

Stark Tuscarawas Workforce Development Board (WDB)

**REQUEST FOR PROPOSALS (RFP)
FOR THE SELECTION OF SERVICE PROVIDERS**

FOR

YOUTH WORKFORCE DEVELOPMENT SERVICES

**FOR THE PERIOD
07/01/2019 THROUGH 06/30/2020**

December 15 th – 17 th	Public Notice
January 2 nd – 9:00 a.m.	RFP document available at OhioMeansJobs Stark and Tuscarawas offices and online at www.stwdb.org
January 7 th - 3:30 p.m. and January 10 th - 9:00 a.m.	RFP Conferences OhioMeansJobs Stark County – Conference Room A 822 - 30 th Street NW Canton, OH 44709
March 8 th , 2019	Last day for RFP Inquiries/Questions
March 15th, 2019 <u>Must be received by 4:00 p.m.</u>	Responses are due at OhioMeansJobs Stark County. Please deliver/ send to: Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709.
March 18 th – April 5 th , 2019	Evaluation Process
May 1 st , 2019	WDB Meeting
May 2 nd , 2019	Provisional approval notifications; Agreement negotiations begin

**Stark Tuscarawas Workforce Development Board (WDB)
YOUTH WORKFORCE SERVICES
REQUEST FOR PROPOSALS**

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***** Please Note*****

The requirements under this request are based on the Workforce Innovation and Opportunity Act (WIOA), signed into federal law on July 22, 2014, with an effective date of July 1, 2015 and the Comprehensive Case management and Employment Program. Please read this RFP carefully. All approved service providers must agree, in advance, to modify their service delivery, if necessary, to comply with changes in regulations and/or available funds.

REQUEST FOR PROPOSALS INTRODUCTION/OVERVIEW

It is the intent of the Stark Tuscarawas Workforce Development Board (WDB), under the guidance of the Chief Elected Officials (CEOs), and in cooperation with the Workforce Initiative Association (WIA), to provide an equal and open opportunity in the approval of service providers for workforce development services to youth in Stark and Tuscarawas Counties. The vision of the WDB's youth system is to assist youth to become life-long learners who have the skills and opportunities to support long-term success in the job market.

The mission of the WDB's youth services is to facilitate the development of a coordinated, youth development and employment system that meets and anticipates the needs of future workers and employers.

The WDB is seeking interested and qualified service providers able to provide innovative, high quality services to youth. The proposed services must meet the specifications of this RFP. Approved service providers are expected to become familiar with the Workforce Innovation and Opportunity Act of 2014 and implementing regulations.

- <https://www.doleta.gov/wioa/>
- https://www.doleta.gov/wioa/Final_Rules_Resources.cfm
- https://www.doleta.gov/youth_services/Toolkit-improve.cfm

The overall goal for the provision of funds under this request is to assist at-risk youth who are either in-school or out-of-school, in achieving major educational attainment, skill development and/or employment. Services should be designed and delivered in a manner that maintains focus on and is relevant to job placement, career development and educational attainment.

Effective July 1st, 2016, the state of Ohio launched a new framework for serving low-income Ohioans ages 16 to 24 through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program. Designed to assist one of Ohio's most vulnerable populations, this new way to work is titled the Comprehensive Case Management and Employment Program (CCMEP).

CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience, post-secondary or advanced training, and other supportive services such as child care and transportation. See types of requested programs in Section IV.

**REQUEST FOR PROPOSALS
INSTRUCTIONS/EVALUATION/TIMELINE**

SERVICE PROVIDER APPROVAL

Service providers will be competitively approved based on the scoring of the RFP responses. The goal of this request is to approve multiple service providers to provide comprehensive coverage for both Stark and Tuscarawas counties. Provisional approval announcements will be made on or after May 2nd, 2019. The agreement negotiation process shall be bound by the best terms originally offered by the respondent in the proposal. Within 30 business days after the beginning of the funding period, service providers must be able to provide services in a meaningful context.

It is anticipated that this request will approve multiple service providers for PY 2019. Agreements resulting from this request will be based on cost-reimbursement only. At its discretion, and in accordance with applicable federal, state, and local laws and regulations, the CEOs/WDB may extend the length of agreements up to three additional years based on acceptable performance, continuity of services, and availability of funding.

DATE RANGE OF RFP RESPONSE VALIDITY

All submitted responses will remain a valid option for 24 months after the closing date of the RFP. Whether initially funded or not, the WDB, at its discretion, may choose to allocate funds to any response at a later date.

