



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

REQUEST FOR PROPOSALS

RFP #03 – ISY 2014-2015

IN-SCHOOL YEAR-ROUND YOUTH SERVICES

WORKFORCE INVESTMENT ACT (WIA)

RELEASE DATE: THURSDAY, AUGUST 7, 2014

PROPOSAL DUE DATE: WEDNESDAY, AUGUST 20, 2014
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I. BACKGROUND AND GENERAL INFORMATION

A. INTRODUCTION

South Florida Workforce Investment Board (SFWIB) d/b/a CareerSource South Florida (CSSF) is the largest of twenty-four (24) regional workforce entities in the State of Florida. CareerSource South Florida is a governmental agency eligible to exclude income under Section 115 of the US Internal Revenue Service Code. The South Florida Workforce Investment Board 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 SFWIB and County Commissioners from each of the two counties in Region 23. Additional information regarding the SFWIB and its members is located on the CSSF's website at www.careersourcesfl.com.

South Florida Workforce Investment Board through CareerSource South Florida is designated as the funding agency for various workforce program Contractors serving residents in Miami-Dade and Monroe Counties. The SFWIB, through its role, supports and funds employment and training services and connects job seekers with employers. Through strategic partnerships with educational institutions, business, labor, and community organizations, SFWIB supports innovative employment-related programs. These programs serve adults, youth, dislocated workers, and employers throughout Region 23, creating employment opportunities that lead to independence and self-sufficiency and support a vibrant, well-trained workforce.

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

It is within this context that SFWIB announces the issuance of this Workforce Investment Act (WIA) In-School Youth Program Request for Proposal (RFP) to seek high performing youth serving organizations to develop and fully implement high support, high achievement, year-round education, and employment programs for WIA eligible connected low-income/economically disadvantaged, and high risk youth ages 14-21 residing in the Miami Beach and surrounding areas (preference to serving in-school youth in Miami Beach). The selected Respondent will deliver services from a location stationed in Miami Beach.

B. THE WORKFORCE INVESTMENT ACT (WIA)

Workforce Investment Act (WIA) of 1998 provides the framework for comprehensive services and activities that increase the education, educational skill attainment and occupational skill attainment of eligible youth participants, thereby improving the quality of the workforce, reducing welfare dependency, and enhancing the productivity and competitiveness of our Nation. WIA programs provides workforce preparation and employment systems designed to be customer-focused in meeting both the needs of businesses for skilled workers, and assisting individuals in easily accessing the information and services needed to manage their careers. WIA activities include: opportunities for academic and occupational learning, development of leadership skills and preparation for further education, training and employment, and more.

The purpose of the WIA Youth system is to assist young people who face significant barriers in making a successful transition to self-sufficient adulthood by successfully entering and being retained in the workforce, higher education, or advanced training. The focus of WIA youth programming is on implementing and delivering services that provide education, skills, work experience, and support that youth need to successfully transition to further education, careers and productive adulthood.

Through WIA, SFWIB seeks to expand youth programs by encouraging a close connection to the local labor market, employers and communities with strong connections between academic and occupational learning. Youth development activities, employment and training services and links to local and statewide initiatives are all components of WIA Youth Programs.

C. US DEPARTMENT OF LABOR (USDOL) – EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

The U.S. Department of Labor 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.

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

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

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

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

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

The realities of today’s global economy make it imperative that publicly funded workforce systems for youth be demand driven, and the programs and services made available through those systems be aimed at preparing our country’s most at-risk and neediest youth for real job opportunities.

WIA regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at:

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

D. REQUEST FOR PROPOSAL (RFP) INTENT AND PURPOSE

South Florida Workforce Investment Board (SFWIB) in cooperation with its Youth Council is issuing a Request for Proposal (RFP) to seek one organization to serve WIA eligible connected (in-school) high risk youth, ages 14-21, residing in the Miami Beach and surrounding areas, to be administered **October 1, 2014 through June 30, 2015**. This RFP is supported in part or in whole by funds available from the US Department of Labor Employment and Training Administration in accordance with the Workforce Investment Act (WIA).

The Youth Council, a sub-committee of the SFWIB, is the primary body providing expertise in youth policy and is responsible for oversight of the contracted youth workforce development services and programs, and addressing youth issues under the Workforce Investment Act. The required functions of the Youth Council are straight forward: advise the local Workforce Investment Board on the use of WIA youth dollars (allocated by formula to each workforce area and targeted for eligible disadvantaged youth) and assist in the identification, selection, and monitoring of local service providers. In addition, the Council is responsible for:

1. Overseeing the regional youth workforce system
2. Making youth program policy recommendations to the Workforce Investment Board
3. Developing the Five Year Strategic Plan for Youth Services

SFWIB intends to fund one Respondent from this RFP, who demonstrates innovative and/or improved approaches for services provided to local in-school youth. SFWIB is interested in program activities that produce positive results and have a measurable impact through program activities emphasizing in-school youth service delivery.

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

Services are to be provided for a nine month period, to include summer, subsidized/unsubsidized employment, and academic activities. The selected Respondent will be required to provide services to currently enrolled youth, provide follow-up services to youth who have exited the program, recruit and serve WIA-eligible applicants/participants, enter data into a WIA MIS tracking system, and provide a full range of WIA services to include twelve months of follow-up activities. Outcomes from services must include combinations of a high school diploma/GED (if applicable), basic skills improvement, nationally-recognized occupational certification/credentials, employment and entry into post-secondary/advanced education.

