

Tompkins County
Workforce Investment Board
and the
Tompkins County Youth Employment Council

REQUEST FOR PROPOSALS

**Workforce Investment Act Program Year 2012 & 2013
Program Effective Dates 7/01/12 – 6/30/14**

Title I Youth Services

Questions regarding the RFP package should be directed to:

Julia Mattick, Executive Director
Tompkins County Workforce Investment Board
401 East State/MLK Jr. Street, Suite 402B
Ithaca, New York 14850
(607) 274-7526
Email: jmattick@tompkins-co.org

**THIS PROPOSAL IS DUE NO LATER THAN 11:30 AM,
TUESDAY, FEBRUARY 14, 2012**

ALL PROPOSALS MUST BE SUBMITTED TO:
Ms. Lisa Jehu, Buyer
Tompkins County Purchasing
125 East Court Street
Ithaca, NY 14850

THOSE SELECTED FOR AWARD WILL BE NOTIFIED BY APRIL 1, 2012

**Issued: January 4, 2012
Equal Opportunity Programs/Services/Employer**

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Attachment A: Summary of RFP Cover Sheet

Attachment B: WIA Budget Sheets

Attachment C: WIA Eligibility Definitions

Attachment D: Planned Participants by Quarter (Out-Of-School and In-School)

Attachment E: Proposal Sign Off Sheet

**REQUEST FOR PROPOSAL (RFP)
FOR WORKFORCE INVESTMENT ACT TITLE 1-B
YOUTH SERVICES**

A. PURPOSE

This request for proposals is being released to solicit proposals from organizations in establishing collaborations to provide for engaging youth employment programs that deliver comprehensive educational, development and employment preparation services via a skills-based design to eligible low-income youth age sixteen (16) through twenty-one (21).

The WIB and Youth Employment Council (YEC) believe that ***“engaging youth employment programs”*** must:

- Provide a credible chance to secure a job and complete education
- Provide follow-up and retention services
- Provide structure, belonging, contribution, and support
- Have high expectations, caring staff, and provide time for youth to reflect
- Create a work/team atmosphere
- Focus on communication and appearance
- Teach job finding and keeping skills
- Assist youth in setting and achieving goals
- Work with labor market information and individuals who “made it” to build a reality orientation to work and career choices
- Connect participants with adult and peer support
- Foster a positive attitude and outlook for success
- Teach cultural history, ethical behavior and global citizenship as well as work related skills
- Afford opportunities to be part of a group
- Provide youth with an opportunity to recognize their natural talents and abilities; how they apply in the workplace; and how these skills enhance their employability across many occupations and industries (*This will promote long-term attachment to the labor force despite the likelihood of multiple job and career changes throughout lifetime due to realities of 21st Century workplace*)

B. REQUEST

The Tompkins County Workforce Investment Board (WIB), in partnership with the Tompkins County Youth Employment Council (YEC), is requesting proposals from qualified sources to provide year round services to eligible youth in accordance with the Workforce Investment Act of 1998 (or its successor), the Tompkins County Youth Employment Council and Grant Recipient Entity requirements. Proposals are being solicited for two components:

- In-school youth programs and
- Out-of-school youth programs

Applicants may submit proposals for one or both of the above-mentioned programs separately.

Contractual agreements negotiated pursuant to this RFP will be for a two-year period, with an option for a one-year extension at the sole discretion of the Workforce Investment Board (WIB). The contract period may be extended or reduced, at the option of the WIB, based on performance.

C. FUNDING AVAILABILITY

Funding available for Program Year 2012 (July 1, 2012 – June 30, 2013) is anticipated to be \$300,000. \$120,000 (40%) will be available to fund Out-of-School Youth Programs; and \$180,000 (60%) will be available to fund In-School Youth Programs. Requests for funds exceeding these amounts will automatically be deemed unresponsive.

