



South Florida Workforce Investment Board

REQUEST FOR PROPOSALS RFP #: YS-DJJ 2010-2011

Workforce Investment Act (WIA)

JUVENILE JUSTICE INVOLVED YOUTH

Release Date: December 13, 2010

Deadline for Receipt of Proposals: January 7, 2011

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

*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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**Section I
Events Calendar and Process**

A. Solicitation Schedule

The schedule below lists the important actions and dates/times by which the actions must be taken or completed.

ACTIONS	DATES/TIMES
Release of Request for Proposal Package	December 13, 2010 4:00pm
Offerors' Conference	December 22, 2010 10:30am
Deadline for Receipt of Proposals	January 07, 2011 1:00pm
Proposal Review Public Forum	January 19, 2011 10:30am
Preliminary Funding Recommendation (Youth Council Meeting)	February 17, 2011 8:00am
SFWIB Consideration of Funding Recommendations	February 17, 2011 9:30am
Contract Executed	February 25, 2011
Contract Start Date	March 2011

South Florida Workforce Investment Board (SFWIB) reserves the right to change this schedule, in its sole discretion, when it is in the best interests of SFWIB. If SFWIB finds it necessary to change any of the dates and/or times, the change will be accomplished by an addendum and will be posted on the SFWIB website: www.southfloridaworkforce.com. Respondents are responsible for checking the website for any changes.

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 also 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 enabling SFWIB to identify those organizations that can provide the highest quality and levels of service in the workforce environment. SFWIB is seeking concise proposals that provide a detailed plan for the proposed services. Responses should document qualifications, a demonstrated performance track record in providing the proposed services, illustrated experience with the targeted population and an in-depth knowledge of the fiscal, administrative and programmatic requirements of the funding stream(s) utilized by SFWIB.

C. Cone of Silence

All Parties to this solicitation are limited by the "Cone of Silence" surrounding solicitations and prohibitions against ex parte communication. The "Cone of Silence" 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 this procurement process. Respondents directly

contacting Board members, staff, or selection committee members risk immediate elimination of their proposal.

D. Offerors' Conference

Prospective Respondents are encouraged to attend the Offerors' Conference that is scheduled for 10:30 a.m. on December 21, 2010. This conference will be held at the SFWIB Headquarters, 7300 Corporate Center Drive (NW 19th Street), 5th Floor, Conference Room 3, Miami, FL 33126. Attendance is not mandatory.

The Offerors' Conference is the only communication opportunity provided to Respondents regarding this solicitation. The Conference will provide the only forum available to Respondents for submitting questions. Except for information provided at the Offerors' Conference, SFWIB staff is prohibited from communicating with Respondents.

E. Request for Clarification

All questions regarding the clarification of any requirement, standard or question in this RFP because of any alleged ambiguity, conflict, discrepancy or omission or other alleged error(s) must be received by SFWIB no later than 1:00 pm ET on December 20, 2010. Written requests should be emailed to Phillip Edwards at pedwards@southfloridaworkforce.com.

1. SFWIB reserves the right to accept or reject any or all request(s) for clarification, in whole or in part, and may require requests to be supplemented through additional written submissions.
2. Oral requests for clarification shall not be accepted.

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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Section II General Specifications

A. Introduction

The SFWIB and the Youth Council are soliciting competitive proposals from organizations with demonstrated expertise and the capacity to effectively and efficiently manage the delivery of youth services to youth involved in the juvenile justice and court systems. The successful Respondent will provide summer and year-round activities through the Workforce Investment Act (WIA) and Temporary Assistance for Needy Families (TANF). It is the intent of the SFWIB to provide an equal and open opportunity in the selection of contractors for the provision of workforce development services to juvenile justice/court involved young offenders, ages 16-21 (current or post participation) in Miami-Dade and Monroe Counties.