One Respondent will be selected through a competitive bid process overseen by the Youth Council.

The Contract award will be based upon the availability of WIA formula funding. Funding awarded under the terms of this RFP must only be expended on WIA eligible youth residing in Region 23. Funding awards will only be for youth program activities that assist at-risk, economically disadvantaged youth to attain the education and/or skills needed to create employment options. Services must be designed and delivered so that they focus on youth career development, career pathways, industry based learning, educational accomplishment and job placement.

NOTES:

- The potential Respondent is strongly encouraged to carefully read the entire RFP and review all attachments.
- The terms and conditions of this RFP may change based on WIA Reauthorization.
- The successful Respondent will be expected to remain informed on WIA regulations and requirements.
- Funding offered is subject to availability.

E. TYPE OF PROPOSAL SOLICITED

1. IN-SCHOOL YOUTH PROGRAM (ISY) (CONNECTED YOUTH)

This RFP is seeking **one** Respondent who can:

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

Year-round services for ISY programs do not necessarily imply a 12-month enrollment-to-exit cycle for each youth. Instead, duration of service must be based on individual youth needs. SFWIB allows youth to be carried forward into a new contract year for continued services not pertaining to follow-up.

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

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

An in-school youth is defined as an eligible youth between the ages of 14-21, who has not received a high school diploma or its recognized equivalent and is attending high school, and not enrolled in a middle school regardless of age 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 in-school youth may be 19 through 21 years of age, due to disabilities or language barriers.

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

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

Participants enrolled as in-school youth will achieve measurable gains in one or more of the following skill categories: basic skills (top priority and must be addressed first if youth is basic skills deficient), and work readiness skills. These achievements will increase the in-school youth chances of graduating from high school and entering post-secondary education and/or career pathways.

F. WHO MAY RESPOND TO THIS SOLICITATION

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

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

If the proposed response involves a subcontract, the Respondent must provide a letter of commitment outlining the partnerships and the activities or services that will be provided by each of the proposed Respondents/subcontractors. Respondents may subcontract with sub-groups to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal (i.e. through a detailed MOU/MOA that shows the linkages with specific program elements) and be included as a separate line item in the budget.

If an organization is awarded the ISY Contract and chooses to subcontract services, the selected Respondent must obtain prior written approval from SFWIB and must follow all procurement procedures as outlined by SFWIB when selecting and contracting with subcontractors. Contracts with any sub-groups must be approved by the SFWIB prior to the final contract execution and are subject to all conditions and stipulations of WIA, as well as, state and local procedures.

G. NEPOTISM

The selected Respondent shall also avoid entering into any subcontract or agreement to provide program activities or services related to the SFWIB's activity with an executive's or employee's relative by blood, adoption or marriage. When it is in the public's interest for the organization to provide a service related to the SFWIB's activity with a relative, the selected Respondent shall obtain written approval

from the SFWIB before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

No relative by blood, adoption, or marriage, which shall include: spouse, significant other, child (including adult children), parent, sibling, sibling’s spouse, aunt, uncle, niece, nephew, stepparent and stepchild (including adult stepchildren), of any executive or employee of the selected Respondent shall receive favorable treatment from the selected Respondent for enrollment into, or employment related to, the SFWIB activity.

No individual may be placed in any SFWIB activity, if a member of that person’s immediate family is directly supervised by, or directly supervises, that individual.

H. FUNDING AVAILABILITY

Funding for the in-school youth program under this Request for Proposal is contingent upon the availability of the local allocation. 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.

Respondents may develop their proposed administrative and programmatic budgets on the estimated figure below, which represents possible youth service funding for nine months. This estimate is solely for the purpose of offering guidance and is subject to change based upon the actual allocation.

Estimated funding availability for the nine month period of performance is:

Funding Stream	Amount
Workforce Investment Act (WIA) Youth	\$ 330,000.00

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

I. COST PER PARTICIPANT PER ACTIVITY

Due to WIA funding constraints, 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:**

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

Keep in mind that under WIA, youth funds must be applied to provide services to eligible economically disadvantaged in-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, skill competencies and to increase effective connections to employers. These activities and services include opportunities for on-going mentoring, non-training approved vendors who provide educational and classroom activities (such as tutoring activities), work readiness activities for summer and year round, work experience, internships, leadership development and citizenship development, and incentives and support services (if applicable).

J. PERIOD OF PERFORMANCE

The successful Respondent shall demonstrate the expertise to coordinate and operate an integrated in-school youth service delivery system. Respondents shall propose an integrated nine month youth program to include a summer youth employment program (June 1-30, 2015) for youth that meet the eligibility requirements for the proposed funding stream.

The successful Respondent shall ensure that all WIA youth services are provided to every eligible WIA enrolled youth and that the ten (10) required program elements are accessible to all enrolled youth as needed, either directly, through vendors/sub-Contractors, and/or community organizations.

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:

- **Year Round Activities:** **October 1, 2014 - June 30, 2015**
- **Summer Activities:** **June 1, 2015 - June 30, 2015**

NOTE: The Contractor awarded funds under this solicitation will be required to serve youth participants who are currently enrolled and who have exited the existing program (provide follow-up services) prior to October 1, 2014.

K. PROGRAM DURATION

The Respondent selected from this RFP will be awarded a **nine months contract** for the period covering **October 1, 2014 through June 30, 2015**. Proposals should reflect costs and program outcomes covering the contract period, with no expenditures extending beyond **June 30, 2015**.