We anticipate Program Year 2013 (July 1, 2013 – June 30, 2014) funding allocations will be announced in May 2013. Contractor(s) will be apprised of the funding allocation as soon as it is announced and the YEC and WIB determine the amount to be contracted locally. The WIB staff will keep contractor(s) apprised of any demographic, regulatory, legislative and/or appropriations information or action that may impact future funding levels and program delivery. The WIB may also increase contracted amounts if additional federal funds become available at any time during the contract duration.

D. ELIGIBLE APPLICANTS

Proposing organizations may be governmental units, public or private not for profit corporations, local educational agencies, or private for profit corporations. Experience in providing youth employment-related service is required.

E. TIMELINE

Action Item	Date
RFP Release Date	January 4, 2012
Letter of Intent due	January 13, 2012
Deadline Date for Questions	January 31, 2012
Completed Proposal Due	February 14, 2012 by 11:30 a.m.
Award Notification (anticipated)	April 1, 2012
Program Start Date	July 1, 2012

Applicants must submit a letter of intent by January 13, 2012 to:

Julia Mattick, Director
Tompkins County Workforce Investment Board
401 E. State/MLK, Jr. Street, Suite 402B
Ithaca, NY 14850

Applicants may submit typed questions via electronic mail to Julia Mattick at: jmattick@tompkins-co.org. All answers to questions received will be posted on www.tompkinsworkforceny.org. Prospective applicants may also obtain a hard copy of the questions and answers upon request.

Complete submissions must be received no later than February 14, 2011 at 11:30 a.m. EST. No faxed or e-mailed documents will be accepted. Submissions received after the deadline will not be considered.

Two complete submissions with original signatures and a cd of the complete proposal should be mailed or hand delivered to:

Ms. Lisa Jehu, Buyer
Tompkins County Purchasing
125 East Court Street
Ithaca NY 14850

F. PRIORITIES FOR MEETING LOCAL ECONOMIC AND WORKFORCE DEVELOPMENT OBJECTIVES

The Tompkins County WIB and YEC have established priorities in the design and delivery of youth services for Tompkins County Youth based on local employer feedback. As a result, the following elements must be present:

- A strong focus on worker readiness skills
 - Advocate and support the National Work Readiness Credential with students, parents, employers, schools and youth providers
- Collaborate with the Adult One Stop system (details outlined further in this document)
- Although not limited to, special effort should be made to develop youth employment opportunities with the following:
 - Small businesses, particularly those who may not otherwise be able to afford youth workers, but who are able to provide an enriching and rounded learning experience
 - Businesses with current worker shortages and/or worker retention challenges, as well as those industries and occupations where future worker shortages are predicted as determined by the WIB. The WIB has identified the following as priority areas:
 - Healthcare Occupations
 - Skilled trades (building and manufacturing)
 - Accounting Occupations
 - High Tech Workers (including technical support staff)
 - Heating, Ventilation and Air Conditioning
 - Green Collar Occupations
- Provide training and support to supervisors of youth workers for the purpose of ensuring an enriching employment and career exploration opportunity
- Ensure that the program reaches rural youth and take steps to develop employment and/or entrepreneurial opportunities in the rural communities and/or address transportation needs to maximize employment opportunities
- Establish strong relationships with schools to outreach, recruit, and provide services to youth at the schools (note: WIA funds can not fund direct services to youth during the regular school day, but may be used to connect with youth before and after school).
- Peer-to-Peer concepts are strongly encouraged, where appropriate and practicable.

G. LIMITATIONS

The Tompkins County Workforce Investment Board and Tompkins County Youth Employment Council reserve the right to accept or reject 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 RFP if found not in the best interest of the WIB and/or Youth Employment Council. This RFP does not commit the WIB and/or Youth Employment Council to award a contract, to pay costs incurred for the preparation of proposals, to pay for any legal liability in refusing to award a contract, or to procure or contract for services. The source of funding shall be those Workforce Investment Act funds appropriated to Tompkins County. All programs must adhere to EEO laws and standards. Please note that funding for any project will be dependent upon availability of WIA funds. All decisions of the Tompkins County Workforce Investment Board are final.