The purpose of this Request for Proposal (RFP) is to solicit proposals that will further Region 23's goals to reduce juvenile crime and to deliver services to assist at-risk juvenile youth in obtaining and maintaining gainful employment. This RFP is part of a broader and coordinated strategy, developed by the Youth Council to:

1. Promote new research-based initiatives that have both the greatest likelihood of reducing juvenile crime and the highest likelihood of successful replication;
2. Reduce recidivism;
3. Reduce the use of juvenile detention among youth who are not a threat to community safety;
4. Reduce juvenile offenses by providing effective services and delivery of those services in a timely, coordinated, and comprehensive manner;
5. Ensuring public safety;
6. Successful community reentry of young offenders;
7. Enhance and sustain the infrastructure to reintegrate young offenders in their local communities throughout the Counties; and
8. Address the needs of youth offenders.

This solicitation approach is to target a specific population of Region 23's neediest youth, juvenile justice youth who require additional assistance to complete an educational program and secure and hold employment.

Under this RFP, services solicited should:

- Provide immediate assistance to first time male or female offenders.
- Offer juvenile offenders an opportunity to avoid arrest and/or prosecution by providing alternatives to the formal juvenile justice system process.
- Serve as a dispositional alternative to the Court and provide intervention services for post adjudicated youth.
- Provide wrap-around services/program(s) for youth in the juvenile justice system.
- Target Circuit 11 juvenile justice zip codes with the largest concentration of juvenile youth: 33147, 33142, 33056, 33162, 33127, 33033, 33150, 33054, 33030, 33055, 33157, 33032, 33161, 33169 and 33034 in Miami-Dade County. All Monroe County Circuit 11 juvenile justice zip codes will be targeted.

The Respondent must demonstrate comprehensive experience in providing social, delinquency, mentoring, employment, and/or other social services to the targeted population. The extent to which the Respondent demonstrates a history of successfully implementing employment/training programs and achieving outcomes will be evaluated. This includes demonstration of established partnerships with community organizations, education agencies, local businesses, and government agencies in securing employment/training and providing services to the targeted population.

Priority will be given to Respondents who provide the most comprehensive, fully structured program(s) of services in order to ensure that youth are constructively occupied, especially during after school hours and weekends when the youth are most likely to be tempted to reoffend. Proposals submitted must provide for direct services, which must be racially, culturally and ethnically appropriate to the solicited population. Also, youth referrals to the proposed program should come from the Department of Juvenile Justice (DJJ) and their service providers.

Responses to this solicitation should be developed to effectively communicate the funding needs of the submitting organization. All organizations submitting responses should be aware that all funding offered under this solicitation is subject to availability of funds and all awards made as a result of this solicitation are contingent upon availability of such funds.

B. Available Funding

The estimate below is solely for the purpose of offering planning guidance to Respondents. In addition, WIA requires that a minimum of 30% of WIA youth funds be allocated to out-of-school youth programs and 15% allocated to after school activities for in-school youth. Funding availability for this program will be approximately \$400,000.00.

C. Cost per Participant

In order to serve the maximum number of youth, SFWIB will impose a maximum cost per participant of \$2,480, which includes administrative and program (operational and participant) costs.

D. Leveraged Funds

Respondents are strongly encouraged to seek and obtain leveraged funds for the proposed program. Leveraged funds can be in the form of cash or in-kind services. In-kind services are merely services that are provided to enhance the proposed program at no charge or at discounted charges.

E. Period of Performance

Services funded under this solicitation are anticipated to commence in **March 2011** and shall terminate at the close of business on **June 30, 2011**. SFWIB reserves the right to negotiate for continued services with the same Respondent(s) for up to two (2) additional one (1) year performance periods subject to satisfactory performance and availability of funding to the SFWIB. Such renegotiation may occur annually in the sole discretion and option of SFWIB.

F. Program Overview

The main focus of this youth program is to provide access to academic and occupational skill opportunities and increase employment, job retention and earnings by developing work related activities that will prepare youth to effectively compete in the global economy. The Workforce Investment Act (WIA) states that due to the realities of today's global economy, our workforce systems must be demand-driven and prepare youth for real job opportunities.

Youth programs must be designed and provided through a year-round service delivery strategy that includes an integration of year-round and summer activities. Year-round services do not imply a twelve month enrollment-to-exit cycle for each youth. The duration of services for each youth must be determined based on individual youth needs and on the amount of time needed to achieve positive outcomes.

This solicitation seeks services for at-risk juvenile youth to assist them in identifying, securing, and maintaining employment at a meaningful wage that will progress the youth towards self-sufficiency.