SFWIB, in its sole discretion, reserves the option to extend contracts for two (2) one (1) year periods. In order for SFWIB to exercise each one 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.

The successful program funded through this RFP may be extended for an additional one-year extension period until June 30, 2016, and then for a second extension period until June 30, 2017, based on effective performance during the previous year and the need for the services, as well as the changing requirements of funding sources.

This RFP may be the only Youth Services RFP issued by SFWIB during the three-year period, depending on the need for services and levels of funding availability. Respondents not approved for immediate funding may be approved as eligible for future funding through this RFP; funding for these will depend on the future need for services and funding availability, as well as the changing requirements of funding sources, and meeting the required 80-point threshold.

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

L. PROGRAM FUNDING

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

M. LEVERAGED FUNDING

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

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

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

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

N. TYPE OF CONTRACT, METHOD OF PAYMENT AND PAYMENT STRUCTURE

The contract awarded will be a cost reimbursement and performance-based contract.

The contract award will include a performance hold-back provision. **Should a Contractor fail to meet performance goals, up to five percent (5%) (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.

Payment for any contract entered into as a result of this solicitation will be made monthly subject to the receipt of the Contractor's request for payment. Although SFWIB makes every effort to reimburse the

invoiced Contractor's expenses monthly, the selected Respondent must be financially capable of covering costs when necessary.

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

O. 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 the selected Respondent will be capable of operating the solicited program without any payments for at least six weeks from the initial implementation of the Contract. **Cash advances will not be provided.** Therefore, the successful Respondent must have sufficient resources to await payment/reimbursement.

P. 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.

Q. 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.

R. 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, delay or reject any or all responses received as a result of this solicitation, or to cancel and revoke this RFP in whole or in part at any time without prior notice. 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, if such action is deemed to be in the best interest of SFWIB. All contract awards are subject to the availability of funds.

S. 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.

T. INDEMNIFICATION

- 1. For Florida Governmental Entities.** The Contractor shall indemnify and hold harmless SFWIB, its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which SFWIB and its officers, employees, agents, servants, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Contractor or the Contractor's officers, employees, agents, servants, partners, principals or subcontractors. The Contractor 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 Contractor shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the Contractor arising out of the same incident or occurrence which exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of the Contractor or the Contractor's officers, employees, servants, agents, partners, principals or subcontractors.
- 2. All Entities Which are Not Florida Governmental Entities.** The Contractor 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 this Contract by the Contractor or the Contractor's officers, employees, agents, servants, partners, principals or subcontractors. The Contractor 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 Contractor expressly understands and agrees that any insurance policies required by this Contract or otherwise provided by the Contractor 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.
- 3. Term of Indemnification.** The provisions of this indemnification shall survive the expiration of this Contract and shall terminate upon the expiration of the applicable statute of limitation.

U. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998, and the Personal Responsibility and Work Opportunity

Reconciliation Act of 1996, the Contractor assures that it will comply fully with the nondiscrimination 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 2000d 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. 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;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County which prohibits discrimination in employment on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status or sexual orientation.

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

V. OPERATING REQUIREMENTS

SFWIB staff may conduct a site visit to determine whether Respondent has the necessary fiscal and administrative systems in place and if they 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 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.

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.

4. 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 MILESTONES	COMPLETION DATE		
	Day	Date	Time
RFP is Released/Issued to Community	Thursday	August 7, 2014	5:00 pm
Deadline for Respondent's Questions/Inquiries	Monday	August 11, 2014	12:00 Noon
Proposal Respondent's Conference	Thursday	August 14, 2014	2:00pm
All Respondent's Questions & Answers Posted to CSSF Website	Friday	August 15, 2014	5:00pm
Due Date for Proposals	Wednesday	August 20, 2014	12:00 Noon
Public Review Forum	Wednesday	September 3, 2014	2:00pm
Funding Recommendation Approved at Executive Committee Meeting	Thursday	September 11, 2014	8:15am
Formal Execution of Contract	Friday	September 26, 2014	
Projected Start Date of Programs	Wednesday	October 1, 2014	

SFWIB reserves the right to change this schedule, in its sole discretion, when it is in the best interest of SFWIB.

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

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. Brief narratives are requested that specify the proposed services, document qualifications and demonstrate a successful performance track record in providing the solicited services. Responses should illustrate experience

with the target population(s), service delivery, and an in-depth knowledge of the fiscal, administrative and programmatic requirements of the multiple funding streams utilized by the SFWIB.

C. CONE OF SILENCE

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

D. PROPOSAL RESPONDENT’S CONFERENCE

A Proposal Respondent’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 Proposal Respondent’s Conference is scheduled for 2:00 p.m. Thursday, August 14, 2014 at CareerSource South Florida Headquarters, 7300 Corporate Center Drive (NW 19th Street), Second Floor, Miami, FL 33126.** If there is a change in the location of the conference, it will be published on the CSSF website.

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

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

E. REQUEST FOR CLARIFICATION

Prior to the Proposal Respondent’s Conference, prospective Respondents are encouraged to submit questions via email. Please submit in writing all questions regarding the clarification of any **requirement, standard or procedure to the CSSF Youth Programs Manager, Myria E. Morgan at myria.morgan@careersourcesfl.com no later than 12:00 Noon, Monday, August 11, 2014.** Questions submitted via email will be answered at the Proposal Respondent’s Conference.

