

## **I. Introduction**

This request for proposals is being conducted by Tomorrow's Workplace on behalf of the Workforce Investment Board of Rockland County, Inc. in accordance with its designation as the Subgrant recipient / Fiscal Agent for the Board under the Workforce Investment Act of 1998 (hereafter referred to as WIA). Tomorrow's Workplace is requesting proposals from qualified organizations to provide Youth Services.

The Workforce Investment Board of Rockland County (hereafter referred to as WIB) reserves the right to accept or reject, wholly or in part, any or all of the proposals submitted.

## **II. Purpose**

This RFP is designed to identify programs that assist youth to become life-long learners with the necessary skills to support long-term success in the job market. The overall goal of the RFP is to identify organizations that are skilled in providing services to youth and can administer a year-long program that assists in-school and/or out-of-school at-risk youth that meet the eligibility requirements set forth in this RFP.

## **III. Eligible Applicants**

Proposals will be accepted from applicants with demonstrated effectiveness in the provision of federally funded youth programs and services. Collaborative applications are encouraged.

The applying agency must demonstrate:

- Coordination with secondary schools and businesses
- Demonstrated competency in the administration and operation of employment and training programs
- Eligibility to receive federal funds
- Access to non-WIA funds equivalent to or greater than the amount proposed

## **IV. Funding**

Any contract awarded under this RFP will be contingent upon the availability of funding. In the event that the dollar amount changes the WIB may amend any awarded contract to reflect such changes. Proposals can be funded up to the following maximum amounts:

In-school youth:                      \$100,000

Use of these funds is restricted by WIA and federal law.

## **V. Period of Performance**

Contingent on available funding, the period of performance will encompass two program years. The first year will begin September 1, 2006 and continues through June 30, 2007, the second year will begin April 1, 2007 and continues through June 30, 2008. Each program year will also include at least one year of follow-up for all eligible, registered youth.

## **VI. Eligible Youth**

### In -School youth

Applicants must focus their programs for in-school youth around at risk 17 –18 year-old youth. In addition to that criteria, eligible services will be provided to youth in accordance with WIA Section 101 (13). This criterion for in-school youth includes individuals who are:

1. Low income as defined in WIA Section 101 (25); and
2. Youth who fall within one or more of the following categories:
  - Deficient in basic literacy skills
  - School dropout
  - Homeless, runaway or foster child
  - Pregnant or parenting
  - Offender
  - An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

### Out-of-school Youth

Applicants must focus their programs for out-of-school youth around at risk 19 – 21 year-old youth. According to WIA Section 101 (33) out-of-school youth includes:

1. An eligible youth who is a school dropout or;
2. An eligible youth that has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed.

Eligible youth is defined in WIA Section 101 (13). Programs for in-school and out-of-school youth should be provided separately.

## **VII. Program Design**

All programs must contain the following:

Recruitment: Applicants are responsible for recruitment of youth.

Intake/ Eligibility Determination: Under WIA all youth must meet eligibility criteria as defined in this RFP Section VI - Eligible Youth. Certification of eligibility must be completed prior to enrollment. All youth must be registered using the New York State database system, OSOS. The WIB will assist applicants by providing technical assistance on the intake system and the certification process to determine eligibility.

Orientation: All participants must receive information on the full array of services that are available to them.

Assessment / Individual Service Strategy (ISS): Each participant shall be provided with an objective assessment of his/her academic and employment skill needs. The applicant must use the attached ISS to develop an individualized plan (Please see attachment 1). The plan includes a review of educational skill levels, occupational skills, prior work experience, employability, interests and aptitudes. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet individual needs. The ISS must be developed in conjunction with the youth and signed by youth and the organization.

Academic requirements: All applicants must be capable of providing academic services to assist in skill gains. Assessment instruments must be utilized to show skill level gains. Aligning academic services to state educational requirements is emphasized. For out-of-school youth that do not possess a secondary degree, instruction leading to a high school diploma or GED is absolutely essential.

Year-Round Component: All applicants are responsible for providing a program for the entire grant period. The second year of the grant period will include follow-up activities only. Activities must be provided during the summer months and must continue when the youth return to school. Applicants are required to outline activities that will be provided during the summer component, the school year and the follow-up period. A year round program for out-of-school youth must be outlined including one year of follow-up.