For the purposes of this solicitation, the targeted population will be defined as youth who are first-time offenders, youth who exhibit behaviors and/or possess risk factors typically associated with delinquent behavior and, therefore, at-risk for formal involvement in the juvenile justice system; and/or who are at-risk for re-commitment, or re-referral to the Courts, or referral to the adult criminal justice system if effective intervention is not provided.

The proposed program should offer a well conceived plan for delivering a comprehensive and structured set of interventions for the targeted population. These interventions should be designed to interact together through the provision of individualized and tailored care to a given youth to build his/her assets and enhance factors in the below areas, but are not limited to:

- Criminal History
- Environment in which Youth was Raised
- Mental Health
- Living Arrangements (Current and Long Term)
- Alcohol and Drugs
- School/Education
- Employability/Employment
- Other Use of Free Time
- Attitudes/Behaviors
- Interpersonal Skills
- Thinking Skills
- Self-Monitoring and Control
- Relationships

The successful Respondent will have sustained systemic partnerships that have been established to ensure the availability of services to meet each participating youth need as identified by the Youth Council as essential to the holistic development of the youth offender.

The goal of the program is to operate intervention services that promote responsible behavior to increase protective factors against delinquent behaviors to ensure youth are afforded opportunity for self-sufficiency and to provide aftercare wrap-around services as part of a local, comprehensive continuum of services. Moreover, another goal is to increase the number of community-based services for juvenile youth with a comprehensive array of services, aiming to result in an accountability system to reduce recidivism.

G. Collaboration

Respondents are encouraged to establish linkages with the juvenile justice system and other organizations that provide services to the targeted population in Miami-Dade and Monroe Counties. The Respondent must collaborate with the juvenile justice system and its community-based intervention/conditional release providers, and local community organizations who are involved in the intervention and/or treatment of delinquent youth through the juvenile justice system.

H. Payment Structure

It is expected that the contract awarded will be cost reimbursement and performance based.

Note: Respondents shall not be awarded profit until the Respondent has met all performance requirements.

I. Contract Terms

Specific contract terms, conditions and method of payment are a component of the contract negotiation process and the successful Respondent(s) shall negotiate the final contract in good faith. **Cash**

advances will not be provided. Therefore, successful Respondents must have sufficient resources to await payment/ reimbursement.

J. Confidentiality

The successful Respondent(s), in the course of the Respondent's duties under the contract, may handle or have access to confidential customer 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 such information.

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, without prior notice. SFWIB also reserves 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 RFP

The apparent silence of this RFP and any addendum regarding any details or the omission from the RFP 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 by Respondents 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 solicitation 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, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawful admitted immigrant authorized to work in the United States or participation in any 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, in the sole discretion of the SFWIB, a site visit conducted by SFWIB staff to determine whether required fiscal and administrative systems are in place and are adequate to meet SFWIB requirements. On-site reviews of programmatic, administrative, and fiscal capabilities will include, but may not be limited to, the following:

1. **Operational Status:** The Respondent must be an incorporated organization or a governmental entity that has been operating for **at least two years**.
2. **Funding Reserve:** The Respondent must be able to document that they are currently receiving, and expect to continue receiving for the next fiscal year, **at least 5% 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.

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

When a Respondent approved for funding does not have an independent audit for review, the Respondent will be given up to ninety (90) days (from the date the funding is approved by 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.

4. **Programmatic and Administrative Review**: The Respondent must be able to meet the SFWIB programmatic and administrative capability requirements through a review, which may be on-site, inspection of staff resumes, facilities and equipment (if applicable), insurance, other documentation, and review of documentation of the organization's past performance with respect to accomplishing training and employment goals.

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Section III Scope of Services

A. Eligibility

Successful Respondents are responsible for WIA and TANF eligibility determination and verification, the collection of the required supporting documentation, and the completion and submission of all necessary eligibility documents. Individuals eligible to receive services under this solicitation will be youth who have been/are involved in the juvenile justice court system.