H. CONTRACT AWARD

All contracts will be written as cost-reimbursement and negotiated to determine reasonableness of cost and ability of applicant to deliver specified services. All proposals must contain a line item budget that must be in sufficient detail to justify all costs to program activities. All RFP's must use the Budget Forms provided. All funded proposals will be expected to meet or achieve the performance levels that will be delineated in the contract. Costs incurred in the delivery of all services pursuant to this RFP will be allocated in accordance with Office of Management and Budget (OMB) Circular Number A-87, and all other applicable OMB Circulars.

I. PERIOD OF CONTRACT

The Tompkins County Workforce Investment Board intends to award the RFP for two program years with an option for a one-year renewal at the sole discretion of the Tompkins County Workforce Investment Board. Decisions on extension or reduction of the contract period will be dependent on the contractor's meeting of performance goals, quality of service or product that has been provided, timeliness of start-up and meeting of delivery schedules, cost projections for the next year, and the availability of funds. Other factors may be considered if applicable.

J. TARGET POPULATIONS

Eligibility for services funded under this RFP is limited to low-income youth ages 16 – 21 who: 1) reside in Tompkins County; 2) are low-income; and 3) have a documented barrier to academic achievement and/or job readiness. Service of youth with multiple barriers including those with recognized disabilities and those with offender status are strongly encouraged. (*See Attachment C for Eligibility Definitions.*)

Because WIA youth funds have restrictive eligibility criteria, applicants are encouraged to secure additional funds or collaborate with additional agencies in order to provide universal access to all youth. It is expected that an appropriate mix of youth will be enrolled to allow for age appropriate outcomes within the first program year and early intervention of those youth requiring multiple year approaches. The program provider is responsible for the recruitment and intake process including the collection of all documentation to determine eligibility. **The Tompkins County Office of Employment and Training must certify eligibility of all program youth before expenditures can be made.**

K. ONE-STOP CENTER COLLABORATION

This RFP requires collaboration with Tompkins Workforce New York Career Center in each proposal. Furthermore, successful awardees will be required to provide services at the Tompkins Workforce New York Career Center to begin to build a continuum of workforce services throughout an individual's lifetime and to establish the connection between the Tompkins Workforce New York One Stop Career Center and the WIA Youth Program.

L. REQUIRED USE OF FUNDS FOR PROGRAM DELIVERY

The required program elements must ensure that each program participant is provided with:

- Recruitment- Contractors are responsible for the recruitment of applicants. The intent is to use WIA funds to serve youth who would benefit from year-round service and otherwise have no access to comprehensive services.
- Case Management- Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral, and integration are either initiated or implemented in the case management process.
- Orientation- All participants must receive information on the full services available through the TCWIB youth program system.
- Assessment- A comprehensive objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant.
- Individual Service Strategy (ISS)- A written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs. The ISS must be age-appropriate, developed with each participant, and **linked to targeted performance outcomes for each youth**. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services, or support services needs.
- Referrals- Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed. If there are youth requesting services that cannot be certified as eligible under WIA funding, the contractor will be expected to make and document efforts to help the youth secure other appropriate services.
- Academic Remediation Services - In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on academic skill gains. All programs must provide academic remediation services to assist in skills gains, and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.
- Satisfaction surveys completed by the youth and their employers.
- Direct provision of or formal linkages/placement into programs that offer the required WIA components directly tied to the assessment and ISS.
- A safe work environment. All Contractors and Sub Contractors must certify that worksites meet all Federal, State and Local standards appropriate to the conduct of their business.
- A Pre and Post TABE test for all Out of School Youth - the test number and level is prescribed by results on the TABE Locator. Program providers must demonstrate the ability to administer this assessment either directly or through partnership.