Employer Connections: Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. Applicants are asked to demonstrate meaningful employer connections. These connections should lead to placements in employment or continuing education as well as meaningful exposure to the world of work with

resultant measurable skill increases. Career development experiences should demonstrate employer involvement.

Best Practices: The National Youth Employment Network, Program Effective Practices, indicates the following elements of effective practice and applicants are encouraged to exemplify the following principles in the delivery of services to youth:

- A clear and consistent mission that accurately reflects the purpose of youth initiatives;
- Maintenance of strong, engaged, continuous and competent leadership;
- Commitment to a continuous improvement strategy;
- Nurturing sustained relationships between youth and adults;
- Engaging youth in their development and expectations;
- Help youth to develop a sense of group membership while fostering a sense of identity;
- Sustain career awareness and embed career planning and readiness throughout the program;
- Ensure employers are actively engaged;
- Relate academic learning to real-life work issues and situations and stress active learning;
- Provide extended services and support throughout the follow-up period and beyond.

### **VIII. Required Program Elements**

All ten WIA required program elements must be addressed in the applicant's program design. All youth do not need to take part in each of these elements but each must be available to youth that need them. Applicants funded must provide effective and comprehensive activities with a variety of options for improving educational and skill competencies and provide effective connections to employers through the following ten required program elements:

- Tutoring, study skills training, and instruction leading to completion of secondary school (including dropout prevention strategies)
- Alternative secondary school services
- Summer employment opportunities directly linked to academic and occupational learning
- Paid and unpaid work experiences as appropriate
- Occupational skill training
- Leadership development
- Adult mentoring
- Comprehensive guidance and counseling (which may include drug and alcohol abuse counseling and referral)

- Supportive services, defined as those necessary to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, clothing, etc.
- Follow up services for not less than 12 months after the completion of participation

## **IX. Program Narrative**

Applicants must submit a program narrative responding to the following criteria:

### Program Detail

1. Nature of the applicant's business or organization;
2. Applicant's record of integrity, business ethics and fiscal accountability;
3. Evidence that the applicant possesses the necessary experience, organizational operations, accounting and operational controls as well as technical skills to perform the work;
4. Explanation of how the applicant will meet the Program Design and Required Program Elements by providing comprehensive youth services;
5. Applicants ability to meet the Program Design and Required Program elements at a reasonable cost, serving as many youth as possible;
6. Applicants ability to exceed performance outcomes;
7. A resume or summary of the qualifications of the staff person(s) to be assigned to perform the services proposed.

### Recruitment

1. Strategy for recruitment for eligible youth and employers.

### Partnerships

1. The role local businesses will possess;
2. Cooperation with other agencies.

### Work-Based Learning

1. List and describe the activities and work experiences that will be provided;
2. How work based activities will be incorporated into the academic program design.
3. How work based activities will be integrated into a year round program.

## **X. Budget**

Applicants must prepare a budget including the following information:

1. The aggregate cost for the proposed services;

2. A line item breakdown of each element of the aggregate cost with a summary of the proposed services. This section can include, but is not limited to Administrative costs (maximum of 10% of total costs), Staff, Staff Travel, Program Materials, Supplies, Recruitment, Employer Outreach, Equipment, Instructional Costs, Supportive Services, Payments to Employers;
3. Non-WIA funds offered on a cash or in-kind basis to support WIA services (must be at least 25% of aggregate cost).

## **XI. Data**

Youth will be required to complete an application form in order to participate in the program. Original youth applications must be delivered to Tomorrow's Workplace for review and approval as the contractor receives them. Tomorrow's Workplace will maintain all of the data files on paper and in our database. Specific reports on WIA youth performance goals and common measures will be required of each contractor. Tomorrow's Workplace will notify the contractor of any required reports and their submission dates.

All youth must have their own file with eligibility documentation and any supporting documentation. The contractor will be required to fill out, for each youth, an Individual Service Strategy, Pre-Employment Assessment Form and Worksite Agreements for the youth and the host worksite. Program information required from their School Counselor will have to be obtained by the contractor. Youth will be required to sign off on the aforementioned documentation and well as a Discrimination Complaint Procedure, Grievance Procedure and an I-9 Form. All of the above mentioned documentation will be provided to the contractor.

