Bachelors 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 Bachelors degree, a minimum of three (3) years of experience working with the targeted population is acceptable.

Background Screening

The SFWIB requires that employees and subcontracted personnel be screened in accordance with Sections 943.0542, 984.01 (2) (a), Chapter 435, 402 and 39.001, Florida Statutes and through the Florida Department of Law Enforcement (FDLE), Volunteer & Employee Criminal History System (VECHS) program.

Satisfactory background screening documentation will be accepted for those agencies that already conduct business with the Department of Children and Families (DCF), the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS) if a clearance letter is available and on file. Additionally, an affidavit of Good Moral Character must be completed and notarized for each employee, volunteer and subcontracted personnel upon hiring.

Contractor personnel that will be working directly with children shall have a completed Level 1 Screening response from the FDLE that indicates that there has been no prior involvement in any of the disallowed conditions, before beginning work in any SFWIB funded youth program. Level 1 Screenings can be accomplished electronically on line with the FDLE (www.fdle.state.fl.us/CriminalHistory/). Additionally, only employees, volunteers and subcontracted personnel with a satisfactory Level 2 background check through the VECHS may work in direct contact with children under the age of eighteen.

Any employee receiving a positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks shall immediately cease working in any SFWIB funded youth program.

If funds are awarded to the Respondent within 30 days of execution of the contract, the selected Respondent shall furnish the SFWIB with proof that background screening Level 1 was completed and proof that Level 2 was initiated. If the Contractor fails to furnish to the SFWIB proof that background screening Level 1 was completed and Level 2 was initiated prior to working directly with client youths, the SFWIB shall not disburse any further funds and this contract may be subject to termination at the discretion of the SFWIB.

The Contractor shall re-screen each employee, volunteer and/or subcontractor every five years.

Monitoring

Respondents shall propose an internal monitoring process to ensure that services are delivered in accordance with the administrative and programmatic requirements of WIA. 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.

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, at all times, on-site and must be kept in a secure location with limited access to authorized personnel. SFWIB requires contractors to make youth records available to SFWIB staff, state and federal officials and auditors. The participants' files must include the documentation necessary to support all WIA 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 SFWIB policy. The below forms/information must be maintained for each youth, but are not limited to:

- 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)
- WIA 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
- Status changes/activity changes
- 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)

SFWIB will provide Contractors with a set of 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

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, status changes, documentation of activities, test results, progress reports, incentive awards, payroll records, etc. SFWIB will provide a unified data collection system through EFM 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 SFWIB. 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
- Status changes (new or changed activity)
- 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 SFWIB Service Account Management System (SAMS), 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

Reports/Reporting

SFWIB requires Contractors to submit reports by the 10th day of each month. SFWIB will provide the programmatic and fiscal report templates at the time of contracting. From time to time throughout the project, SFWIB may request other information. All contractors are required to comply, in a timely manner as prescribed by 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 SFWIB. The Respondent must outline a plan to comply with this process.

H. PROGRAM PERFORMANCE REQUIREMENTS

The achievement of performance measures will be used by 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. Listed below are the performance categories and percentage minimums that will be required of all contractors awarded youth funding:

Older Youth at Time of Registration (Ages 19-21)

1. 100% enrollment of older youth 19-21 will be achieved, and data entry will be completed in a timely manner into the EFM system.
2. 100% enrollment of older youth 19-21 must have an ISS plan developed and are carrying out activities to pursue the ISS plan.
3. A minimum of 95% of all enrolled older youth 19-21 will complete the work readiness goal attainment.
4. A minimum of 95% of all enrolled older youth 19-21 who participate in work activities will need to have one to four work maturity evaluations completed by the worksite supervisor depending on the length of time the youth participates in the work activity.
5. A minimum of 45% of all enrolled older youth 19-21 who exit from the program shall attain a credential, during program participation.
6. A minimum of 85% of enrolled older youth 19-21 will exit from the program as employed.
7. A minimum of 80% of enrolled older youth 19-21 must be exited from the program with placement in jobs paying a minimum hourly wage of \$8 per hour.

8. A minimum of 90% of enrolled older youth 19-21 who exit from the program must achieve one of the positive outcomes: attained a credential, diploma, entered post secondary education, advanced training, entered military service, qualified apprenticeship training, or entered employment.
9. Enrolled older youth 19-21 who lack pre-program earnings (up to 6 months before enrollment in program) and who exit from the program as not engaged in post-secondary education or advanced training, must show evidence of a \$3,400 earnings gain at the end of the second quarter after exit as compared to earnings at time of enrollment (comparing two and three quarters before enrollment with the second and third quarters post program exit).
10. A minimum of 35% of all enrolled out-of-school youth 19-21 who are basic skills deficient at time of enrollment need to increase one or two educational functioning levels within one year of participation plus the number of participants who exit before completing the program must attain Literacy and Numeracy Gains.
11. A minimum of 85% of older youth 19-21 who exit from the program must retain one of the positive outcomes three quarters from the quarter of exit: attained a credential, diploma, entered post secondary education, advanced training, entered military service, qualified apprenticeship training, or entered employment.