FUNDING

Funds identified for this RFP are under the authority of Department of Labor, Workforce Innovation and Opportunity Act Funds, Catalog of Federal Domestic Assistance (CFDA) No. 17.259, and the Federal Department of Health and Human Services, Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund, CFDA No. 93.558. WIOA funding is provided by the WDB. TANF funding is provided by WIA.

Agreements historically vary from \$30,000 to \$500,000.

At the discretion of the Chief Elected Officials (CEOs)/WDB, additional funding sources may also be utilized.

At a minimum, 75% of WIOA youth funds will exclusively serve out of school youth. A minimum of 20% of WIOA youth funds will provide work experience services.

The Workforce Initiative Association is the fiscal agent for all funding related to this request.

RFP CONFERENCES

Conferences are scheduled for Monday, January 7th at 3:30 p.m. and Thursday, January 10th at 9:00 a.m. in Conference Room A at OhioMeansJobs Stark County, 822 – 30th Street NW, Canton, Ohio 44709.

RESPONSE SUBMISSION

Please prepare your response to the RFP in the manner appropriate to the level of service you are offering, providing accurate, valid and full disclosure of information. If you fail to follow instructions and/or fail to respond to all necessary parts of the RFP, your response shall be deemed non-responsive and will not be considered for funding.

Responses must be received by the stated deadline. In the interest of fairness to all competing responses, this deadline is firm as to date and hour. The WDB will deem any response that is received after the deadline as ineligible for consideration. Responders should take this practice into account and make early submission of their responses to avoid any risk of loss of eligibility brought about by unanticipated delays, computer service outages, or other delivery-related problems.

Do not use plastic covers or three ring binders. The response should have the cover page as the first viewable page with a single staple in the upper left-hand corner.

One signed original, seven paper copies, and one electronic version on a USB flash drive must be submitted to the attention of Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709 **on or before 4:00 p.m. on Friday, March 15th, 2019.**

Costs for developing responses are solely the responsibility of the responder. The WDB will not provide reimbursement for such costs.

CLARIFICATION PROCEDURES

All clarifications or changes to submitted responses must be in the form of a written addendum and received in writing prior to 4:00 p.m., Friday, March 15th, 2019.

WITHDRAWALS

Submitted responses may be withdrawn. A written request to withdraw the response must be submitted by U.S. Mail to: Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709, or electronically to dsipe@omjwork.com.

RFP INQUIRIES/QUESTIONS

- All inquiries related to the RFP are to be submitted in writing or electronically. Written inquiries should be directed to: Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709. Email inquiries should be identified on the email as “Youth RFP Inquiry” and sent to dsipe@omjwork.com.
- The WDB will make every effort to answer all questions within 3 working days.
- A log of questions and answers will be available by request and on www.stwdb.org
- The last day to submit questions is Friday, March 8th, 2019

PUBLIC RECORDS

Applicants are advised that most documents in the possession of the WDB are considered public records and subject to disclosure under the State Public Records Law.

EVALUATION PROCESS

An Evaluation Committee will be formed from staff to the WDB, and may include members of the WDB, outside parties with knowledge of youth programs, and members of the WDB Youth Committee. Evaluation Committee members will review and score responses according to the assigned points specified in Section V. The WDB retains the right to request additional information from applicants.

The committee members' scores will be tabulated. Scores will be used as a guide for discussion and approval of provisional service providers. If no response adequately addresses the services and outcomes requested, the committee may recommend that no approvals be made. A list of provisional service providers will be sent to the WDB for approval.

A respondent may not be recommended for funding, regardless of the merits of the response submitted, if they have a history of contract/agreement non-compliance with the WDB or any other Workforce Investment Act or WIOA related agency. The respondent may be given provisional approval with the stipulation that special terms and conditions regarding the areas of concern will be a part of the agreement.

All approved service providers must agree, in advance, to modify their service delivery, if necessary, to comply with changes in regulations and/or available funds.

PROTESTS OF APPROVED SERVICE PROVIDERS

Unsuccessful responders may protest the approval of eligible service providers. The process for protesting the approval will be as follows:

- Protests must be filed in writing by U.S. Mail to the attention of Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709 by Wednesday, May 24th, 2019.

- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule or regulation, which is applicable to the contracting process.
- The WDB will review protests that meet the above conditions.
- During any part of the review or consideration, the protester may be asked to clarify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within a reasonable time designated by the WDB. In the event a protester fails to respond; the protest will be dismissed and no further protest will be accepted relative to this RFP.
- The CEOs/WDB will review the protest and issue a written response that is intended as a complete and final answer to the protest.
- Upon final determination of the protest outcome, all protest information is public record.