## **XII. Performance Outcomes**

Successful proposals will emphasize program outcomes. The performance outcomes were negotiated between the WIB and the New York State Department of Labor. Exceeding performance outcomes are critical. Organizations must demonstrate exceeding performance outcomes in other federally funded youth programs for consideration. If an organization has participated in WIA Youth Program prior performance outcomes will be a significant evaluation factor.

If an organization is granted a WIA Youth award all performance measures must be exceeded. Performance measures will be calculated throughout the program year from registration to completion.

Performance definitions can be obtained in the New York State Technical Advisory #05-17, and the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) #28-04.

**Please Note:** Performance outcomes might change during the grant period. WIB reserves the right to hold the applicant to adjusted performance outcomes.

<b>Younger Youth (aged 14-18)</b>	<b>Performance Outcome</b>
Attainment of basic skills and, as appropriate, work readiness or occupational skills.	<b>73%</b>
Attainment of secondary school diplomas and their recognized equivalents.	<b>52%</b>
Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships.	<b>52%</b>
<b>Older Youth (aged 19-21)</b>	
Entry into unsubsidized employment.	<b>65%</b>
Retention in unsubsidized employment six months after entry into employment.	<b>77%</b>
Earnings gain received in unsubsidized employment six months after entry into employment.	<b>\$2,900</b>
Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent or occupational skills, by participants who enter unsubsidized employment or who enter postsecondary education, advanced training or unsubsidized employment.	<b>51%</b>

All youth enrolled in a WIA Youth Program must be pre-tested, using a standardized test, within 60 days of their date of program registration to determine their basic skill level and their Educational Functioning Level (EFL). Post-testing must occur for every youth, using the same standardized test as the pre-test, prior to completion of the youth program, if the completion date is within one-year of the registration date, or at one-year intervals following the registration date.

### **XIII. Monitoring Schedule**

#### **Programmatic**

Year Round Youth Program contractors will be monitored on a monthly basis. Monitoring appointments will be scheduled for mid-month and will be confirmed ahead of time with the program supervisor.

Individual monitoring instruments will be used for each program and youth customers will be interviewed on a random basis. If any problems with the program are identified your organization will receive notice in writing as to corrective action measures that must be implemented and a time frame for when they must be implemented.

#### **Fiscal**

Year Round Youth Program contractors must be able to expend all of the funds granted within the initial program year and meet the required billing schedule. Contractors are required to submit bills to Tomorrow's Workplace on a monthly basis. If bills are not received by the last day of each month Contractors will not be reimbursed for services provided during that month. Failure to adhere to the required billing schedule will result first with a written warning and then cancellation of the contract.

### **XIV. Evaluation Criteria**

All proposals will be evaluated on the following criteria:

1. Integrity of the organization
  - Is the organization well established?
  - Does the organization have a reliable funding source?
  - Has the organization been in business over 5 years?
2. 10 WIA components available
  - Are the 10 WIA components integrated as part of the program?
3. Year-round activities well defined
  - Are there structured activities for youth for entire program year?
4. Prior experience in running youth programs
  - Does the organization have at least 3 years prior experience in running youth programs?
5. Prior experience in running Federal youth programs
  - Has the organization administered or run at least one Federal youth program?
6. Past performance measures in youth programs
  - Did the measures exceed 100% of the required performance?
  - Did the measures exceed 75% if the required performance?
7. Academic component

- Does the program provide academic services to assist in skills gains?
- Is there a GED program for out-of-school youth?
- 8. Life skills component curriculum
  - Does the life skills component curriculum include basic-skills, work-readiness and occupational skills?
- 9. Partnerships established
  - Does your organization have partnerships with State/Local/Federal agencies?
  - Does your organization have partnerships with school districts?
  - Does your organization have partnerships with community based organizations?
- 10. Connections to local businesses
  - Will your organization provide active employer involvement through internship programs for youth?
  - Will your organization provide active employer involvement by establishing mentors for youth?
- 11. Assessment and testing
  - Does your organization have the ability to perform pre and post academic testing?
  - Does your organization have the ability to perform pre and post vocational testing?
- 12. Work based activities
  - Does the program provide opportunities for youth to gain vocational skills?
  - Are the work based activities coordinated with the academic program?
- 13. Recruitment
  - What is the scope of the organization's recruitment strategy?
- 14. Follow-up Services
  - Are the follow-up services clearly outlined?