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 CSSF website at www.careersourcesfl.com.

III. OVERVIEW OF WORKFORCE INVESTMENT ACT (WIA) YOUTH PROGRAMS

A. DESIGN & SERVICE DELIVERY

Under WIA, the main focus of the youth program is 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 for this solicitation only includes the in-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 this population.

IV. FRAMEWORK OF WIA YOUTH PROGRAMS AND PARAMETERS

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

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

- Provide intensive year-round programming;
- Provide academic and employment services, effective and comprehensive activities to include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- Deliver education and training services that lead to advanced post-secondary training and/or employment, as appropriate, in upwardly mobile, in-demand occupations;
- Deliver and/or provide participants access to all ten WIA mandated program elements;
- Provide options to assure access to educational systems, and credentials;
- Increase connectivity with employers;
- Increase participant academic achievement, consistent with state education requirements;
- Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- Provide opportunities for training;
- Provide continued support services;
- Provide incentives for recognition and achievement;
- Provide opportunities related to leadership development, citizenship, and community service;

- Deliver high quality follow-up services for a twelve month period for all participants following exit from the program; and,
- Achieve all applicable WIA and SFWIB youth performance measures.

A. DESIGN FEATURES OF WIA YOUTH PROGRAMS

SFWIB's priorities include programs that: 1) strongly connect academic and occupational learning to assist youth facing serious barriers to future employment; 2) tie closely to local labor market demands; and 3) coordinate with other existing community programs.

SFWIB is interested in activities that meet the requirements of WIA and the program included in this RFP in order to produce positive results, and have a measurable impact on at-risk youth. WIA - Section 129 (c)(1) requires that all youth programs:

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

The program design framework component is 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).

The proposed youth program must be structured to provide a minimum of nine months of program activities and service delivery. In order to ensure that youth have access to WIA programs, all Respondents must propose a system to maintain current caseload, recruit and enroll youth, including throughout the school year. Although this RFP is for a nine month time period, youth service delivery does not imply a nine 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.

The proposed youth program 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, the proposed program 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 diverse 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.

The proposed program must have well defined goals and processes that are easily understandable, measurable and justifiable. The proposed program must emphasize participant progress and directly link activities to positive outcomes for youth.

The successful Respondent will be responsible for administering an in-school youth program 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, family and peer networks;
4. Offer work opportunities for youth to provide an environment for learning, building responsibility, achieving personal development, and growth;
5. Incorporate a variety of workforce development approaches in order to assist youth in identifying personal interests/goals and begin establishing goals toward long-term career interests; 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 SERVICE DELIVERY

A. REQUIREMENTS AND SPECIFICATIONS FOR SERVICES

In an effort to improve the quality of the workforce, reduce welfare dependency, foster economic self-sufficiency, and enhance work experience activities for high risk youth ages 14-21, it is the intent of these specifications, terms, and conditions to describe the framework for comprehensive services and activities to increase the education, educational skill attainment and employment of eligible youth. Such activities include: opportunities for academic and occupational learning, career pathway development and industry specific training activities, preparation for further education, development of leadership skills additional classroom training, and employment. Following the exit of the youth from program activities, all youth must receive follow-up services for a minimum period of twelve (12) months.

Delivery of 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. 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 current enrolled youth and other in-school youth (connected) who meet the eligibility criteria and are deemed in need of services.

Contracts awarded will be for a nine month award period with an estimated start date of October 1, 2014 through June 30, 2015. **No obligation or commitment of funds will be allowed beyond this contract period. Any contract renewals will be based on future funding availability and Contractor's performance.**

B. TARGET POPULATIONS

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

- Youth veterans/spouses/dependents, members of military families (if applicable)
- Youth in and aging out of foster care
- Youth with disabilities
- Youth offenders/youth at risk of court involvement/youth involved in juvenile justice system
- Children of incarcerated parents
- Economically disadvantaged individuals, receiving or income eligible for TANF, SNAP, Section 8 Housing
- Migrant youth
- Homeless and runaway youth
- Pregnant and parenting youth
- The most at-risk youth (if not applicable to this list, must be determined case-by-case)

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C. YOUTH - VETERAN PRIORITY

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

D. MINIMUM ENROLLMENT LEVEL AND CARRYOVERS/TRANSFERS

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

This solicitation for services includes a current participant caseload. The selected Respondent will be responsible for providing services to the youth participants registered in EFM – active and follow-up case files.

E. ELIGIBILITY

SFWIB's WIA In-School Youth Program is intended to provide age-appropriate services that target economically disadvantaged youth, ages 14-21, who face barriers to staying in school or to finding stable employment.

Successful Respondents are responsible for:

1. Maintaining current participant caseload,
2. WIA eligibility determination and verification,
3. Temporary Assistance for Needy Families (TANF) eligibility determination and verification (if applicable),
4. Collection of the required supporting documentation, and
5. Completion of all required eligibility documents.

An eligibility tracking system shall be implemented to ensure that youth 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 maintained according to the required timeline and

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

F. WORKFORCE INVESTMENT ACT (WIA)

A youth is eligible for WIA services if he/she is :

- ✓ 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 to receive program and employment services;
- ✓ In compliance with the Selective Service Act (only relevant for males 18-21);
- ✓ A resident of Region 23 ; and
- ✓ Identified as low-income and meets one or more of the following categories:
 - deficient in basic literacy skills
 - homeless, a runaway, or a foster child
 - physically and mentally challenged
 - pregnant or a parent
 - a youthful offender
 - gang involved/affiliated/affected
 - at-risk of dropping out of school
 - not at grade parity (one or more grades levels below the grade level appropriate to the individual's age)
 - having one or more disabilities, including learning disabilities
 - lacking significant or positive work history
 - migrant family member
 - individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment

Youth who receive services shall be eligible according to the low-income guidelines as defined by the 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.