REQUEST FOR PROPOSALS SERVICE PROVIDER QUALIFICATIONS, CHARACTERISTICS AND RESPONSIBILITIES

All service providers must meet a minimum level of administrative and fiscal capacity in order to enter into an agreement with the WDB. Therefore, all respondents must be able to substantiate the following Documentation of Qualifications upon notification of approved status. This includes agencies that currently or previously received an agreement from the WDB. Failure to satisfactorily substantiate the following documentation could result in revocation of approval. No faxed or electronic documentation will be accepted. Qualifications shall remain valid through June 30th, 2020.

Documentation of Qualifications

- Able to conduct business in the state of Ohio
- Written Personnel Policies including Drug Free Workplace and Child Support Enforcement
- Written Conflict of Interest Policy for Staff and Board
- Written Grievance Procedure for Customers/Clients
- ADA Compliance Facilities providing services must be accessible for 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
- Has (or will obtain prior to agreement commencement) \$1,000,000 or more of general liability insurance and be current on Worker's Compensation Insurance
- Internet connectivity, individual email accounts for staff working with the WDB, and a computer capable of running the latest versions of web browsers/software, or willingness and budget to acquire these capabilities.

Service Provider Characteristics

Approved service providers should demonstrate the characteristics listed below.

- Competent management with vision
- Customer service oriented staff
- Cooperative management and staff
- Commitment to an integrated service delivery model
- Willingness to partner with others
- Flexibility and ability to adapt to change
- Data Integrity

Service Provider Responsibilities

Service provider responsibilities include but are not limited to:

- Client tracking and documentation
- Timely billings and reporting of required data/information
- Cooperation and coordination with WDB/WIA staff and other service providers doing related work
- For work experience services:
 - Complying with applicable Department of Labor and industry regulations, and minor labor laws when developing worksites
 - Collecting, processing and maintaining appropriate payroll information
 - Maintaining Worker's Compensation coverage
 - Whether you process payroll in-house, use a service, or use a third-party employer, you must ensure the following are completed in a timely and accurate manner;
 - Remitting appropriate payroll taxes
 - Issuing payment to youth
 - Issuing W-2s

**REQUEST FOR PROPOSALS
PROGRAM SPECIFICATIONS**

TYPES OF REQUESTED PROGRAMS

There are four types of programs that can meet the needs of the WDB and WIA.

1. **Vendor programs** for youth referred from County Job and Family Services. Youth will be pregnant and/or parenting and mandated to participate as a condition of receiving Ohio Works First (OWF) cash assistance. Youth are required to have 15-18 hours per week of activities related to the 14 WIOA services to qualify. Programs need to have curriculums focusing on the services lasting two to six-months in a classroom setting (which could also include time at a worksite) that also allows for open enrollment. Curriculum can include a variety of the 14 services, including a focus on skill development, work-readiness, tutoring, career exploration, and mental health topics leading to increased basic skills and self-esteem. Youth will transition from the classroom to paid work experience, unsubsidized employment, or preferably some type of post-secondary education or training. Vendors will not be responsible for framework activities listed below. Those will be performed by WIA case managers.
2. **Comprehensive out-of-school WIOA programs** will target WIOA eligible, out-of-school youth ages 16-24. Programs will focus on assisting youth to complete an educational program (diploma, GED, or other employer recognized credential) and/or gain unsubsidized employment. This type of program will have four to eight hours of classroom activities per week and work experience as appropriate. Comprehensive programs are responsible for completing the framework activities listed below.
3. **Comprehensive in-school TANF programs** targeting 16-18-year-old youth who must be **both WIOA and TANF eligible**, focusing on completion of high school diploma, then moving on to either post-secondary or unsubsidized employment. This type of program will have four to eight hours of classroom activities per week and work experience during youths' summer break and other times as appropriate. In-school programs are responsible for completing the framework activities listed below.
4. **Single vendor service. Some examples are as follows:**
 - a. Summer employment programs for in-school youth funded solely through TANF.
 - i. Funding for summer work experience programs will only receive funds if there are projected excess TANF funds for that funding cycle. Proposals not funded for 2019 are still eligible for consideration for 2020. Summer work experience programs are responsible for the framework activities listed below.
 - ii. Youth will be employed between June 1st and August 31st.
 - b. Comprehensive Guidance and Counseling
 - c. Financial Literacy

RECRUITMENT

Comprehensive in and out-of-school programs will be responsible to meet contracted enrollment levels. Vendor programs will receive referrals from WIA. Single service vendor programs, except summer employment, will receive referrals.