1. 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:

- a. Applicants (which means that they are applying to receive cash assistance);
- b. Current participants (which means they are currently receiving cash assistance);
- c. Former participants and currently earning up to 200% of the poverty level;
- d. 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
- e. A non-custodial parent of a child who is TANF eligible.

2. Youth served under this solicitation must be eligible for services under Title I Section 101(13) of WIA; a youth must meet the below characteristics, but are not limited to:

- a. Be 16-21 years of age at the time of registration;
- b. A citizen of the United States or a non-citizen who is authorized by the Immigration and Naturalization Service;
- c. Authorized to work in the United States;
- d. In compliance with the Selective Service Act (only relevant for males 18-21);
- e. Is a resident of Miami-Dade and Monroe Counties;
- f. Identified as low-income; and
- g. **Must be within the framework of this solicitation, i.e. juvenile justice/court involved youth, who are currently or have been a participant in the juvenile justice system.**

Youth who receive services shall be eligible according to the low-income guidelines as defined by the 70% LLSIL Income Standards or Poverty Guidelines established by the U. S. Department of Health and Human Services.

B. Program Design Features

The following program design features, required for all youth programs funded under Title I-B of WIA Section 129(c)(1) must be addressed in the Respondent's program design. Each Respondent should design a program with a holistic approach to service delivery that reduces risk factors and allows youth to advance in a developmentally appropriate manner toward self sufficiency recognized by SFWIB. Additional specific program components are described below, but not limited to:

1. **Outreach and Recruitment** - Outreach and recruitment efforts are highly encouraged to inform youth about the services being offered and to develop linkages to enroll eligible youth. Outreach and recruitment, including, but not limited to, identifying potential eligible youth, working with parents and guardians to secure necessary documentation, and communicating with community organizations and educational entities regarding recruitment efforts.

2. **Eligibility Determination/Certification and Intake** - All participants must be determined eligible for program services. Systems should be in place to determine and certify the eligibility of all youth registered for services in compliance with WIA and TANF, associated regulations and SFWIB policy. After completing the eligibility and certification process, the intake process for gathering and completing the appropriate paperwork will occur. SFWIB will provide technical assistance on the eligibility determination, certification and intake process.
3. **Orientation** - All participants must receive information on the full array of services that are available through eligible providers and other community partners.
4. **Assessment** - Each participant shall be provided with an objective assessment of his/her academic, employment skills, and other needs as essential to holistic development and self-sufficiency. This includes, but is not limited to, a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes and supportive service needs. Where appropriate, on a case-by case basis, recent assessments can be used in lieu of additional assessment. The goal is to accurately evaluate the youth skills and situation in order to develop an appropriate individual and tailored care service strategy to meet her/his needs.
5. **Individual Service Strategy (ISS)** - An individualized, written plan of long and short-term goals (that includes educational, employment related and other goals) will be developed for each participant. Programs should use objective assessment information to develop this strategy in conjunction with the participant, her/his family and court involved staff, as appropriate. 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.
6. **Referral** - Any eligible youth who is not registered must be given referral information regarding the full array of applicable or appropriate services available through other local youth community programs. In addition, youth should be given referrals for further assessment if determined appropriate. Contractors must maintain coordinated links with other youth serving agencies, organizations, and training providers in order to meet the individual needs of youth while respecting confidentiality requirements.
7. **Wrap-Around Services** – A program of services that supports a youth in the community through the provision of services to ensure effective program intervention and prevention from re-offending. Aftercare activities are designed to minimize recidivism. Aftercare activities can occur after school hours and on the weekend and are an integral part of working with juvenile justice youth.
8. **Case Management from Registration through Follow-Up** - SFWIB is interested in funding programs that will provide youth with sustainable services. SFWIB anticipates that these youth will continue receiving services through high school graduation or GED certificate including follow-up services after the official contract end date.

C. Required Program Elements

The following elements, required for all youth programs funded under Title I-B of WIA Section 129(c) (2) must be addressed in the Respondents' program design. The primary intent is to provide each youth served with the individual and tailored care needed to address her/his needs and achieve federal, state and local outcomes.

All youth do not need to receive each of these elements, but each element must be made available in a substantial way to every youth who needs it. Follow-up services must be offered to all youth participating in a WIA funded program for at least 12 months following exit.

1. Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities that are directly linked to academic and occupational learning;

4. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training, as appropriate;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate, and
10. Follow-up services for not less than 12 months after the completion of participation, as appropriate.

D. Career Development and Employer Connections

SFWIB would like to see an increase in career development experiences that demonstrate meaningful employer involvement. 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 environments,
- ◆ 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. They 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 shadows
- ◆ 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 to become highly skilled and employable. Therefore, Respondents are expected to 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.

E. Program Parameters

The Workforce Investment Act has required elements that must be addressed by all Respondents. The following section is excerpted from the Workforce Investment Act, 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.”

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.

F. Other Program/Administrative Requirements

Respondents will be responsible for the following, but are not limited to:

- a. Develop and identify work sites and a range of job opportunities and match youth with the appropriate jobs;
- b. Monitor all work site activities;
- c. Provide instructions to the worksite supervisor to ensure the development of the youth work maturity skills to include achievements, deficiencies and disciplinary actions;
- d. Provide instruction to worksite supervisors to include work maturity skills;
- e. Meet with supervisors once per pay period to discuss youth performance and progress and collect time sheets for payroll determination;
- f. Collect and maintain information on the work hours and educational sessions attended by each youth;
- g. Perform inspections for all youth worksites;
- h. Enforce the Child Labor Laws and Occupational Safety and Health Administration Act (OSHA);
- i. Complete and maintain all worksite documentation and submit copies to SFWIB; and
- j. Maintain a database system to track youth status and activities.

G. Staffing

Program staff must be of sufficient size to handle the expected demand for service delivery 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.

H. 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 either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS) if 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 VECCHS 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, Contractor 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.

I. Monitoring

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

J. Youth Records

Successful Respondents must maintain a complete case file for each youth who participates in the program. Participant records must be maintained, at all times, on-site of the successful respondent and must be kept in a secure location with limited access to authorized personnel. These files must be retained for a period of five (5) years after the end of the contract period.

K. Work Activity Hours and Pay Rate

1. Summer

Youth will be paid at least the minimum hourly wage and may participate in the summer activities for a maximum of 120 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 summer hours).

2. Year-Round

Youth will be paid at least the minimum hourly wage and may participate in the year-round work activities for a maximum of 240 hours and work a maximum of 25 hours per week. 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).

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

L. Work Activity Restrictions

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 hours, sick, vacation or holiday pay.
4. Youth cannot work beyond the hours allocated as per the contract.
5. Child labor laws must be enforced according to age appropriateness of the youth.

M. Performance Measures/Outcomes

The successful Respondent shall be responsible for the following performance measures/outcomes based on unduplicated youth:

Youth Ages 16-21 at Time of Registration

1. 100% Goal(s) set at all times for youth age 16-18;
2. 100% Literacy and numeracy data must be entered in State's reporting system;
3. 35% Youth must achieve literacy and numeracy/average grade gain;
4. 90% Youth 16-18 must increase one grade level in reading, math and language skills, if functioning below the 8.9 grade level (skill attainment rate);
5. 100% Youth must have Individual Service Strategy/Career Plan developed and are carrying out activities to pursue plan;
6. 95% Youth shall achieve pre-employment and work maturity competencies;
7. 90% Youth who exit the program must achieve a positive outcome;
8. 85% Youth shall retain positive outcome 6 and 9 months after exiting the program;
9. 80% Youth age 19-21 who exit the program shall be employed in unsubsidized employment;
10. 85% Youth who exit program as employed shall retain employment 3 quarters after the quarter of exit (retention);
11. 60% Youth shall attain a credential, diploma or equivalent;
12. The average wage increase of youth age 19-21 will increase by the designated amount of \$3,400 within 6 months after placement;
13. 100% Youth must receive follow-up services for 12 months after program exit.

Additional Measureable Outcomes

1. 100% enrollment of youth in the program as stated in Statement of Work.
2. 90% of youth participating in the program will not re-offend during program enrollment.
3. 100% of youth admitted to the program will receive aftercare wrap-around services.

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

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Section IV 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 **1:00 p.m., ET on January 7, 2011**. Proposal packages shall be delivered to the address set forth on the cover of this Request for Proposals (RFP). SFWIB shall not accept any changes, modifications or additions to any submitted proposal package after the aforesaid submission deadline has passed.