G. 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.

H. CORE PROGRAM COMPONENTS AND SERVICES

Programs funded through this solicitation are required to document a sequence of services consistent with WIA requirements in order to guarantee all eligible youth participants receive comprehensive and individualized services and have access to all ten (10) program elements. Services may be provided directly by the funded Contractor or through linkages and collaboration with other local entities. The proposal must clearly define how the Respondent will provide all of the following required core service components:

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

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

- 2. INTAKE: ELIGIBILITY DETERMINATION, CERTIFICATION, VERIFICATION, AND REGISTRATION** – All youth must meet required program eligibility criteria to be a program participant. 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). Verification of eligibility information is required prior to enrollment in the youth program and documentation of this verification must be contained in the youth file before services are provided. Registration includes completion of the WIA youth application, verification of the information provided for the application, and determination that the applicant meets the eligibility criteria established by WIA. Registration is the process of collecting information to support a determination of eligibility.

3. **ASSESSMENT** – Each participant shall be provided with an assessment to include a review of personal, academic/educational skill levels, occupational skills, employment skills, prior work experience, employability interests, career/academic goals, aptitudes, and support service needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet his/her individual needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet his/her individual needs. For basic skills testing, the TABE test must be used. This assessment must be used to develop the Individual Service Strategy (ISS) that guides the specific service delivery strategies and activities of the youth.

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

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

I. WORKFORCE INVESTMENT ACT TEN (10) PROGRAM ELEMENTS

WIA requires and Respondents shall ensure that each of the below listed ten program elements are accessible to all enrolled youth and available to all WIA eligible youth as needed. Each element must be addressed as concisely as possible. The needs and outcome goals documented in the youth's Individual Service Strategy (ISS) determine which of the ten (10) service elements will be provided in the delivery of services to the youth.

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

1. IMPROVING EDUCATIONAL ACHIEVEMENT

- a. 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.
- b. Alternative Secondary School Services/Offerings** – 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.
- c. Summer Employment Opportunities** – Summer employment 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.

2. PREPARING FOR ENTRY INTO SUCCESS IN EMPLOYMENT

- a. 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. Work experience opportunities include job shadowing and internship activities.
- b. 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, and the development of primary occupational skills to perform tasks and technical functions required by specific occupational fields. Instruction in job specific and basic skills in a specific job or industry should be related to local labor market demand. 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/schools).

3. SUPPORTING YOUTH DEVELOPMENT

- a. Leadership Development Opportunities** – Leadership development opportunities encourage responsibility and other positive social behaviors. Activities may expose youth 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, life skills training, 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.

- b. Support Services** – Support services 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. Support services that may include linkages to community services and/or assistance with transportation, child care, housing, referrals to medical services, and the provision of appropriate work attire and work-related tools.
- c. 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.
- d. Comprehensive Guidance and Counseling 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.
- e. Follow-Up Services/Retention Services** – Follow-up services must be provided to all youth who have exited the program (positive and negative) for twelve months after exit to ensure continuity of services and progress towards performance outcomes. The types of services provided must be based on the needs of the individual youth. Follow-up services may include: leadership development; supportive services; regular contact with the youth's employer, including addressing work-related problems that arise; assistance with job development, career development, and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.

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

J. OTHER PROGRAM AND SERVICE STRATEGIES

1. DIRECT SERVICE DELIVERY AND OPERATIONAL OVERSIGHT

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

- a. 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.

- b. 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 assists youth in gaining career knowledge, making career decisions and plans, understanding labor market needs and opportunities, making and implementing informed educational and occupational choices, developing career options and providing an orientation to information and skills that are specific to career paths. This activity is designed to provide exposure to career options for youth and to provide actual work experience that connects classroom learning to work based learning.
- c. Career Development and Employer Connections** - Career development is described as structured, supervised, relative work experience activities with documented learning outcomes. Career development consists of experiences that take place in an actual work environment, is developed in part with employer's input and industry specific skills, is based upon labor market information, and is linked to learning outcomes. Connections to employers are essential and can effectively assist youth in becoming highly skilled and employable. Employer connections should lead to increased placements in employment, as well as, meaningful exposure to the world of work with measurable skill increases. Employment related activities should be developmentally appropriate and assist a youth to relate to exploring, selecting, or preparing for a career pathway of interest.
- d. Work Maturity Skills** - Work maturity skills involve the employer/classroom instructor evaluating youth in educational and work based activities in areas including, but not limited to: dependability, productivity, task completion, punctuality, attendance, appearance, behavior and positive attitude.. . These skills contribute to job retention.
- e. Portfolios** - The term "portfolio" refers to a collection of work that documents youth performance over time. While there is no standard format that a portfolio must take, it typically includes a range of materials (e.g., reports or photographs) selected and collected by the youth.
- f. 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.
- g. Skill Goals** - Contractors shall provide a service strategy for each connected youth that includes establishing at least one skill goal. Skill goals will fall into the category of:
 - 1. Basic skills, including opportunities for educational advancement. School based tutoring must be available to enrollees to improve their basic skills proficiency and graduation or diploma equivalent rates.
 - 2. In-School (connected) youth enrolled into summer employment activities shall ensure they re-enroll in school once the regular school session begins.