**Bonus Evaluation Criteria**

- 15. Cost per youth
  - Is the cost per youth less than or equal to \$2,500 for in-school youth?
- 16. Referral services in place for youth
  - Are referral services available if services required are not incorporated in the program?
- 17. Availability of equipment
  - Is the equipment the youth will be using on site?
  - Are there computers available?
  - Are there textbooks available?
- 18. Food available for youth
  - Will the organization provide lunch/meals daily?

19. Program flexible for youth who are employed  
Will the organization offer evening hours for youth that are employed?
20. Incentives for youth available  
Does the program provide cash incentives to the youth?
21. Transportation available for youth to/from site  
Will the youth have access to a bus, car or taxi to get to the program or place of employment?
22. Credentials of teachers/instructors suitable for the program  
Do the teachers/instructors working with the youth have prior experience?
23. Budget  
Are services contracted to vendors less than or equal to 20% of the total funding request?

#### **XV. RFP Timeline**

RFP Release	July 24, 2006
Open question and answer period	July 24 – August 4, 2006

Interested bidders may email their questions to [info@tomorrowsworkplace.org](mailto:info@tomorrowsworkplace.org) with Year Round Youth Programs in the subject line. Questions and answers will be posted on [www.tomorrowsworkplace.org](http://www.tomorrowsworkplace.org).

Proposal Due	August 18, 2006
Review and Evaluation Period	August 18 – 28, 2006
Contract Award Notification	August 29, 2006

#### **XVI. Contract Award**

Contracts will be written as cost-reimbursable, shall be enforced as performance agreements and negotiated to determine reasonableness of cost and ability to deliver the specified services.

#### **XVII. Submission of Proposals**

Completed proposals must be received by Tomorrow's Workplace no later than 4:30 p.m. on Friday March 3, 2006. Proposals that are received after that date will be reviewed and kept on file for future funding consideration only should the situation warrant. Proposals should be submitted in sealed envelopes and addressed to:

Mr. Michael Loewenberg  
Chairman  
Workforce Investment Board of Rockland County, Inc.  
Tomorrow's Workplace  
One Perlman Drive  
Spring Valley, NY 10977

All applications should be one-sided and stapled in the upper left-hand corner. All applications must have a table of contents and the pages must be numbered for reference. All applications must include a cover sheet detailing the name of the applicant, address, contact name, phone, fax and e-mail.

This RFP does not commit the WIB or Tomorrow's Workplace to award a contract to pay costs incurred in the preparation of this proposal or to procure or contract for services or supplies.

**INDIVIDUAL SERVICE STRATEGY  
WIA YOUTH**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_

Agency \_\_\_\_\_

Registration Date \_\_\_\_\_

**Income Eligible:    YES                  NO                  (Circle One)**

Number in Family \_\_\_\_\_

Family Income \_\_\_\_\_

Disabled Youth Income \_\_\_\_\_

**In-School Youth**

**Out-of-School Youth**

School Dropout

Graduated or Holds a GED but is:

Skills Deficient OR

Unemployed OR

Underemployed

**MUST INCLUDE AT LEAST ONE BARRIER:**

Deficient in Basic Literacy Skills                   School Dropout

Homeless, Runaway, or Foster Child                   Offender

Pregnant or a Parent

Requires additional assistance to complete an educational program, or to secure and hold employment.

**5% WINDOW EXEMPTION – NOT INCOME ELIGIBLE, BUT MEETS ONE OR MORE OF THE FOLLOWING BARRIERS:**

- School Dropout
- Offender
- Pregnant or a Parent
- Is one or more grade levels below the grade level appropriate to the individual's age
- Possesses one or more disabilities, including learning disabilities
- Basic Skills Deficient
- Faces Serious Barriers to Employment
- Homeless or Runaway

**ISS ELEMENTS:**

**Academic testing scores:**

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**Skill levels:**

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**Service needs:**

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**Basic skills the youth possesses:**

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**Occupational skills the youth possesses:**

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**Prior work experience:**

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**Employability:**

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**Interests:**

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**Aptitudes:**

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**Supportive service needs:**

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**Developmental needs:**

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**Short-term employment goal:**

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**Long-term employment goal:**

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**Appropriate services for the youth:**

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**Information and referrals provided to the youth:**

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**Information provided by the one-stop or other local providers:**

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**Referral to appropriate training and educational programs that have the capacity to serve the youth either sequentially or concurrently:**

