



EASTERN CT WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSALS *for* YOUTH

July 1, 2010 - June 30, 2011

EMMETT 'GENE' HARPER
Youth Council Co-Chairman

MICHELLE LANDRY
Youth Council Co-Chairman

THOMAS BURNS
EWIB Chairman of the Board

JOHN BEAUREGARD
EWIB Executive Director

January 2010

REQUEST FOR PROPOSALS

SUBMISSION DUE DATE: March 26, 2010, 4:00 p.m.

INTENT TO FUND NOTIFICATION DATE: June 2010

FUNDING START-UP DATE: July 1, 2010

EASTERN CT WORKFORCE INVESTMENT BOARD OFFICE LOCATION: 108 New Park Avenue
North Franklin, CT 06254

CONTACT PERSON: Carol LaBelle
Director of Programs

TELEPHONE NUMBER: (860) 859-4100

LETTERS OF INTENT: Letters of Intent to bid are **required and must be submitted not later than February 16, 2010.**

BIDDERS CONFERENCE: The Bidders conference will be held on, February 25, 2010, at the EWIB office, 108 New Park Avenue, Franklin, CT to provide technical assistance as it relates to the contents of this Request For Proposal. Please call (860) 859-4100 for specific time. **Questions must be submitted in advance, but no later than February 16, 2010. Bidders can fax (860) 859-4111, or e-mail, labellec@ewib.org questions.**

***ALL RESPONSES TO THIS REQUEST FOR PROPOSAL MUST BE RECEIVED NO LATER THAN 4:00 P.M. ON MARCH 26, 2010. NO PROPOSAL WILL BE ACCEPTED AFTER THIS TIME. A LETTER OF INTENT TO BID MUST ALSO BE SUBMITTED BY FEBRUARY 16, 2010.**

This request for proposal does not commit EWIB to award a contract, to pay any costs incurred in the preparation under this Request, or to procure a contract for services or supplies. EWIB reserves the right to accept or reject, in part or in full, any or all proposals received as a result of this Request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this Request For Proposal, if it is not in the best interest of EWIB.

Any questions concerning the Request For Proposals may be addressed to EWIB's office, attention Carol LaBelle, Director of Programs, at (860) 859-4100, at the address provided herein, or via e-mail at labellec@ewib.org to be received no later than February 16, 2010.

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I. **GENERAL INFORMATION**

A. **INTRODUCTION**

This Request For Proposal (RFP) is released by the Youth Council of the EWIB and requests services with in the forty-one (41) town region. The Strategic Planning Sub-Committee of the Youth Council completed the development of a 5-Year Strategic Plan in 2008. As part of that process, the Sub-Committee reviewed information on regional challenges and opportunities to determine how the Workforce Investment Act (WIA) funding would fit into an overall vision for youth in this region. The Youth Council seeks proposals that will prepare WIA-eligible youth for the opportunity to participate in a high-wage, knowledge-based economy in Eastern Connecticut.

This Request For Proposal is designed to solicit programs that will address the needs of youth, both In-School and Out-of-School. The Workforce Investment Act (WIA) presents an opportunity to better prepare youth and offer them a comprehensive array of services so that they are able to successfully transition to the workforce and be prepared to compete in opportunities in the knowledge-based economy. EWIB is looking for programs that move beyond the traditional employment and training services. The Board is looking for programs that mix such services as preparation for post-secondary opportunities, linkages between academic and occupational learning, career mentoring opportunities, connections to the local job market, and appropriate follow-up services into their program. Strong agency partnerships and collaborations are recommended.

B. **AWARDS & FUND AVAILABILITY**

Programs will be funded for the period July 1, 2010 - June 30, 2011 with the intent of renewal for a second year based on performance without the issuance of another RFP. **Seventy percent (70%) of the funding will be allocated to programs that serve Out-of-School Youth and thirty percent (30%) of the funding will be allocated to programs that serve In-School Youth. Funding allocations have not been provided, funding for PY 2009 was ~\$727,000.00**

C. **CORE INDICATORS OF PERFORMANCE**

The WIA core indicators of performance for employment and training activities for eligible youth are as follows for PY 2009:

YOUTH 19-21

- 1) Entry into unsubsidized employment;
PERFORMANCE GOAL: 73%
- 2) 6-month retention in unsubsidized employment;
PERFORMANCE GOAL: 83%
- 3) Earnings received at 6-month retention in unsubsidized employment;
PERFORMANCE GOAL: \$2,960
- 4) 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 who enter post-secondary education, advance training, or unsubsidized employment.
PERFORMANCE GOAL: 62%

YOUTH 14-18

- 1) Attainment of basic skills and, as appropriate, work readiness or occupational skills;
PERFORMANCE GOAL: 84%
- 2) Attainment of secondary school diplomas (*or*) their recognized equivalents;
PERFORMANCE GOAL: 74%
- 3) Placement and retention in post-secondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.
PERFORMANCE GOAL: 82%

CUSTOMER SATISFACTION INDICATOR OF PERFORMANCE WILL BE MEASURED FOR ALL YOUTH THROUGH SURVEYS CONDUCTED AT THE CONCLUSION OF PARTICIPATION IN THE ACTIVITIES.