The 10 required WIA elements are:

1. Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, as appropriate.
2. Alternative secondary school services, as appropriate.
3. Summer employment opportunities that are directly linked to academic and occupational learning, as appropriate.
4. Paid and unpaid work experiences including internships and job shadowing, as appropriate.
5. Occupational skills training, as appropriate.
6. Leadership development opportunities encouraging responsibility and other positive social behaviors during non-school hours, including community service, and peer-centered activities, as appropriate.
7. Supportive services, as appropriate
8. Adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months
9. Follow up services for not less than 12 months after the completion of program, as appropriate. A telephone call no longer constitutes follow up. Programs should meet with each youth and provide them with appropriate services to foster success in their job or education.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate

If it is determined through the assessment/intake process that a youth is in need of any of these services it is the programs responsibility to make them available to the youth in need, either directly, via referral to existing services, or via contract.

Services for In-School Youth, ages 16-21

The intent of WIA for in-school youth, is to provide long-term, comprehensive, year round services to young people and build upon existing services available to youth currently attached to an educational (school) entity. The funds under this RFP are not intended to pay for services that are currently funded through other sources but to provide the additional services that targeted youth may need in order to develop a full range of skills needed to successfully transition into adulthood and the workforce.

The program design for this targeted youth population is to integrate education and youth development activities with strong linkages to occupational learning. The design should encourage and motivate youth to complete their secondary education; provide youth with authentic activities and situations to learn and apply their basic education skills; incorporate alternative and innovative approaches to teaching basic educational skills, including tutoring activities when necessary; and include strategies to expose young people to the work environment and career possibilities. In addition, it is expected with an in school population that staff will be required to work outside of a Monday-Friday daytime work schedule as this is typically when youth are in school and not available for services.

Furthermore, all WIA in-school youth must be made aware of workplace expectations, such as those outlined in the National Work Readiness Credential (further information is available at <http://www.workforcenewyork.org/wrc.htm>). The contractor shall strongly encourage WIA Youth to pursue the credential. The contractor shall also promote the credential to local employers for special consideration when making hiring decisions.

Program elements for this youth population (typically ages 16-18, but can be thru age 21) must include attainment of the benchmarks listed under letter M.

Services for Out-of-School Youth, ages 16-21:

The intent of the WIA out-of-school youth program, is to provide long-term, comprehensive, year round services by reaching out to young people who are **not** currently attached to an educational (school) entity. The funds under this RFP are intended to build upon existing programs/models in our community and create new services to assist those youth who have dropped out of school, or who have graduated, but are in need of special assistance to become successful in the labor market.

The program design for the out-of-school youth population is to create a work first strategy that introduces the young person to the system through a rapid attachment to work. The design should tap into the young person's motivation of finding work; provide post-employment strategies to continue skills growth; provide service interventions to keep youth attached to services; offer a menu of service interventions designed to offer solutions to young people's problems to move youth through an income progression; and, to provide the needed on-going education, supportive services, and training needed to grow their skills and advance in the labor market.

Younger out-of-school youth should focus on education first, but include a work related component. Programs should build on a systemic, community-wide network to offer a broad range of coordinated services based on the Workforce Investment Act required program elements, program design and other state design policies.

All WIA out-of-school youth must be made aware of workplace expectations, such as those outlined in the National Work Readiness Credential. The contractor shall strongly encourage all youth to pursue the credential. The contractor shall also promote the credential to local employers for special consideration when making hiring decisions.

The following elements are required for out of school programs:

- Academic activities leading to basic skills, GED, and credential attainment
- Job readiness skills training to include resume and interview skills
- Placement into an unsubsidized or partially subsidized internship or job
- Career exploration for each participant based on interests and aptitudes

M. PERFORMANCE & OUTCOMES

All participant information must be entered and tracked in the One Stop Operating System in a timely manner. Contractor(s) will be held responsible for timely data entry. **ONLY** those outcomes resulting from OSOS data entry will be considered, unless specifically indicated otherwise. Individual program operators funded under WIA are accountable to meet and/or exceed all of the required WIA performance measures listed below. These benchmarks and age groups are subject to change based on WIA Reauthorization.