FORMS

All the forms which are required for the operation of the program will be provided in electronic or hard-copy format.

FRAMEWORK ACTIVITIES

Framework services include the completion of the eligibility application, CCMEP assessment, Individual Opportunity Plan (IOP), general case management, and up to twelve months of follow-up services that lead toward successful outcomes for participants.

Framework services, except follow-up, are completed prior to participation in any CCMEP youth program.

Both the CCMEP Assessment and the IOP are integral to the youth program, and are intended to be on-going throughout program participation. These two activities serve as the basis for which decisions are made that lead to referral for the 14 services, as appropriate.

1. **Orientation:** All participants will receive information on the array of services available through approved service providers.
2. **Certification:** All youth must meet eligibility criteria defined in this section. Certification of eligibility for any funded programs will be completed prior to referral for services. Certification includes the completion of JFS 03002 Application.
3. **OhioMeansJobs.com Registration:** All youth are required to register on ohiojobs.com as a condition of enrollment.
4. **CCMEP Assessment:** Selected service providers are required to provide an assessment of the academic levels, skill levels, and service needs of each youth participant. The purpose of the assessment is to identify the appropriate services, including the identification of career pathways, for each youth participant. The assessment must be contained within the participant's case file and includes the completion of JFS 03003. The assessment includes a review of all the following information:
 - Basic skills test covering math and reading resulting in a grade level (TABE or CASAS);
 - Occupational skills;
 - Prior work experience;
 - Employability;
 - Interests;
 - Aptitudes (including interests and aptitudes for nontraditional jobs);
 - Supportive service needs; and
 - Developmental needs.
5. **Individual Opportunity Plan (IOP):** Service providers are required to develop an Individual Opportunity Plan for each participant that is directly linked to one or more performance measures and include the identification of a career pathway that includes education and employment goals, appropriate achievement objectives, and appropriate services for the participant. It is a personalized plan for each WIOA youth participant and includes the completion of JFS 03004. As such, the IOP will be completed with, and periodically reviewed with the youth participant. Service providers will use information from the CCMEP assessment to develop this plan.
6. **Supportive Services:** Supportive services are those necessary to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, clothing, etc. To the greatest extent possible, service providers will address supportive service needs through leveraging of existing resources and private/public partnerships. Service providers will also be able to provide supportive services from WIOA funds.
7. **One-Stop partnership:** The OhioMeansJobs system provides workforce development services to adults. Approved service providers will be expected to provide linkages to OhioMeansJobs Centers and to engage in partnerships to provide additional resources and services to youth. Specifically, youth aged 16 – 24 years old should be actively participating with the OhioMeansJobs system to ensure they have access to the full range of services available.
8. **Follow-up Services:** To ensure continuity of services and progress towards the performance outcomes, service providers will provide **quarterly** follow-up reports for a period of no less than twelve months. At a minimum, this will involve monthly contact with each youth after they have exited the program. Contact will be significant enough to determine if the youth is in need of additional services. Follow up will be documented in case notes and on a form provided by the WDB.

TARGET POPULATION FOR SERVICES

To be eligible to participate in youth activities, youth must:

- Be a resident of Stark or Tuscarawas county
- Be a U.S. citizen or non-citizen eligible to work in the U. S.
- Comply with Selective Service requirements, if applicable

And be identified as an in-school or out-of-school youth according to the definition below:

1. Out-of-School Youth (OSY)

- Aged 16-24
- Not attending any school (as defined under State law). Youth attending ASPIRE to obtain an equivalency diploma or an alternative high school not funded by the local education system are considered out-of-school).

AND meets one of the following conditions:

- A school dropout
- Is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- An individual subject to the juvenile or adult justice system
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- A low income* individual who is a recipient of a secondary school diploma or its recognized equivalent **AND** is basic skills deficient or an English language learner
- A low-income* individual who meets one of the following conditions:
 - At-risk of court involvement
 - Care giver status
 - Migrant Seasonal Farmworker Youth
 - Limited English Proficiency
 - Substance Abuse
 - Lacks Transportation
 - Child of Incarcerated Parent

With the exception of the last two conditions above, low-income status is not required for OSY eligibility.