3. Blended classroom and work experience so that youth are ensured they understand workplace expectations, have experience working and are being coached.
 4. Work readiness skills.
 5. Career Technical Education (CTE) skills.
 6. Train youth to be work-ready so that they are able to seek and retain a job.
- h. Incentives for Youth in Educational Services** - Youth participating in WIA programs may receive incentives to “reward” their participation. Incentives awarded at periodic intervals must be based on youth achieving certain benchmarks. Reasonable incentives are an allowable expenditure under SFWIB youth programs, provided that the provision of an incentive is included in the youth’s ISS plan. This is a monetary compensation offered to youth for accomplishing a specific pre-approved benchmark, outcome or goal. Incentive allowances are structured to provide incentives for specific accomplishments of youth, such as skills attainments and vocational training completion. The goal of the any incentives given should be to reward those educational and/or world-of-work outcomes that the programming is designed to teach. A total estimated amount for youth incentives should be included in the Respondent’s proposed budget.
- i. Parental Involvement** - Parental involvement is proven to be an integral component for a youth’s success in school. All in-school youth programs must include a parental involvement component where applicable.
- j. Collaborations** - The Contractors shall collaborate with all other youth providers of SFWIB funded youth 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.
- k. Liaison Representation** - The Contractor shall perform as a liaison to the juvenile justice system for youth referred to the ISY through diversion programs or probation agreed to by the courts and school board. The Contractor will act as a liaison with community agencies that provide services that target the disabled population and as a liaison to foster care programs for participants in the foster care system and youth aging out of the foster care system.

K. YEAR-ROUND AND SUMMER WORK ACTIVITIES

1. SUMMER PAY, WAGE RATE AND WORK HOURS

- a. Youth participants must be compensated at least at minimum wage (hourly wage increased as of January 1, 2014) 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. Youth will only be allowed to work up to four hours a day, in order to follow child labor laws. A total of 30 hours must include work readiness skills training; the 30 hours are inclusive in the maximum allotted summer hours.

2. YEAR-ROUND PAY, WAGE RATE AND WORK HOURS

- a. Youth must be paid at least Florida's minimum hourly wage (hourly wage increased as of January 1, 2014) and not to exceed \$8.00/hr and may participate in the year-round work activities for a maximum of 240 hours and work a maximum of 20 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 240 allotted hours).

In order to provide work activities to the maximum number of youth participants, SFWIB will impose a limit to the work activity in which a youth can participate. A youth participant cannot receive payment for summer and year round work activities in a program year. The youth can only participate in one work activity per year.

3. PAYROLL

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

It is at the discretion of the Contractor to determine the number of hours a youth can participate in the work experience component for summer and year-round work activities.

Due to the State of Florida's hourly wage rate review each year, the above hourly rate is subject to change January 2015.

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

4. CONTRACTOR'S WORKSITE RESPONSIBILITIES

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

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

5. EMPLOYER/BUSINESS' WORKSITE RESPONSIBILITIES

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

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

6. WORKSITE ACTIVITY RESTRICTIONS

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

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

L. OTHER PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Proposals must satisfy all requirements contained in this RFP for operating a WIA In-School Youth Program.

1. **STAFFING** - Program staff must be of sufficient size to handle the expected service delivery demand and have a Bachelor's Degree from an accredited college or university and not less than

one (1) year of experience working with the targeted population. In lieu of a Bachelor's degree, a minimum of three (3) years of experience working with the targeted population is acceptable.

2. LEVEL 2 BACKGROUND SCREENING REQUIREMENT

The SFWIB requires and Respondent agrees to comply with all applicable federal, state and/or local laws, regulations, ordinances regarding background screening of employees, volunteers and subcontracted personnel. The Respondent's failure to comply with any applicable federal, state and/or laws, regulations, ordinances regarding background screening of employees, volunteers and subcontracted personnel is grounds for a material breach and termination of the contract at the sole discretion of the SFWIB.

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

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

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

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

The Respondent shall make the decision to hire or retain persons on a case-by-case basis where

the background screening, for the current and prospective employee, volunteer, and subcontracted personnel with criminal history information unrelated to theft, fraud, or financial crime, is not expressly prohibited by section 435.04, Florida Statutes or other applicable law.

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

It is the responsibility of the Respondent to provide the SFWIB an **Affirmation/Acknowledgement Form** not later than ninety (90) days of contract execution which confirms the background screening, was completed for all current employees, volunteers and subcontracted personnel. The Form must include the names of all person(s) screened, date of screening, and what employment decision was made by the Respondent. The Respondent shall ensure during the hiring process all prospective employees, volunteers and subcontracted personnel submit to a **Level 2** background screening as specified above.

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

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

The **Level 2** background screening records shall be retained as required herein in accordance with **Article III, Section G** of the contract. The Respondent shall ensure each employee, volunteer and/or subcontractor undergoes this background screening every year from the initial **Level 2 background screening date**.

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

- 3. 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.