PERFORMANCE GOAL: 76%

In July 2008, the Federal Office of Management and Budget's Common Performance Measures for Federal job training and employment programs took effect. CT continues to track both set of measures. All programs are required to design their program for maximum success in these measures.

The Common Measures for Youth are: *Placement in Employment or Education, Attainment of a Degree or Certificate, Literacy and Numeracy Gains*. Information on the Common Measures is available at:

www.doleta.gov/performance/guidance/tools_commonmeasures.cfm
www.spra.com/PEP/common_measures.shtml.

D. SELECTION OF SERVICE PROVIDERS

The primary consideration in selecting entities to deliver services shall be the demonstrated effectiveness of that entity in delivering COMPARABLE services based on past performance. Performance factors shall include attainment of performance goals, costs, quality of training, and participant target groups. No bidder shall receive funds that duplicate services already available in the Eastern CT Workforce Investment Area.

E. EVALUATION

Proposals will be screened according to the following criteria. The criteria rating form to be used by the EWIB Youth Council RFP Review Sub-Committee can be found in Appendix G (*Vendor Selection Criteria*)

- 1) "*Minimum Qualification Criteria*"
- 2) "*Past Performance*"
- 3) "*Program Objectives*"
- 4) "*Program Design Considerations*"
- 5) "*Budget Considerations*"

F. REVIEW PROCESS

EWIB staff will review bids for compliance with RFP package and WIA legislation/regulations. Bids that are not in compliance will be summarily dismissed and will not be reviewed by the EWIB Youth Council RFP Review Sub-Committee.

Staff will:

- Open proposals at the same time to eliminate claims from early submitters that information was available to other proposers.
- Review for completeness. Incomplete proposals are rejected.
- Upon determination of completeness, proposals are reviewed to determine an objective, numerical score versus the established passing/ competitive range level.

Committee will:

- Review and rate all proposals (*depending on the total received*) in addition to reading ALL program abstracts and line-item budgets.

A maximum of 2-weeks will be allotted to perform this initial review.

Prior to the finalization of their scoring, both Committee members and staff may have an opportunity to hear a structured 10-minute presentation from the proposer during a scheduled Youth Council RFP Review Committee meeting.

After each presentation, subsequent Committee discussion, and at least ONE (1) written competitive range approval score, the proposal will advance. Two (2) staff and the RFP Review Committee member scores that are below the competitive range level will dismiss the proposal from further consideration unless a majority decision from the Committee dictates otherwise. All Committee members not in attendance will be contacted to inform them of the outcome of the meeting.

The Committee reserves the right to utilize its Best and Final Offer Procedures described below.

For those programs selected to advance:

Committee will:

- Finalize areas to be addressed in the Best and Final Offer package. All questions are identical and will serve to separate the highest quality proposal among the finalists.
- Review the Best and Final Offer Package and Re-score.

Staff will:

- Provide bidders technical assistance to best prepare their final offer and explain the Committee's intent.
- Collect, re-score, and forward proposals to the Committee member to which it was originally assigned.

Proposers may be asked to be present at the final "*selection*" meeting of the Committee for a brief question and answer period. "*Final Offer*" scores will be averaged, shared with the Committee, and final selections and funding amounts will be determined.

All final Committee recommendations will be forwarded to the full Youth Council and then to the EWIB Board of Directors to be ratified at the next scheduled meeting.

G. REPORTING REQUIREMENTS

Various reports will be required from all contractors throughout the duration of the respective programs. Detailed reporting requirements will be provided to all contractors when final contracts are negotiated.

H. MONITORING

All sub-grantees will be subject to monitoring procedures by EWIB, CT Department of Labor, and/or the U.S. Department of Labor. Areas to be monitored shall include, but not be limited to: contract compliance, fiscal accountability, safety requirements, worksite compliance, and Equal Employment Opportunity compliance.

I. **LIABILITY INSURANCE**

The bidder must be able to document liability insurance that will hold the Eastern CT Workforce Investment Board, Inc., the Chief Elected/Executive Officials, and the designated grant recipient harmless. Once funding has been awarded, documentation of liability insurance will be due in the EWIB Office by July 1, 2010. No contract will be awarded without this documentation.