2. In-School Youth (ISY)

- Aged 16-18 (an individual with a disability may be up to age 23 attending school under State law)
- Attending school (as defined by State law, including attendance at an alternative school funded by the local education system)
- Is a low-income* individual

AND meets one of the following conditions:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- A youth who is an individual with a disability
- An individual who requires additional assistance to complete an educational program or to secure or hold employment as defined below:(enrollment under this condition is limited to 5% of in-school youth)
 - At risk of dropping out of school
 - Court involved youth or at-risk of involvement
 - Care giver status
 - Limited English Proficiency
 - Migrant Seasonal Farmworker Youth
 - Substance Abuse
 - Lacks Transportation
 - Child of Incarcerated Parent

***In general, the term “low-income individual” means an individual who**

1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (**SNAP**) established under the Food and Nutrition Act of 2008, cash assistance through the Ohio Works First (**OWF**) program, or supplemental security income (**SSI**) or State or local income based public assistance or
2. Is in a family with a total family income that does not exceed the higher of
 - a. The poverty line or
 - b. 70% of the lower living standard income level, for an equivalent period

The following are WIOA 6-month income levels:

Size of Family	Stark County	Tuscarawas County
1	\$6,070.00	\$6,070.00
2	\$8,230.00	\$8,230.00
3	\$10,864.00	\$10,430.00
4	\$13,412.00	\$12,875.00
5	\$15,827.00	\$15,196.00
6	\$18,513.00	\$17,771.00

3. Qualifies as a homeless individual as defined in the Violence against Women Act of 1994 or
4. Qualifies as a homeless child or youth as defined in the McKinney-Vento Homeless Assistance Act or
5. Is a foster child on behalf of whom State or local government payments are made or
6. Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement.

REQUIRED SERVICES

Fourteen (14) required services will be made available to participants. "Made available" does not mean that every youth participant must receive all services; rather, it means that youth must have access to these services if required to meet identified goals based on their assessment and Individual Opportunity Plan.

Services can be made available directly, or through partnerships, sub-grant agreements, memorandums of understanding (no cost for services), agreements with other service providers, or referral.

This request is aimed at all the services below, **except #4 - Occupational skill training**. Some services may be readily available in the community at no cost. Funds awarded from this RFP cannot be used to fund services when they can be provided for free.

Case notes are an essential part of documenting all services you provide and will be reviewed as part of our monitoring process. Notes must be made bi-monthly at a minimum and will be submitted to WIA upon completion of services. Additionally, follow-up case notes will be kept and submitted on a quarterly basis with the follow-up form.

The 14 Services are:

- 1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies.** These strategies must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate or attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential. All youth who are basic skills deficient should receive some form of tutoring (online, classroom or one-on-one) and complete periodic post-tests to measure skill gains.
- 2. Alternative secondary school services or dropout recovery services.**
- 3. Paid and unpaid work experiences that link academic and occupational education.** Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. They are designed to enable youth to gain exposure to the working world and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. This is particularly important for youth with disabilities.
A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Private sector worksites are preferred for youth who are job-ready. Labor standards apply in any work experience where an employer/employee relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development, which may include:

- Summer employment opportunities and other employment opportunities throughout the year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training (youth is hired by the employer, who is reimbursed while youth is in training)

Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities.

4. Occupational skill training. Occupational skills training shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with state and local in-demand industry sectors or occupations. Such training must:

- Be outcome-oriented and focused on occupational goals specified in the IOP;
- Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- Result in the attainment of a recognized post-secondary credential.

An individual training account (ITA) is one of the primary methods through which training is financed and provided. ITAs are established on behalf of a WIOA participant to purchase a program of training services from eligible training providers. The use of an ITA is allowed for out-of-school youth, ages 18 to 24, using WIOA youth funds when appropriate. Training providers are on a state approved list and may be funded with WIOA, TANF, or other available funds.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. This element requires integrated education and training to occur concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster for the purpose of educational and career advancement. This program element describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. Youth participants will not be required to master basic skills before moving on to learning career-specific technical skills.

6. Leadership development opportunities encouraging responsibility and other positive social behaviors during non-school hours. Leadership development opportunities include:

- Exposure to post-secondary education opportunities;
- Community and services 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 and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees.

Positive social behaviors are outcomes of leadership opportunities. Benefits of leadership development may include:

- Positive attitudinal development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponing parenting and responsible parenting;
- Positive job attitudes and work skills; or
- Keeping informed in community affairs.

The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life. It provides encouragement and support to youth, developing skills, and instilling confidence as they transition to adulthood.