Younger Youth at Time of Registration (ages 14-18)

1. 100% enrollment of younger youth 14-18 will be achieved, and data entry will be completed in a timely manner into the EFM system.
2. 100% enrollment of younger youth 14-18 must have an ISS plan developed and are carrying out activities to pursue the ISS plan.
3. A minimum of 95% of all enrolled younger youth 14-18 will complete the work readiness goal attainment.
4. A minimum of 95% of all enrolled younger youth 14-18 who participate in work activities will need to have one to four work maturity evaluations completed by the worksite supervisor, depending on the length of time the youth participates in the work activity.
5. 100% of enrolled younger youth 14-18 must have a goal set at all time. If the youth is basic skills deficient, a Basic Skills Goal must be set until such time when the youth becomes basic skills sufficient. If a younger youth is not basic skills deficient, the youth must have a work readiness or occupational skills goal set at all time.
6. A minimum of 85% of all enrolled younger youth 14-18 who are initially assessed as basic skills deficient will increase their individual basic skills level in reading, math and language skills as documented by academic assessment pre-test and post-test and will receive a related basic skills goal attainment.
7. A minimum of 90% of enrolled younger youth 14-18 who exit from the program must achieve one of the positive outcomes: entered post secondary education, advanced training, entered military service, qualified apprenticeship training, entered employment, or remained in secondary school.
8. A minimum of 85% of enrolled younger youth 14-18 who exit from the program must retain one of the positive outcomes three quarters from the quarter of exit: attained a credential, diploma, entered post secondary education, advanced training, entered military service, qualified apprenticeship training, or entered employment.
9. A minimum of 65% of all enrolled younger youth 14-18 who lack a High School Diploma or GED will be awarded their High School Diploma/GED by the end of the third quarter after program exit.

10. A minimum of 50% of in-school youth 14-21 with school attendance problems will improve attendance by 50% per quarter.
11. A minimum of 50% of in-school youth 14-21 who have a history of suspensions will decrease suspensions by 50% per quarter.
12. A minimum of 50% of in-school youth 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.

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

NOTE: The performance standards are listed as older youth and younger youth and not specifically as in-school and out-of-school youth, with the exception of three in-school standards listed under younger youth category and one exception under older youth.

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

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VI. PROPOSAL SUBMISSION REQUIREMENTS

A. SUBMISSION GUIDELINES

Respondents are required to submit to the SFWIB two (2) unbound originals and eight (8) unbound copies of proposal packages not later than **2:00 p.m. on May 31, 2011**. Proposal packages shall be delivered to the address set forth on the cover page of this RFP. SFWIB shall not accept any changes, modifications or additions to any submitted proposal package after the aforesaid submission deadline has passed.

NOTE: Do not bind copies or use section dividers. Use binder clips or rubber bands to keep copies separate.

Any proposal package that does not arrive at the aforesaid address by the aforesaid time and date will not be accepted by the SFWIB and will be returned unread to the Respondent. No proposal packages will be accepted via electronic mail or facsimile.

For your convenience in preparing your proposal package, this RFP and attachments are available on SFWIB's website, www.southfloridaworkforce.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
 - Cost Allocation Plan
2. Sealed envelopes that do not identify the Respondent by name and is assigned a ten-digit alpha-numeric code by the Respondent:
 - Technical Proposal Narrative
 - Budget Narrative
3. Sealed envelope which has Respondent's identifying information:
 - Identifying Data Cover Sheet (Attachment A).

All proposals must be in 12 Point Font, Times New Roman.

B. PROPOSAL FORMAT, CONTENT AND ORGANIZATION

All proposal packages shall be assembled in the following format under separate covers:

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. **Only one original of Attachment A is required to be submitted.**

Attachment A will be opened at the proposal review session scheduled for Friday, June 10, 2011.

2. Organizational Experiences/Capabilities: 10 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 and eight (8) unbound copies** are required to be submitted.

All Respondents must respond to the items below:

- a. Describe your organization’s years of experience with youth employment and training services, including years of experience providing outreach/recruitment, case management, assessment, career exploration, follow-up services, job development, etc.
- b. Describe the type of program(s) being proposed. Identify the purpose of the program(s) and the goals of the program(s). The description should identify the number of youth to be served, the proposed target population.
- c. Describe the location of service delivery and the hours of operation. Indicate whether the facility in which the proposed program is delivered is handicap accessible and barrier free. Identify modes of transportation to the program services.
- d. Describe qualifications of key administrative and direct service staff.
- e. Describe your staffing plan for the program. Provide a complete list of names and resumes for key program staff from your organization who will be involved in the program. Provide table of organization and identify where the proposed program will fit into the table of organization. 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.
- 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. 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 that include references that SFWIB is unable to contact or the provided information cannot be verified by SFWIB may be eliminated from this competitive procurement process.

C. TECHNICAL PROPOSAL NARRATIVE – Thirty-five (35) Page Limit – Excludes applicable Attachments

Attachment F is the cover sheet for your organization to utilize for the submission of the Technical Proposal Narrative. **Two (2) unbound originals and eight (8) unbound copies are required to be submitted in sealed envelopes.** 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 that 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 35 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).