4. 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 CSSF 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 forms/information below must be maintained for each youth, but is not exclusive of all the documents that may be kept on file:

- 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
- 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)

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CSSF staff will provide Contractors with 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

5. DATA COLLECTION, FORMS COMPLETION AND DATA ENTRY REQUIREMENTS

The selected Respondent will be required to complete forms pertinent to the provision of activities/services, including, but not limited to: a full ISS, documentation of activities, test results, progress reports, incentive awards, payroll records, etc. CSSF will provide a unified data collection system through EFM that captures information on youth eligibility, program activities, case management and program exit. The selected Respondent will be required to use the EFM system to track participants. The Respondent will need to align its organization's technological capacity in order to be able to effectively and efficiently navigate EFM.

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

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

- Intake
- Goal setting /attainment
- Each contact recorded in case notes (electronic)
- Response to alerts

- Performance outcome results (positive and negative)
- Employment information
- Credential attainment
- Program exit information
- Follow-ups (1st quarter, 2nd quarter, 3rd quarter and twelve months)

The following participant data must be reported in the CSSF Service Account Management System (SAMS), which tracks youth participant's incentive bonuses, training data, support services, if applicable, in a timely manner:

- Any/all support service activities and dollars
- Itemized services and dollars on a case-by-case basis

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

6. 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.

M. PROGRAM PERFORMANCE REQUIREMENTS

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

The achievement of performance measures will be used by 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. The contracted Respondent 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 for the In-School Youth Program:

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

- a. 100% enrollment of older youth 19-21 will be achieved, and data entry will be completed in a timely manner into the EFM system.
- b. 100% enrollment of older youth 19-21 must have an IEP/ISS Plan developed and are carrying out activities to pursue the Plan.
- c. 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.
- d. A minimum of 95% of all enrolled older youth 19-21 will complete the IEP/ISS work readiness goal attainment.
- e. A minimum of 55% of all enrolled older youth 19-21 who exit from the program shall attain a credential, during program participation.
- f. A minimum of 85% of enrolled older youth 19-21 will exit from the program as employed.
- g. A minimum of 85% 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.
- h. A minimum of 60% of WIA older youth 19-21 who complete training, will obtain training related employment.
- i. 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.
- j. 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 third 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).
- k. A minimum of 90% of older youth 19-21 who exit from the program with employment and older youth who are employed in the first quarter after exit must retain employment in both the second and third quarters from the quarter of exit:
- l. 100% of all youth 19-21 who exit the program must receive WIA Youth follow-up services for a minimum of twelve months (excluding Global Exclusions).

NOTE: According to WIA regulations, older youth ages 19-21, who are enrolled in the adult WIA program; their exit outcomes are required to be reported under the WIA Youth Program. Contractors operating youth and adult programs will be held accountable for the performance standards as the adult exit outcomes affect the youth program's performance.

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

- a.** 100% enrollment of younger youth 14-18 will be achieved, and data entry will be completed in a timely manner into the EFM system.
- b.** 100% enrollment of younger youth 14-18 must have an ISS plan developed and are carrying out activities to pursue the ISS plan.
- c.** A minimum of 90% of all enrolled younger youth 14-18 will attain the work readiness goal.
- d.** A minimum of 90% of all enrolled younger youth 14-18 who are initially assessed as basic skills deficient will increase their individual basic skills level by a minimum of one grade level in reading, math or language skills as documented by academic assessment pre-test and post-test and will receive a related basic skills goal attainment.
- e.** A minimum of 90% of all enrolled younger youth 14-18 will attain the occupational skill goal.
- f.** 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.
- g.** 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.
- h.** A minimum of 90% of enrolled younger youth 14-18 who exit from the program must achieve one of the positive outcomes: attain high school diploma/GED, entered post-secondary education, advanced training, entered military service, qualified apprenticeship training, or entered employment.
- i.** A minimum of 70% 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.
- j.** A minimum of 85% 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.
- k.** A minimum of 50% of in-school youth 14-21 with school attendance problems will improve attendance by 50% per quarter.

- l. A minimum of 50% of in-school youth 14-21 who have a history of suspensions will decrease suspensions by 50% per quarter.
- m. 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.
- n. 100% of all youth 14-18 who exit the program must receive WIA Youth follow-up services for a minimum of twelve months (excluding Global Exclusions).

3. Performance Measures for All Youth Contractors

3% or less Error Rate for Quality Assurance/Data Validation monitoring review performed by the Quality Assurance unit during the Program Year for all Workforce Investment Act (WIA) contracted Contractors. (Annual)

4. Performance Pay Points - In addition to the above performance requirements, the below performance is also tracked in the Contractor’s performance pay points:

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

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

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

VI. PROPOSAL GUIDELINES AND SUBMISSION REQUIREMENTS

A. SUBMISSION GUIDELINES

Respondents are required to submit to the SFWIB two (2) unbound originals and six (6) unbound copies of proposal packages not later than **12:00 Noon, Wednesday, August 20, 2014.**

NOTE: Proposal packages shall be delivered to the address set forth on the cover page of this RFP. SFWIB will 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 SFWIB and will be returned unread to the Respondent. No proposal packages will be accepted via electronic mail or facsimile. **LATE PROPOSALS WILL NOT BE CONSIDERED!**

For your convenience in preparing your proposal package, this RFP and attachments are available on CareerSource South Florida's website, www.careersourcesfl.com. Respondents shall provide a total of three components in their proposal package:

1. Sealed envelope which has Respondent's identifying information:
 - Organizational Experience and Capabilities Proposal
 - Operational Documents
 - Due Diligence Requirements
 - Cost Allocation Plan

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

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

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

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

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

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

B. PROPOSAL FORMAT, CONTENT AND ORGANIZATION

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

1. Identifying Data Cover Sheet (Attachment A)

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

Attachment A will be opened at the Public Forum Review, scheduled for Wednesday, 2:00pm, September 3, 2014.