7. Supportive services. Supportive services for youth may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Referrals to health care; and
- Assistance with uniforms or other appropriate work attire and work-related tool costs.

Supportive services may be provided to youth during both participation and twelve months of follow-up.

8. Adult mentoring. Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

9. Follow-up services. Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services may include:

- Leadership development and supportive service activities;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development , and further education or training;
- Work-related peer support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond the 12 months at the WDB's discretion. The types of services provided and the duration of services must be determined based on the needs of the youth and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral. Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs. Programs can use group sessions to discuss topics of mental health such as meditation, journaling, anger management, diet and exercise and volunteerism to transition into individual sessions.

The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal, social, and employability skills through counselor-directed learning opportunities.

When referring participants to necessary counseling that cannot be provided by the youth program or its service providers, the local youth program must coordinate, including obtaining releases of information to obtain information regarding appropriateness of WIOA services, with the organization it refers to in order to ensure continuity of service.

11. Financial literacy education. Financial literacy may include activities which:

- Support the ability of youth participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed decisions;
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways under their rights and protection related to personal identity and financial data; and
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including where possible, timely and customized information, guidance, tools, and instructions.

12. Entrepreneurial skills training. Entrepreneurial skills training must develop skills associated with entrepreneurship. Such skills include, but are not limited to the ability to:

- Take initiative;
- Creatively seek out and identify business opportunities;
- Develop budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option; and
- Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business;
- Enterprise development which provides supports and services that incubate and help youth development their own business; and
- Experiential programs that provide youth with experience in the day-to-day operation of a business.

13. Services that provide labor market and employment information about in-demand industry sectors and occupations in the local area, such as career awareness and career exploration. It is in the best interest of youth to attend occupational skill training after obtaining a diploma or its equivalent. It is recommended that all programs have some element of career exploration. In addition to book work and internet searches, programs should provide speakers from and field trips to local schools and employers to address in-demand careers.

14. Activities that help youth prepare for and transition to postsecondary education and training.

PARTICIPANT COMPENSATION

Youth enrolled in work experience shall be paid as follows:

(a) Youth age 16 to 18 will receive the higher of state or federal minimum wage (currently \$8.55).

(b) Youth age 19 or above or any out-of-school youth will receive \$9.00

No payments shall be made for lunch hours, sick time, holidays or any other excused time. No youth is permitted to work more than 40 hours in a calendar week.

As a service provider, you will be responsible for youth's wages. Payroll services will not be provided by the WDB. If you are unable to process payroll in-house or through a payroll vendor, you may use a third-party employer designated by the WDB.

Youth will not be employees of the WDB. The WDB does not choose worksites, make duty assignments, assign supervisors, or supervise youth. These activities are the responsibility of the service provider.

SUSTAINING PARTICIPATION/BEST PRACTICES

(FROM MDRC – SERVING OUT-OF-SCHOOL YOUTH)

https://www.mdrc.org/sites/default/files/Serving_Out-of-School_Youth_2015%20NEW.pdf

Please review the PDF on out-of-school youth engagement. Past studies indicate that young people are more likely to engage when the following elements are present:

- **Financial incentives and opportunities for paid training and work.**
- **Opportunities to feel connected to caring adults and to a community.**
- **Support services that address a young person's barriers to participation.**

FUNDING/BUDGET GUIDELINES

Funding available under this request is limited. The WDB will not specify minimum or maximum funding levels or cost per participant for responders. Keep in mind that all costs associated with proposed services and cost per participant should be reasonable in light of your proposed services.

There is an expectation that programs will leverage resources, where possible, in order to meet described outcomes. Funding available under this request should be directed towards services that are not currently being offered at no cost. Agreements will be based on cost reimbursement with allowable costs limited to those reasonable and necessary for the effective and efficient performance of service delivery.

**REQUEST FOR PROPOSALS
PROPOSAL FORMAT AND QUESTIONS**

Please read all of section IV - Program Specifications before answering these questions. Concise and clear writing is highly encouraged. In addition, applicants must complete the cover page, budget information, as well as required forms and letters of commitment from partners, if applicable. Please also see instructions in Section II.

CONTENT AND FORMAT OF RESPONSE

Your response should include:

1. Completed cover page from Section VI
2. Table of Contents from Section VI
3. Written responses to Section V, questions 1, 2 and 3 in the order presented
4. Line Item Budget from Section VI
5. Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transaction
6. Declaration Regarding Material Assistance to a Terrorist Organization
7. Collaboration Agreements, if applicable
8. Letters of commitment regarding partnerships, if applicable

Please review the Table of Contents form in Section VI for clarity.