J. **CONCLUDING NOTES**

To be considered, all responses to this request for proposal must be submitted as follows: **SEND** one (1) original, one (1) unbound copy, **PLUS** seven (7) copies, and **E-MAIL** an electronic copy to labellec@ewib.org. Send hard copies to:

MS. CAROL LABELLE
DIRECTOR OF PROGRAMS
EASTERN CT WORKFORCE INVESTMENT BOARD, INC.
108 NEW PARK AVENUE
NORTH FRANKLIN, CT 06254

K. **RIGHT TO PROTEST**

Submitters not chosen for funding have the right to meet with EWIB Administrative Staff to determine the deficiencies of their proposal, and the areas to be improved upon for future submissions. This will occur at the conclusion of the contracting procedure with approved contractors.

II. **TYPES OF PROPOSALS REQUESTED**

Proposals are being solicited to serve the In-School Youth and Out-of-School Youth population in the 41 towns of Eastern CT for the period July 1, 2010 - June 30, 2011 with the intent to renew for a second year based on performance. Youth services are requested modeled around a youth pipeline strategy described below. Bidders must demonstrate the need for services and the support of the chosen school districts. **Preference will be given to those proposals that demonstrate the ability to serve the entire Eastern region in a collaborative approach.** In this regard, creative partnerships and teaming arrangements are encouraged but not required.

A. **POTENTIAL PATHWAY OPTIONS**

After completing a Career Ladder Study in 2004, EWIB's Youth Council has undertaken several Career Pathway pilot programs in occupational areas that range from healthcare, to manufacturing, and Early Childhood Education. Each of the pathway programs has incorporated common components: **1)** outreach & recruitment with secondary school partners; **2)** identification of industry partners that will host internship slots; **3)** up-front online training in topic areas that will better prepare the students for the internships; **4)** seminars offering education & career guidance; and **5)** strong case management and available support services.

The Youth Council is requesting that all programs submitted for both In- and Out-of-School Youth activities incorporate this Career Pathway design. The Youth Council seeks programs for both In-School and Out-of-School Youth that are designed to place young people in industry-paid, mentored, work environments where they can learn skills and gain competencies. While the ultimate goal is to receive **creative proposals** where wages are paid by the employer, limited use of stipends or paid internships may be proposed as a transitional strategy.

In May 2008, EWIB secured a USDOL Regional Innovation Grant to assess the supply of, and demand for, high-wage/high-skill technical and engineering workers in Eastern CT. The report identified opportunities for the region and worker skills/competencies that will support those opportunities. Six (6) main areas of competency were identified: Engineering, Measurement and Manufacturing, Defense and Supply Chain, Energy Management; and Software, IT, and Instrumentation.

EWIB is also the lead Workforce Investment Board for a statewide USDOL STEM (*Science, Technology, Engineering, & Math*) Grant encouraging youth and other job seekers to prepare for careers in these areas and the growing “Green” industries. Information on these efforts can be found on EWIB’s website at www.ewib.org.

B. ALLOWABLE PROPOSAL ACTIVITIES

Comprehensive Services for Out-Of-School Youth

According to the U.S. Department of Labor’s Employment & Training Administration’s strategic vision for the delivery of youth services under WIA, effective workforce investment Out-of-School Youth programs “*must offer youth who have become disconnected from mainstream institutions and systems another opportunity to successfully transition to adult roles and responsibilities.*” Proposals under this activity will seek to provide those economically disadvantaged youth ages 16-21, Out-of-School in Eastern CT facing the barriers identified during the eligibility determination, with the education and training necessary to obtain and sustain unsubsidized employment. In the area of Out-of-School Youth programs, **preference will be given to those proposals that demonstrate the ability to serve the entire Eastern region in a collaborative approach.** In this regard, creative partnerships and teaming arrangements are encouraged, but not required. Programs must have the capacity to provide the following based on the youth’s identified barriers: case management, basic skills instruction, (*if participant is deficient to successfully achieve the Literacy and Numeracy Common Measure*), employability training and job search assistance. Program elements must have sufficient intensity to provide the opportunity for participants to progress at an accelerated rate. Programs will have the ability to access the EWIB’s tuition funds to purchase occupational training slots.

Programs must describe how they will incorporate the above mentioned career pathway model into their program design. Programs are required to have connections with the *CTWorks-East* Career Centers on a regular basis and to show how they will incorporate the services provided at the Centers into their program services.