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**GOALS FOR SKILL ATTAINMENT: (to be achieved within one year)**

**Date Basic Skills Goal(s) Was Set:** \_\_\_\_\_

Basic Skills Goals(s):

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Level of Achievement at Six Months from Goal Set Date:

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Level of Achievement at One Year from Goal Set Date:

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**Date Basic Skills Goal(s) Was Achieved:** \_\_\_\_\_

**Date Work Readiness Skills Goal(s) Was Set:** \_\_\_\_\_

Work Readiness Skills Goals(s):

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Level of Achievement at Six Months from Goal Set Date:

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Level of Achievement at One Year from Goal Set Date:

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**Date Work Readiness Skills Goal(s) Was Achieved:** \_\_\_\_\_

**Date Occupational Skills Goal(s) Was Set:**\_\_\_\_\_

Occupational Skills Goals(s):

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Level of Achievement at Six Months from Goal Set Date:

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Level of Achievement at One Year from Goal Set Date:

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**Date Occupational Skills Goal(s) Was Achieved:**\_\_\_\_\_

## **YOUTH WILL BE RECEIVING THE FOLLOWING SERVICES:**

- 1 ( ) Tutoring, study skills training and instruction, leading to the completion of secondary school, including dropout prevention strategies
- 2 ( ) Alternative secondary school services
- 3 ( ) Summer employment opportunities that are directly linked to academic and occupational learning
- 4 ( ) Paid and unpaid work experiences, including internships and job shadowing, including:
  - Instruction in employability skills or generic workplace skills such as those identified by SCANS
  - Exposure to various aspects of an industry
  - Progressively more complex tasks
  - Internships and job shadowing
  - Integration of basic academic skills into work activities
  - Supported work, work adjustment, and other transitional activities
  - Entrepreneurship
- 5 ( ) Occupational skills training
- 6 ( ) Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, including:
  - Exposure to post secondary educational opportunities
  - Community and service learning projects
  - Peer-centered activities including peer mentoring and tutoring
  - Organizational and team work training, including team leadership training
  - Training in decision-making including determining priorities
  - Citizenship training, including life skills training such as parenting, work behavior training and budgeting or resources
  - Employability
  - Positive social behaviors (soft skill, including positive attitudinal development, self-esteem building, and cultural diversity training)
  - Work simulation activities
- 7 ( ) Supportive services, including:
  - Linkages to community services
  - Assistance with transportation
  - Assistance with childcare and dependent care costs
  - Assistance with housing costs
  - Assistance with uniforms or other appropriate work attire and work related tools costs, including such items as eyeglasses and protective eye gear
- 8 ( ) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- 9 ( ) Follow-up services for not less than 12 months after the completion of participation
- 10 ( ) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral
- 11 ( ) Other



**FOLLOW-UP SERVICES PROVIDED:**

**( ) Leadership development and supportive service activities:**

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**( ) Regular contact with youth's employer, including assistance in addressing work-related problems that arise:**

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**( ) Assistance in securing better jobs, career developmental and further education:**

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**( ) Work related peer support groups:**

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**( ) Mentoring:**

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**( ) Tracking the progress of youth in employment after training:**

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**PERFORMANCE MEASURES:**

Please indicate which measures have been achieved and provide a brief explanation.

**Entered unsubsidized employment**

**Date entered employment:**

**Pay stub attached**

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**Attained a credential**

**Type of credential attained:**

**Date of credential attainment:**

**Copy of certificate/license/diploma attached**

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**Attained a skills goal**

**Type(s) of skills goal attained:**

**Date of skills goal(s) attainment:**

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**Obtained a High School Diploma or equivalent**

**Date of High School Diploma or equivalent attainment:**

**Copy of High School Diploma or equivalent attached**

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**Returned to school**

**Name of school youth returned to:**

**Date of return:**

**Letter from school indicating enrollment attached**

**PERFORMANCE MEASURES:**

Please indicate which measures have been achieved and provide a brief explanation.

**Went on to advanced training**

**Name of advanced training program:**

**Date entered advanced training program:**

**Advanced training program schedule/attendance attached**

**Entered military service**

**Date entered military service:**

**Military enrollment papers attached**

**Entered qualified apprenticeship**

**Date entered qualified apprenticeship:**

**Enrollment letter from apprenticeship attached**

**Notes:**

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