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

Attachment B is the cover sheet for your organization to utilize for the submission of the organization's experience and capabilities. **Two (2) unbound originals and six (6) unbound copies** are required to be submitted.

All Respondents must respond to the items below:

1. Describe the organization's background, capacity and qualifications that demonstrate the ability to effectively serve the target populations, and provide the required programmatic components.
2. Describe your past experience in operating and serving in-school youth and your experience with youth workforce development programming, especially with low income and target populations described in this RFP.
3. Describe your proposed program design. Clearly state what service category(ies) for which the organization is proposing. The description should identify the number of youth to be served, the proposed target population.
4. Describe the location(s) for where services will be delivered. Include rationale for why this location was chosen and how the target population of youth will access the location. If multiple locations are used, please describe what services are offered in each. Indicate whether the facility in which the proposed program is delivered is handicap accessible and barrier free.
5. Describe qualifications of key administrative and direct service staff. Provide an organizational chart that depicts what and where positions are required to operate your proposed program design. Provide a narrative description of the organizational chart. Provide a complete list of names and resumes for key program staff from your organization who will be involved in the program. If additional staff will be hired, include a job description for the proposed staff.
6. Attach letters of support no more than two pages in length that describes the time and nature of the partnership and show in detail how it will enhance your proposed program.

7. 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 CSSF staff may be eliminated from this competitive procurement process. References should be sealed in a separate envelope, attached to the Organizational/Capabilities Package.

C. TECHNICAL PROPOSAL NARRATIVE – Twenty-five (25) 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 six (6) 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 **25** 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. Provide a summary of the proposed program design and include how the ten (10) program elements will be incorporated. Describe the process for determining which elements the in-school youth will receive. Describe the partnerships/collaborations your organization has established that will allow you to incorporate the ten (10) program elements into your proposed program.
 - B. Describe how your organization will provide services to (1) currently enrolled in-school youth and how follow-up services will be provided, and (2) identify and recruit the most in-

school at-risk eligible youth. Describe how program activities will result in desired outcomes for the in-school youth.

- C. Describe your organization's experience(s) in collaborating with other community organizations, businesses, and school district(s) in serving in-school at-risk youth and addressing their workforce development needs. Include all proposed partners and their roles.
- D. Provide a program flowchart (may include chart as an attachment) and a supporting narrative description that describes your proposed program from enrollment to program exit and follow-up.
- E. Describe strategies for the delivery of educational services that will engage and retain in-school youth who are performing below academic and skill levels for their age and/or grade level.
- F. Describe the work readiness training including instructional techniques, curriculum, competencies, assessment methods and standards for completion. Describe how work readiness training will be provided in connection to work experiences and job placement services.
- G. Describe how the in-school youth progress will be monitored to include data tracking to ensure the in-school youth successfully complete their ISS Plan through follow-up services. Describe the process your agency will utilize to perform regular cycles of program evaluation(s). Describe your approach to continuous improvement.
- H. Describe your proposed summer component and how the worksites will be selected. Provide a description as to how the summer component will complement your proposed year round program design.
- I. What strategies will your proposed program use to engage employers and promote the hiring of in-school youth participants? Describe what mechanisms will be utilized to support employers/businesses to ensure positive experiences while working with in-school youth participants.
- J. What makes your proposed program standout? Why would the in-school youth want to be a part of your proposed program and what techniques will you use to keep the in-school youth motivated to continue program participation until all goals are met? correct

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 Information - (10 Points)

Attachment G is the cover sheet for your organization to use for the submission of the Budget. **Two (2) unbound originals and six (6) 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.

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. Respondent shall also 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** 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** labeled Due Diligence Document must be packaged separately and included in Respondent's submission. The submission of Due Diligence Document **is mandatory** for **all** Respondents. Included in the Due Diligence package will be the organization's most recent Independent Audit and Management Letter.

If you are a current SFWIB Contractor and have already submitted the Independent Audit Report and Management Letter, if applicable, you do not have to submit the documents with the Due Diligence Package.

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.

VII. SELECTION PROCESS

A. EVALUATION AND APPROVAL 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, and may be disqualified. The 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 proposal responses.

The evaluation process is designed to assess the Respondent's ability to meet the SFWIB youth program requirements and to identify the one Respondent 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. **The Public Review Forum is scheduled for Wednesday, 2:00pm, September 3, 2014.** Visit the website calendar, (www.careersourcesfl.com), for the scheduled date, time, and location of this session as a change in date might occur. Respondents are encouraged to attend this meeting.

Price is an important factor in selecting a Respondent. However, other factors in the competitive selection process will be considered and may take precedence over price. These factors may include, but are not limited to, quality of service offered, operating methodologies, administrative capability, previous experience in providing the same or similar services, and the ability to achieve the deliverables. 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 selected Respondent in order to achieve the best services for SFWIB In-School Youth Program. 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, 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. 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:

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B. EVALUATION CRITERIA

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 Measures – 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. Respondents will be evaluated on proposed performance measures.	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

C. CONTRACT AWARD

The contract for this RFP may be negotiated with the Respondent 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 this contract 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.

D. APPEAL PROCESS

Respondents will be advised of the SFWIB Appeal Process at the Public Review Forum, Wednesday, September 3, 2014.

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