In-School Youth

EWIB and its Youth Council seek programs that offer the following services for In-School Youth: **(a)** connections and coordination with educational institutions in the Eastern CT region; **(b)** case management; **(c)** services targeting youth who are at risk of dropping-out of high school; **(d)** opportunities for work-based learning activities both during the school year and summer following the career pathway model identified above; **(e)** creative use of benchmark stipends to increase retention; **(f)** post-high school transition career planning; and **(g)** support.

EWIB and its Youth Council are committed to promoting and supporting the development of a career pathway model that will provide paid work-based learning (*and career exploration*) opportunities for young people in occupations that offer high wages/high skills and a career path. Further, they are also requesting bidders to provide outreach (*as appropriate*) to school Guidance Counselors to aide them in incorporating a career pathway approach into their counseling. Year I services may target juniors and seniors with Year II enrollments for

seniors only (*this decision is driven by the new federal Common Measures*).

B. PROPOSAL CRITERIA

All youth will be required to be certified as eligible and have an objective assessment developed. Bidders must indicate how they would determine youth eligibility and provide objective assessment development, case management, and follow-up services for 12-months. All bidders must use the *CTWorks-East* Business System (*CTWBS*).

Youth Eligibility Criteria

Youth must be between the ages of 16 and 21, a high school junior or senior from a low-income family, and meet at least one (1) of the following six (6) barriers to employment:

- Deficient in basic literacy skills (*English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test*);
- School drop-out;
- 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; or
- Local Barrier – youth in a single parent family.

Out-of-School Youth

Age 16 - 21

- Drop-out;
- Received a high school credential but are basic skills deficient, unemployed or under employed. Youth enrolled in an alternative school or Adult Education's GED program is not considered a drop-out.

Objective Assessment

Objective assessment consists of a review of academic levels, skill levels, and service needs of each participant. Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (*including interest and aptitudes for nontraditional jobs*), supportive service needs and developmental needs. A new assessment of a participant is not required if the provider carrying-out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program. Providers must develop service strategies for each participant that shall identify an employment goal (*including, in appropriate circumstances, non-traditional employment*), appropriate achievement objectives and appropriate services for the participant taking into account the assessment conducted.

Case Management

Case Managers are responsible for one-on-one objective assessment and for coordinating services, including support services, and referrals to any services available in the community. Case Managers are responsible for tracking and monitoring the youth to ensure both the youth and any service provider has fulfilled their roles in carrying-out the program. Tracking includes, but is not limited to: recording activities, maintaining an on-going record of activities in the *CTWBS*, interaction between youth and Case Manager's adequate to ensure progress toward goals. Monitoring includes ensuring that the youth is engaged in activities and making satisfactory progress.

Follow-Up

Follow-up services must be provided for not less than 12-months (*must be provided for all youth at any stage*). The level of follow-up should be based on the intensity of the services provided

and the needs of the youth. Follow-up services will be required to be provided during the term of the contract to youth that are in follow-up period. This would entail serving youth that had exited from the youth program prior to the contract start.

III. GUIDELINES & REQUIREMENTS FOR PREPARING PROPOSALS ~ SCOPE OF WORK

The applicant is asked to be clear and concise in all responses and to complete all sections included in the proposal requirements in the order requested.

RFP'S THAT DO NOT FOLLOW THE REQUIRED FORMAT ENCLOSED IN THIS DOCUMENT WILL NOT BE CONSIDERED FOR FUNDING & WILL BE SUMMARILY DISMISSED.

A. PROGRAM GOALS & OBJECTIVES

- 1) Identify the goals of the program with their corresponding objectives. The goals should be directly tied to the Core Indicators of Performance starting on Page 4 of this document, such as for Older Youth the goal is 'Obtain Unsubsidized Employment.' The goals must relate to the needs identified in the abstract. There must be measurable outcomes for each objective.
- 2) Identify the anticipated outcomes for youth enrolled in the program.
- 3) If the program includes entered employment include your percentage rate.

B. APPROACH

- 1) Identify the tasks that will be performed to accomplish the objectives stated. There should be at least one (1) task for each objective.
- 2) Identify targeted population (*In-School or Out-of-School*) who will be involved in the proposed services, and if proposing In-School services **IDENTIFY THE SCHOOL SYSTEM (S) WITH WHICH YOU WILL BE PARTNERING. A letter of partnerships from school systems proposing to serve MUST BE PROVIDED WITH PROPOSAL SUBMISSION.**
- 3) Provide a proposed outreach and recruitment plan and identify the outreach activities that you will develop to accomplish your enrollment goals. Be sure to specify which activities will occur at what times during the program year. Include any necessary start-up time that your organization will require to implement the program.
- 4) Indicate how you will measure the success of each objective.