Any proposal package which does not arrive at the aforesaid address by the aforesaid time and date will not be accepted by the SFWIB. Any proposal package received after the aforesaid time and date shall neither be considered nor evaluated by 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 our website, www.southfloridaworkforce.com.

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

- Sealed envelope which has Respondent identifying information:
 - Identifying Data Cover Sheet (Attachment A).
- Unsealed envelope which has Respondent identifying information:
 - Organizational experience and a capabilities proposal
 - Operational Documents
 - Due Diligence Requirements
 - Cost Allocation Plan
- 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, and
 - Budget

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 January 19, 2011.

2. Organizational Experiences/Capabilities: Twelve (12) Page Limit (Excludes Resumes and Attachments). 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.

- A) Describe in detail your organization's experience providing services similar to the services described in this RFP. Indicate the demographics of the program participants, include information about caseload, geographical area(s) served, success rate in achieving job placements, indicate the number of participants and services provided.
- B) Provide a Table of Organization, describe your staffing plan and indicate supervisory lines for all staff. Complete the attached Chart, Attachment C, with all required information. Resumes are to be attached to the completed chart. If additional staff will be hired, include a job description for the proposed staff. Also, include your organization's plan to guarantee adequate staffing to deliver the proposed services to the targeted population.
- C) Describe the organization's internal and financial control processes that will be utilized to manage and monitor the delivery of the services with outcomes as specified in Part III of this RFP.
- D) Describe how your organization will financially support the costs of doing business until an invoice can be submitted and paid by SFWIB.
- E) Describe your organization's plan for sustainability of this initiative after the funding expires. How will the initiative, if valued, continue?
- F) Provide the physical location(s) of the proposed service delivery. Provide a description of the location(s) and how services will be provided in each location and the accessibility to all youth. If multiple locations are utilized provide a chart that indicates the locations for each type of service.
- G) Respondents must complete the attached reference chart, Attachment D, and provide no more than **three current references** for the same or similar services provided during the past two (2) years and which demonstrates the Respondent's track record for providing proposed services to the offender court-involved/juvenile delinquent population. 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, and its performance requirements, and a report on the Respondent's performance under the contract(s), including absolute numbers and percentages performance standard. 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.
- H) All Respondents must submit/attach most current performance, programmatic and fiscal reports.
- I) Provide evidence of partnership(s) (program specific collaborative partnership agreements, interagency agreements, letters of support, or memoranda of understanding must be attached). The agreements should specially address how each signatory organization will support the efforts of the proposed program.
- J) Complete the attached Chart, Attachment E, which provides information for all funding sources. SFWIB reserves the right to contact any person(s) or organization(s) who is familiar with the work of the Respondent(s) to document the qualifications and successful experiences of the Respondent(s) as well as to solicit character references.

3. Technical Proposal Narrative – Twenty (20) page limit. Concise and clear writing is highly encouraged. (Excludes 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 Proposal Narratives that include identifying information will be deducted one (1) point per occurrence from the total score.**

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. (Failure to respond to any section of this RFP may result in the Respondent's proposal being deemed non-conforming).

A Plan as requested in this RFP must have sufficient detail so that it can be followed, step by step as a how to guide for the proposed service. The plan should include, where applicable, a description of the duties of the staff that implements the plan, the number of staff required for implementation, the step by step sequence of events necessary for implementation and the measurable goals or expected results of the implementation.

All Respondents must respond to all items under Sections A and B below:

A. Service Strategies:

This solicitation approach is to target a specific population of Region 23's neediest youth, Department of Juvenile Justice/delinquent youth, who require additional assistance to complete an educational program and secure and hold employment.