The required response document must be single-spaced, on numbered 8 ½ inch x 11 inch pages, with font size 11 or larger.

Do not use plastic covers or three ring binders. The response should have the cover page as the first viewable page with a single staple in the upper left-hand corner.

One signed original, seven paper copies, and one electronic version on a USB flash drive must be submitted to the attention of Dan Sipe, Procurement and Performance Manager, Stark Tuscarawas Workforce Development Board, 822 – 30th Street NW, Canton, Ohio 44709 **on or before 4:00 p.m. on Friday, March 15th, 2019.**

1. **OVERVIEW (25 POINTS)** Limit to four pages
 - a. Please provide a brief overview of your agency and services available.
 - b. Briefly describe your organization's systems for managing information and finances. Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory, reporting and contractual requirements.
 - c. List the type of youth you are willing to serve.
 - d. Describe the primary geographic area(s) to be served.
 - e. Describe your recruitment plan, if applicable.
 - f. Describe your past experience and results delivering services in similar projects and/or to similar populations.
 - g. Briefly describe your staffing plan. Include staff to student ratios, and staff areas of responsibility as they relate to service delivery. Attach staff credentials and job descriptions to your response as Attachment A and list the services each staff may deliver. These will not count toward your page limit. If your staffing plan applies to all services, list it with the first service and state it is applicable to all proposed services.
 - h. Describe the strategies you will use to motivate, and/or reward positive participation in the program; and where appropriate, describe participant payroll, or incentive methods.
 - i. What standards or expectations will be required of youth participating in the program?
 - j. Describe the methods you will use to involve youth in the design and leadership of the program, if applicable.
 - k. How will you refer youth not selected for participation?

2. **SERVICE(S) (45 Points)**. Answer the following questions for each service you would like to provide. You may group service location and times together if they are offered during the same schedule/class setting. You may offer to provide only one service or all thirteen requested services.
- List the service(s) you would like to provide and how you will deliver the service(s)
 - Provide a schedule of participant activities including days, hours, group setting or one-on-one, and a description of the location(s) of activities. Clearly describe in a manner that will “paint a picture” of your program. Include timelines for up to 12 months.
 - Describe the curriculum you will use for each service, if applicable.
 - Describe how the proposed services will lead to post-secondary education, advanced training or employment outcomes for the youth who participate.
 - Describe your plan for follow-up.

3. **BUDGET (30 Points)**

The following Budget information must be submitted – See “Funding/Budget Guidelines” in Section IV.

- Budget Narrative - Budget Information should include the total costs being requested under this RFP, including Personnel, Operating, Participant, and Follow-up expenses.
- Give a brief and concise explanation of each budget item in the same order as the line item budget.
- Include method and/or formula for estimating each line-item figure.
- For personnel costs, include job titles, rate of pay, and hours anticipated time to be spent in project activities.
- Minimum Costs – Please indicate what number of minimum participants your program would be willing to serve, and if so, the budget total for doing so. If not, please indicate the reason.
- Follow-up Costs – Provide detail on the costs associated with providing follow-up.
- Cost per participant based upon requested fund amount in the proposed project including Follow-up activities.

4. **LINE ITEM BUDGET** – see Budget Forms Section VI.

Budget Line-item Definitions:

Personnel: Staff salaries and benefits associated with service delivery. List staff names, positions, hours and wage rates.

Other Agreement Costs: All **direct** expenses for goods and services purchased for program. This includes costs associated with space rental, utilities, staff travel (not to exceed \$0.46 per mile), and general costs to deliver services. **This does not include purchases of equipment, expenditures on staff training or development, or built-in income. Those items are not reimbursable under this request.** Indirect cost allocation **is not** acceptable for this agreement.

Other Participant Costs: Participant expenses are items that are spent directly on individual participants and can be tracked by individual enrollment. Possible uses include participant support services (ex: bus tickets to arrive at the service delivery site), participant payments (stipends, wages and fringes), participant supplies (items/equipment/supplies participants need to complete goals).

a) Budget Narrative

- Give a brief and concise explanation of each budget item in the same order as the line item budget.
- Include method and/or formula for estimating each line-item figure.
- For personnel costs include personnel justification that lists job titles, rate of pay, and hours anticipated time to be spent in project activities.

b) Line Item Budget– see Budget Forms Section VI.