C. LINKAGES

- 1) Describe the current (*or projected*) linkages that exist (*or will exist*) with other activities to ensure comprehensive clients services. **INCLUDE LETTERS OF COMMITMENT.**
- 2) Please identify potential employers who have pledged support to implement paid work-based internships.
- 3) Describe how the work-based learning internship initiatives will be continued beyond the life of the grant funds.

D. PROGRAM REQUIREMENTS & DESIGN

WIA programs **MUST** provide the following ten (10) program elements to participants based on assessed needs. **PLEASE IDENTIFY WHICH SERVICES THE PROGRAM WILL PROVIDE AND WHICH SERVICES WILL BE ACCESSED THROUGH MEMORANDA OF UNDERSTANDINGS (MOUs) WITH OTHER AGENCIES.**

1. Tutoring, study skills training and instruction, leading to completion of secondary school, including drop-out prevention strategies.
2. Alternative secondary school services.
3. Summer employment opportunities that are directly linked to academic & occupational

- learning.
4. Paid and unpaid work experiences, including internships and job shadowing.
 5. Occupational skills training;
 6. Leadership development opportunities;
 7. Support services;
 8. Adult mentoring;
 9. One year of follow-up; and
 10. Comprehensive guidance and counseling.

All youth will be required to be certified as eligible and have an objective assessment developed. The bidder must indicate how they would provide youth eligibility, objective assessment, case management, and follow-up services for 12-months, as a component of the program. All vendors will be required to use the same system for measuring and documenting the work readiness skills of Younger Youth. The system is the Employability Competency System (ECS) and enables incremental measurement and documentation of progress toward annual goals for each youth. Copies of the Work Readiness Tool will be provided to the contracted vendors.

Programs serving Younger Youth must use the modified ECS approach in the assessment of Work Readiness skills for Younger Youth. A minimum annual goal is defined as an increase of at least 5 points.

E. COVER & TITLE PAGE

Each proposal shall have a cover page and a program title page. The "Cover Page" form can be found in Appendix A and the "Title Page" form found in Appendix B.

F. ABSTRACT

The ideal abstract will provide the reader with a quick overview of what the program proposes to do. It is a summary of the proposed program. It shall include the most significant points from the proposed needs, objectives, program approach, benefits, and the total amount of the funding requested. The abstract is to be limited to one (1) page.

G. BUDGET

The submitting agency must prepare a complete budget and budget narrative by line item. Bidders who are awarded contracts will be required to take part in a Single Audit Act audit process. Governmental entities will complete the process within their town, while private non-profit agencies must procure such an audit. Private-for-profit institutions are excluded from the Single Audit process. Governmental entities & private non-profit agencies must include a statement in the budget narrative on how they will comply with the Single Audit Act.

- 1) The budget may not contain costs not directly related to the provision of services to program participants. All costs shall be direct in nature and shall be documented in the budget narrative to show the need and direct nature of each cost.
- 2) Rental or lease charges will not be honored for space owned by the bidder. Such charges shall only be allowed for space resulting from a lease/rental agreement in effect during the program. A copy of such agreement shall be forwarded to EWIB's Administration office, prior to the contract being awarded. Only utility and maintenance costs shall be allowed for space owned by the bidder. If applicable, the bidder shall document "space usage rates" in the budget and state in the narrative the cost difference between the "space usage rate" and the lowest level chargeable for the same space. No charges may be made for space only occasionally used, vacant space or hallways/common space.

- 3) Programs must describe their capacity to supervise proposed staff. The supervisor will be the point of contact for the EWIB staff.
- 4) Identify other funds and/or in-kind resources that will be provided to offset costs being requested.

H. ACCOMPLISHMENTS TO- DATE

- 1) Explain your agency's prior experience and capability in the area of education, employment, and training programs. Include data on number of clients served, total clients placed in jobs, and cost per client placed. Appendix C "Previous Experience Report" must be completed.
- 2) Provide details on other associated external funds, if any, that your agency has received to implement related programs.
- 3) State if your agency has submitted this proposal, or a similar proposal, to any other organization for consideration for funding.
- 4) Explain how your agency plans on incorporating the program/activities with the One-Stop.

I. PROGRAM ADMINISTRATION & PERSONNEL

- 1) Describe your agency's organizational structure and identify key personnel who will be directly involved in the implementation of the proposed program. Include a resume of all program personnel. If additional staff will be hired as a result of this program, please include a job description for each position. Identify the supervisor that will interface with the EWIB Director of Programs.
- 2) Describe the facilities that will be used to house the proposed program.
- 3) Identify instructional materials and equipment to be used. State if these items are currently owned by the submitting agency or if new purchases will be required.
- 4) Identify any organizations or companies, who will be offering in-kind services to participants of the program.