- 1) Describe in detail your organization's experience in delivering services to juvenile justice youth, experience in reducing youth from re-entering the juvenile justice system, outline existing services provided and program components/services that focus on the youth's successful transition back to their communities.
- 2) Provide a detailed description of the proposed program to include the program design, objectives of the program, services and activities to be delivered, purpose(s) of the program, approaches to service delivery, targeted neighborhood(s), zip codes and targeted population to be served, your organization's plan to address the need(s) of the juvenile justice youth and program outcomes.
- 3) Provide a plan as to how the program will reduce juvenile delinquency through effective prevention and intervention services that will assist in strengthening families and turning around the lives of troubled youth by focusing on program services and the delivery of those services.
- 4) Describe the program's plan for prioritizing and serving delinquent youth referred to the program by the Department of Juvenile Justice and describe the plan to address delinquent youth not selected for participation.
- 5) Describe how the program will coordinate efforts with and support the existing juvenile justice infrastructure to meet the needs of the delinquent youth, and how staff will work with juvenile justice counselors/probation officers on a unified referral and case management strategies for providing consistent support, follow through for service(s), and tracking the individual participant. Also, describe any existing referral mechanism(s) you've developed with the juvenile justice system.

- 6) Provide a staffing plan that will adequately address the needs of the juvenile youth. Indicate how staff will be prepared to work with juvenile youth and methods of dealing with sensitive issues and complaints of the youth and their families.
- 7) Provide a plan describing the specific curriculum, tools, and resources that will be used to deliver classroom based educational and employment activities including the technology to be used to deliver effective services. Provide a timeline for implementation of program services.
- 8) Describe in detail how the program will provide internal and external monitoring to determine the program's effectiveness and ensure the quality of services, activities, contract and fiscal compliance and management control of the proposed program on an on-going basis.
- 9) Describe in detail how the program will incorporate significant partnerships with employers, juvenile justice system, community organizations and others to provide appropriate program services.
- 10) Provide a plan to ensure the delinquent youth remain engaged in the program and reconnect and re-engage in educational and employment services, how youth will be encouraged to actively participate in the proposed program, and complete the program. Provide a description of a successful program completion.
- 11) Describe past/current experience(s) in achieving performance objectives and results delivering services to delinquent youth.

B. Performance Outcomes

- 1) Attachment J provides information on required youth performance standards. Complete the chart with proposed outcomes.

Provide your organization's plan to attain, maintain and exceed each of the applicable performance standards included in the attached chart. Describe in detail any additional proposed outcomes.

4. Budget

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

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 in the Budget Forms, Attachment H, utilize pertinent background information provided in this RFP to complete the Budget Forms.

The Respondent must provide separate program and administrative Budgets. Respondents proposing both in-school and out-of-school youth programs should submit one administrative and program Budget for each proposed program and location.

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.). This is the general

overhead expense necessary to operate the programs that are not program activities. These costs typically relate to the organization's general executive and administrative functions.

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. Show the method of computation. Refer to Budget Narrative Instructions ([Attachment I](#)).

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 Form.

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, 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 of a type that is generally recognized as ordinary and necessary for the program.

5. Cost Allocation Plan

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 grants programs, the costs must be allocable on the basis of benefits received. The requirements and guidance for cost allocation are found in the Office of 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 with the **Organizational Capability** package.

If your organization has an approved Federal Indirect Rate, please submit a copy of the approval letter from the federal agency that reviewed and approved the indirect rate proposal.

6. Operational Documents

[Attachment K](#) identifies required operational documents. **One original** and **one copy**, labeled operational documents must be packaged separately and included with the **Organizational Capability** package.

7. 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 with the **Organizational Capability** package.

The submission of Due Diligence documents **is required** for **all** Respondents. Included in the Due Diligence package will be the organization's most recent audit and Management Letter.

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Section V 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 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 Meeting Law. This session is scheduled for January 19, 2011, **10:30 a.m. ET**. Respondents are advised to periodically check the SFWIB Website Calendar (www.southfloridaworkforce.com) for the scheduled date, time, and location of the public session should changes 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. 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. 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. Further, 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.

The following criteria will be used to evaluate the proposals.

Criteria	Points
Organizational Experience and Capabilities	5 Points
Proposed Service Strategies/Scope of Services	65 points
Proposed Performance Outcomes	10 points
Proposed Budget	10 points
Cost Allocation Plan	10 points

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.

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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), and
- Availability of funds.

C. Appeal Process

Respondents will be advised of SFWIB appeal process at the time of the January 19, 2011, **Proposal Review Public Forum**.

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