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

- a. Describe your proposed program design to include services and activities that will be provided and detail the proposed program flow to include the required ten program elements. Describe the strategies that will be used to ensure that appropriate services are delivered to all program participants and participant needs are met.
- b. Describe how your proposed program design will link with/to other youth organizations and target the most at-risk youth populations to ensure better utilization of available community resources. How will the proposed program assist in building a network of community services to youth in Miami-Dade and Monroe Counties? Specify what organizations you plan to partner with in order to address the needs of the youth and provide a description of their services.
- c. If you are a current SFWIB Youth Provider, provide detailed information on projected carryover participants who will continue to be enrolled in activities as of July 1, 2011. If you are not a current SFWIB Youth Provider, provide a process as to how your proposed program would accept and continue to provide services to youth who are currently enrolled in the youth program.
- d. Describe the following aspects of the proposed program: What work readiness curriculum will be used? Include a copy of the curriculum as an attachment. Detail work readiness schedule. Submit a schedule of the workshops. How will the participant’s progress be measured throughout the program?
- e. Describe the proposed program strategies for identifying and responding to the unique workforce needs of WIA eligible youth. Describe how youth applicants will be informed of the purpose, structure, services and requirements of the proposed program and the process’ to engage parents/guardians to support the youth throughout their program involvement.
- f. Describe the organization communicational flow to include methods to be utilized to disseminate information to all staff regarding programmatic and operational procedures.
- g. Describe in detail the process for internal reviews and evaluating the proposed program’s success and implementing corrective actions. Describe the internal process that will be used for tracking the proposed program’s performance.
- h. Describe in detail the proposed plan to deliver academic assistance to increase the grade and skill level of youth who are basic skills deficient, and how the proposed program will provide academic and career guidance to youth to ensure successful completion of the proposed program.
- i. Describe in detail how the proposed program activities will develop occupational skills in high growth, in-demand industries and how the proposed program will identify industry needs and connect youth to those industry needs.
- j. Describe your proposed summer activity component and the transition into the summer component from the year-round program. Describe how the summer program component complements your proposed year-round program design.
- k. If proposing an in-school program, describe in detail the strategies, activities and processes to be utilized to identify, engage and keep youth in school and graduate with a credential.

1. If proposing an out-of-school program, describe in detail the strategies, activities and processes to be utilized to identify, connect/reconnect and re-engage out of school youth with educational and employment services.

2. Performance (10 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.

3. Budget (10 Points)

Attachment G is the cover sheet for your organization to use for the submission of the Budget. **Two (2) unbound originals and eight (8) unbound copies are required to be submitted in sealed envelopes.** The Budget is to be prepared in a manner that ensures that 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 not exceeding ten percent (10%) of the proposed budget. Administrative/indirect costs (e.g. accounting, auditing, payroll administration costs, insurance, internet, etc.) are the general overhead expense 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.

4. Cost Allocation Plan (CAP) (5 Points)

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

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

In order for costs to be allowable in Federal grant programs, the costs must be allocable on the basis of benefits received. The requirements and guidance for cost allocation are found in the Office Management and Budget (OMB) Circulars outlining the cost principles (**OMB Circular A-122 for nonprofit organizations; OMB Circular A-87 for governmental entities, Code of Federal Regulations (CFR) 45, Subpart B-74 and CFR 48, Subpart 31.2 for profit organizations**). For additional information, please visit:

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

One original and **one copy** labeled Cost Allocation Plan must be packaged separately and included in Respondent's submission.

D. OPERATIONAL DOCUMENTS

Attachment K identifies the required operational documents. **One original** and **one copy**, labeled operational documents must be packaged separately and included in Respondent's submission.

E. DUE DILIGENCE REQUIREMENTS

Attachment L sets forth the Due Diligence requirements. **One original** and **one copy** labeled Due Diligence documents must be packaged separately and included in Respondent's submission. The submission of Due Diligence documents **is mandatory** for **all** Respondents. 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 components will result in a reduced score or disqualification. SFWIB will not advise a Respondent that their proposal is incomplete prior to rating or disqualification.

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VII. SELECTION PROCESS

A. EVALUATION PROCESS

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 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 **Friday, June 10, 2011 at 2:00 p.m.** at SFWIB Headquarters. Respondents are advised to regularly check the SFWIB website calendar (www.southfloridaworkforce.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. SFWIB may elect not to award a contract to any Respondent under this solicitation. Note that References are checked to verify information submitted in the proposals.

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 SFWIB without further addendum to the solicitation.

SFWIB may enter into negotiations with the Respondent(s) in order to achieve the best services for 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. 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 be requested.	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
Cost Allocation Plan will be evaluated based on information that was requested in the cost allocation plan worksheets.	5
TOTAL SCORE	100

B. CONTRACT AWARD

A contract or contracts may be negotiated with one or more Respondents based upon the proposals received by the SFWIB. 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.

C. APPEAL PROCESS

Respondents will be advised of SFWIB appeal process at the time of the June 10, 2011 public review forum.

NOTE: ANY RESPONSE THAT SCORES BELOW AN 80% WILL NOT BE CONSIDERED FOR FUNDING.

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