IV. ADDITIONAL PROPOSAL REQUIREMENTS

A. I-9 FORM

Sub-contractors must comply with the Immigration Reform & Control Act of 1986 (*Public Law 99-603*). This requires you to verify the employment eligibility of each individual that you enroll or hire in your program. Compliance on your part requires the completion of Form I-9, "EMPLOYMENT ELIGIBILITY VERIFICATION."

B. PUBLICITY

The decision to approve and, therefore, subsequently implement any and all requests for proposals by this Administration will carry with it the requirement that sub-grantees must name EWIB as the source of funding in any and all publicity denoting program operation. Copies of all publicity will be required to be provided to EWIB **prior to reproduction**.

C. UNION ACTIVITIES

To ensure the most effective development of employment and training opportunities, written concurrence from the appropriate bargaining agent, if applicable, must be submitted to EWIB along with the completed program proposal. If union concurrence is required for worksite agreements, this concurrence must be documented prior to any activity being conducted at that worksite.

APPENDIX

COVER PAGE

Submitting agency must check the category that the proposal should be reviewed under.
Only one (1) activity can be checked per proposal.

_____ **ACTIVITY 1 - OUT-OF-SCHOOL YOUTH**

_____ **ACTIVITY 2 - IN-SCHOOL YOUTH**

TITLE PAGE

1. APPLICANT'S NAME & ADDRESS:

TELEPHONE & FAX NUMBER(S): (Phone) _____ (Fax) _____

E-MAIL ADDRESS: _____

2. CONTACT PERSON: _____

TELEPHONE: _____

3. TITLE OF PROGRAM PROPOSED: _____

4. TOTAL FUNDS REQUESTED: \$ _____

5. PROGRAM START DATE: _____

6. PROGRAM END DATE: _____

7. NUMBER OF YOUTH PROPOSED TO BE SERVED: _____

8. COST PER YOUTH SERVED: \$ _____

9. SIGNATURE OF APPLICANT'S AUTHORIZED REPRESENTATIVE:

10. SUBMISSION DATE: _____

PREVIOUS EXPERIENCE REPORT

Name of Organization _____

Address of Organization _____

Contact Person _____ Phone _____

Describe the experience your organization has had in operating similar programs.

1. Type of Program _____ Year _____

Location of Program _____

Total Project Funds Expended _____ Number Enrolled _____

Number of Successful Completions _____ Actual Cost Per Participant: _____

Percentage of Economically Disadvantaged Participants _____

Funding Source Contact Person _____ Phone _____

2. Type of Program _____ Year _____

Location of Program _____

Total Project Funds Expended _____ Number Enrolled _____

Number of Successful Completions _____ Actual Cost Per Participant _____

Percentage of Economically Disadvantaged Participants _____

Funding Source _____

Funding Source Contact Person _____ Phone _____

Comments:

GLOSSARY OF TERMS & DEFINITIONS

BASIC SKILLS DEFICIENT - The individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test, or a comparable score on a criterion referenced test, or below 235 Reading Score, or 235 Math Score on the CT Competency Test (CCS).

CASE MANAGEMENT - This includes the intake and assessment of customers in order to prepare and coordinate comprehensive individual service strategies that ensure access to necessary workforce investment activities, supportive services, and to provide follow-up after program participation.

CBO - Community Based Organizations.

CTWORKS BUSINESS SYSTEM (CTWBS) - Case management data system used to manage caseloads, document employment plans, tracking and reporting JFES customer progress, and communicating with staff from other entities. CTWBS will be accessible by a personal computer with Microsoft Internet Explorer Version 6.0.

ESL - English as a Second Language, Educational programs are designed to help ESL students overcome literacy barriers through educational services.

EWIB - Eastern CT Workforce Investment Board, a private, not-for-profit corporation made up of private business, education, economic development, community-based organizations, state agencies, and elected officials who are responsible for developing a regional workforce development system. EWIB is responsible for the planning, policy guidance and oversight of employment, education and training activities funded through WIA in the Eastern SDA.

EWIB REGION - Comprises the 41-towns in the Eastern CT SDA.

FOOD STAMP RECIPIENT - An individual who is receiving (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977.

HOMELESS - An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

- 1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for mentally ill);
- 2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- 3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

INDIVIDUAL WITH A DISABILITY - An individual who has a physical or mental disability, which, for such individual, constitutes, or results in, a substantial handicap to employment. A substantial handicap to employment is a loss of occupational choices of a class or group of jobs due to the disability, (i.e., significant diminishment of occupational choices).