- Budget Information should include the total costs being requested under this RFP, including Personnel, Operating, Participant, and Follow-up expenses.
- Cost per participant based upon requested fund amount in the proposed project including Follow-up activities.

PROPOSAL FORMS

COVER PAGE

Service Provider:

Contact Person:

Title:

Phone:

Address:

Mobile:

Mailing Address (if different):

Email Address:

Fax:

Proposed Program: (check the type of program you would like to provide)

- Vendor Program Ages 16-24
- Comprehensive TANF In-school Ages 16-18
- Comprehensive WIOA Out-of-school Ages 16-24
- Single Vendor Service

Proposed Service(s): (check services you would like to provide)

- Tutoring, study skills training, and instruction, including dropout prevention
- Alternative secondary school services
- Paid and unpaid work experiences
- Education offered concurrently with and in the same context as workforce preparation
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow up
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information
- Activities that help youth prepare for and transition to postsecondary education and training

Will Serve Youth from Area(s) Listed Below: (County, City, Etc.)

I hereby declare that the information provided in this response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

Typed Name:

Title:

Phone:

Date:

Signature

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LINE ITEM BUDGET (Excel version is available upon request)

SERVICE PROVIDER:

NUMBER OF PARTICIPANTS:

COST/PARTICIPANT: \$

STAFF NAME/ POSITIONS	RATE	HRS	WKS	ADMIN	PROGRAM	TOTAL
FOLLOW UP COSTS						
TOTAL WAGES						\$
STAFF FRINGES	BASIC RATE	AMT/ MO.	MO. IN USE	ADMIN	PROGRAM	TOTAL
FOLLOW UP COSTS						
TOTAL FRINGES						\$
OTHER AGREEMENT COSTS	BASIC RATES	AMT/ MO.	MO. IN USE	ADMIN	PROGRAM	TOTAL
FOLLOW UP COSTS						
OTHER PARTICIPANT COSTS						
INCENTIVES						
TOTAL OTHER COSTS						\$
WORK EXPERIENCE WAGES	NUMBER OF YTH	WAGE	HRS/WK	WEEKS	FRINGES	TOTAL
IN SCHOOL WAGES		\$8.55			X 1.08	
OUT OF SCHOOL WAGES		\$9.00			X 1.08	
TOTAL PARTICIPANT WAGES						\$
TOTAL AGREEMENT COSTS						\$

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTION (signature page follows)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND
OTHER RESONSIBILITY MATTERS - PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98.510, Participant's Responsibilities. The regulations were published as part VII of the November 26, 1988 Federal Register (Pages 19160 – 19211).

- A By signing this response, the Responder certifies to the best of its knowledge and belief, that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
 - 2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or agreement under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - 4) Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default.
- B Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this Agreement.

IN WITNESS WHEREOF the undersigned have hereunto set their hands as of the date first stated above:

PROPOSER:

(Name of Organization)

By: _____

(Print Name)

(Print title)

***** FOR INSTRUCTIONAL USE ONLY *****

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038). The Pre-certification form (HLS 0035) should only be completed if you are specifically instructed to do so by the agency or office requesting the form.
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do **NOT** send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.

- Department of Public Safety Divisions:

Administration	Ohio Bureau of Motor Vehicles
Ohio Emergency Management Agency	Ohio Emergency Medical Services
Ohio Homeland Security*	Ohio Investigative Unit
Ohio Criminal Justice Services	Ohio State Highway Patrol

* DO **NOT** SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.

Use the following link to access the appropriate form for proposal submission:

<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

COLLABORATOR AGREEMENTS

Each Collaborating Agency with whom the Proposer (Lead Agency) will have a formal agreement for the provision of services must complete this agreement. The authorized representative of each Collaborating Agency must sign the agreement. Please make copies as needed.

On behalf of my organization, I acknowledge our intent to formally collaborate with the Proposer (Lead Agency) in the implementation of the services in this proposal for workforce development activities in Stark and Tuscarawas Counties. I have read the proposal and it accurately reflects my organization's proposed role and commitment. The type of collaborative relationship being proposed is as follows (complete all that apply):

Financial:

Financial Resources \$ _____ Funding Source _____

In-Kind Contributions Please Specify _____

Non-Financial:

Resources/Services Please Specify _____

Name of Lead Agency:

Address of Lead Agency:

Signature of Authorized Representative Date

Title of Authorized Representative Telephone #

Name of Collaborating Agency:

Address of Collaborating Agency:

Signature of Authorized Representative Date

Title of Authorized Representative Telephone #