JFES - Jobs First Employment Services, a program funded through local Workforce Investment Boards designed to provide Case Management services to eligible TANF clients to help them move from welfare to work.

LOWER LIVING STANDARD INCOME LEVEL - Income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent "lower living family budget" issued by the

Secretary.

LOW INCOME - individual who:

- a) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- b) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (*exclusive of unemployment compensation, child support payments, payments from public assistance, and old age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402))* that, in relation to family size, does not exceed the higher of:
 - (i) The poverty line, for an equivalent period; or
 - (ii) 70% of the lower living standard income level, for an equivalent period;
- c) is a member of a household that receives (*or has been determined within the 6-month period prior to application for the program involved*) to be eligible to receive food stamps pursuant to the Food Stamp Act of 1977;
- d) qualifies as a homeless individual;
- e) is a foster child on behalf of whom State or local government payments are made;
- f) is an individual with a disability whose income meets the requirements of sub-paragraph (a) or (b) above, but who is a member of a family whose income does not meet such requirements;

OFFENDER - Any adult or juvenile who is, or has been subject to, any stage of the criminal justice process, for whom service may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OUT-OF-SCHOOL YOUTH

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

POVERTY LEVEL - The annual level at, or below, which families are considered to live in poverty, as annually determined by the Department of Health and Human Services.

PUBLIC ASSISTANCE - Federal, State, or local government cash payments for which eligibility is determined by a need or income test. **NOTE:** This term is used for eligibility determination and includes the three (3) groups included in "*welfare recipient*," plus recipients of SSI, but is not limited to these assistance programs.

RUN-AWAY YOUTH - A person under 18 years of age who absents himself/herself from the home or place of legal residence without the permission of parents or legal guardian.

SCHOOL DROPOUT - An individual who is no longer attending any school, and who has not received a secondary school diploma, or its recognized equivalent.

SDA - Service Delivery Area.

SSI - Social Security Insurance.

TANF - Temporary Assistance for Needy Families.

COMMON MEASURES

YOUTH MEASURES

Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

- > Number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the 1st quarter after the exit quarter
- > Number of youth participants who exit during the quarter

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

- > Number of youth participants who attain a diploma, GED, or certificate by the end of the 3rd quarter after the exit quarter
- > Number of youth participants who exit during the quarter

Literacy & Numeracy Gains

Of those Out-of-School Youth who are Basic Skills Deficient:

- > Number of youth participants who increase one (1) or more educational functioning levels
- > Number of youth participants who have completed a year in the program (i.e., 1-year from the date of first Youth Program service) plus the number of youth participants who exit before completing 1-year in the Youth Program

WIA'S PERFORMANCE MEASURES FOR YOUTH AT A GLANCE

"OLDER YOUTH" - YOUTH 19 TO 21 AT ENTRY

1. **Entered Employment Rate:** Measures the number of youth who didn't have a job before services and got a job after services
2. **Employment Retention Rate:** Measures the number of youth who had a job after leaving services and still had a job 6-months later
3. **Earnings Change:** Compares earnings youth had before services and 6-months after services
4. **Credential Rate:** Measures acquisition of recognized credentials 6-months after services by youth who were in jobs or further education right after services

"YOUNGER YOUTH" - YOUTH 14 TO 18 AT ENTRY

5. **Skill Attainment Rate:** Measures the attainment of basic, work readiness, or occupational skills while receiving services
6. **Diploma or Equivalent Attainment Rate:** Of those who enter without a diploma or equivalent, measures the number of youth who receive one by the time they leave services. *In-School Youth that leave services and are still in school are excluded from this measure.*
7. **Retention Rate:** Measures the proportion of youth that are in the following activities 6-months after they leave services:
 - ✓ Post secondary education
 - ✓ Advanced training
 - ✓ Employment
 - ✓ Military service
 - ✓ Qualified apprenticeships

VENDOR SELECTION CRITERIA

SUBMITTING ORGANIZATION: _____
 NAME OF PROPOSAL: _____
 DATE OF REVIEW: _____ POINTS EARNED: _____

POINTS AWARDED BASED ON REVIEWER’S ASSESSMENT OF QUALITY, COVERS A RANGE FROM 0-100%
 TOTAL POINTS AVAILABLE - **100 FOR OUT-OF-SCHOOL** & **105 FOR IN-SCHOOL** (PASSING SCORE - 80%)

I. MINIMUM QUALIFICATION CRITERIA:

- 1. Did CEO or other authorized signatory sign the proposal? ___ YES ___ NO
- 2. Were all areas specified in the RFP included in proposal package? ___ YES ___ NO

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS NO, THE PROPOSAL DOES NOT MEET THE MINIMUM QUALIFYING CRITERIA FOR FUNDING & WILL NOT BE REVIEWED.

II. PAST PERFORMANCE (10 POINTS AVAILABLE)

*For Bidders who **HAVE NOT** contracted with Eastern CT Workforce Investment Board previously:*

- 1. Has the Bidder demonstrated previous successful experience in operating similar programs and is this documented? (5 points) _____ 0 - 5 PTS
- 2. Does the Bidder have previous successful experience serving the targeted population as specified in the RFP and is this documented? (5 points) _____ 0 - 5 PTS

For Bidders who HAVE BEEN awarded previous contracts with EWIB:

- 1. Do the results of the Bidder's most recent contract(s) demonstrate successful performance? Does the proposal list core indicators of performance? (5 points) _____ 0 - 5 PTS
- 2. Do monitoring reports on file indicate that corrective action was necessary? (if **NO**, 5 points available) _____ 0 - 5 PTS

If **YES**, were appropriate improvements made in a timely fashion which did not impede service delivery? (if **YES**, 5 points available)

II. POINTS EARNED _____

III. PROGRAM OBJECTIVES (10 POINTS AVAILABLE)

- 1. Bidder clearly outlined the goals and objectives of the program as specified in the RFP with projected numbers of clients to be served and exited positively. (5 Points) _____
0 - 5 PTS

- 2. Is it clear that contact was made with employers for hiring participants, with letters of commitment? (5 Points) _____
0 - 5 PTS

III. POINTS EARNED _____

IV. PROGRAM DESIGN CONSIDERATION (40 POINTS AVAILABLE - IN-SCHOOL)
(35 POINTS AVAILABLE - OUT-OF-SCHOOL)

- 1. Program timetable is sufficient to fill the program and assures proper co-ordination with state and community agencies for program referrals. Duration of program is clearly stated. (5 Points) _____
0 - 5 PTS

- 2. Program identifies collaboration with other organizations that will lead to a regionally integrated delivery of services. (5 Points) _____
0 - 5 PTS

- 3. Program identifies how each component will be accomplished. (5 Points) _____
0 - 5 PTS

- 4. Program identifies how it integrates *CTWorks-East* services. (5 Points) _____
0 - 5 PTS

- 5. Program provides sufficient support services that will include counseling, case management, and referral services. (5 Points) _____
0 - 5 PTS

- 6. Program provides job descriptions and resumes of staff that are qualified and experienced. (5 Points) _____
0 - 5 PTS

- 7. Program clearly identifies targeted high school and documents the need for services in the chosen district(s) (*In-School Only*). (5 Points) Letter(s) of Partnership from school are included. _____
0 - 5 PTS

- 8. Program identifies how they will incorporate the Career Pathway approach. (5 Points) _____
0 - 5 PTS

IV. POINTS EARNED _____

V. PROGRAM ELEMENTS (20 POINTS AVAILABLE)

Programs must include or provide access to these services and are required to document such services. Does the program design clearly identify which services the vendor will provide and which services will be accessed through Memoranda of Understandings with other agencies?

	<u>Clearly Identifies Service Provider</u>	
	<u>YES</u>	<u>NO</u>
1) Tutoring, study skills training, and instruction, leading to completion of secondary school, including drop-out prevention strategies.		
2) Alternate secondary school offerings.		
3) Summer employment opportunities that are directly linked to academic and occupational learning. <i>(IN-SCHOOL ONLY)</i>		
4) Paid and unpaid work experiences, including internships and job shadowing. <i>(IN-SCHOOL ONLY)</i>		
5) Occupational skills training. <i>(OUT-OF-SCHOOL ONLY)</i>		
6) Leadership development opportunities, which may include community service and peer-centered activities.		
7) Supportive services.		
8) Adult mentoring for the period of participation.		
9) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.		
10) One year follow up services.		

V. POINTS EARNED _____

VI. BUDGET CONSIDERATIONS (20 POINTS AVAILABLE)

1. Was the budget submitted in sufficient detail and with appropriate supporting documentation to evaluate the reasonableness of the costs? *(10 Points)* _____
0 - 10 PTS
2. Does the bidder access other funds/in-kind resources to offset costs being requested from the EWIB? *(10 Points)* _____
0 - 10 PTS

VI. POINTS EARNED _____

VII. COLLABORATIVE REGIONAL APPROACH (5 POINTS AVAILABLE)

To qualify for the five (5) point bonus, the proposal must demonstrate the ability to serve the entire Eastern CT region in a collaborative approach with multiple agencies, and clearly describe the partners, duties, and responsibilities of each.

VII. POINTS EARNED _____

TOTAL POINTS EARNED _____