The Workforce Investment Act established three common performance measures for WIA Youth and New York State has added a customer service indicator for out-of-school youth. Youth common measure performance is calculated from data recorded in the OSOS and/or wage and taxation records.

Benchmarks tied to performance will be negotiated with each program contractor. Benchmarks, contracted costs and youth progress will be monitored regularly. The Workforce Investment Board retains the right to monitor all aspects of approved programs and the provider agrees to retain all records pertinent to this agreement, including financial, statistical, property, participant, and supporting documentation for a period of six (6) years. New York State's customer service indicator is calculated from the registration information on OSOS.

Following are the performance standards that the Tompkins County Workforce Investment Board negotiated with the New York State Department of Labor:

Tompkins County Workforce Investment Board Performance Standards

WIA Common Measure	PY 2012 w/5% Increase	PY 2013 w/5% Increase
Placement in Employment or Education	65.1%	68.4%
Attainment of Degree or Certificate	52%	54.6%
Literacy and Numeracy Gains	47.3%	49.7%
NYS Customer Service Indicator		
NWRC Attainment for Out-of-School Youth	30% OSY Take Exam-50% Pass	31.5% OSY Take Exam-52.5% Pass

How WIA Youth Common/Customer Service Measures are Calculated

Placement in Employment or Education

Positive Outcome: Number in employment, military, post-secondary education and/or advanced training/occupational skills training in the 1st qtr. after exit.

Participants Included in the Measure: Not in post-secondary education or employment (including military) at the date of participation, (participants in secondary school at exit are included in the measure).

Attainment of a Degree or Certificate

Positive Outcome: Number who attain a diploma, GED or certificate by the end of the 3rd qtr. after exit.

Participants Included in the Measure: Enrolled in education (at the date of participation or at any point during the program).

Literacy and Numeracy Gains

Positive Outcome: Number who increase one or more educational functioning levels.

Participants Included in the Measure: Out-of-School Youth determined to be basic skills deficient at pre-test, the number who have completed 1-year in the program PLUS the number who exit before completing 1-year in the program.

National Work Readiness Credential

Positive Outcome: Number who take the National Work Readiness Credential Exam and the number that pass it.

Participants included in the Measure: Out of School Youth age 17-21; the percentage that take the exam and the percent that achieve a passing grade.

N. MONITORING FOR PROGRAM AND FISCAL COMPLIANCE

Each program year, the Tompkins County WIB conducts or contracts program and fiscal management and oversight defined as reviewing, monitoring and evaluating program and fiscal activities undertaken with funding provided under the Workforce Investment Act. This oversight results in the development of recommendations for improvement. Monitoring activities insure that contractors are in compliance with the Workforce Investment Act, Federal Regulations, State policies and locally approved policies.

Program monitoring consists of a review of customer files and records on the case management system known as the One Stop Operating System- OSOS, worksite visits and interviews with program participants, supervisors and employers.

There are generally three areas for program review:

- Eligibility
- Services/Program Activity, including youth and employer satisfaction surveys
- EEOC compliance.

An annual financial review of each contractor for each WIA program will be performed. This monitoring activity will include a review of all fiscal records, the cost allocation plan, the financial reporting system, all accounts payable, equipment management, and purchasing and procurement policies.

In addition to the annual programmatic and fiscal monitoring, monthly OSOS reports will be provided to contractors, the YEC, and WIB staff. Contractor shall accommodate any request by OET or the WIB staff to meet to address any questions or concerns flagged within the OSOS monthly reports. These meetings will assist the program(s) in attaining enrollment and outcome projections. If it is noted that there is greater than 10% difference between the enrollment and outcomes projections and actuals, corrective action will be required such as changes in program design, recruitment practices, etc. If the difference continues for an additional quarter, the contractor could lose the current years funding and chances for securing additional funding from the TCWIB.

The WIB staff, WIB Board members and Youth Employment Council members reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served and/or observation of staff/participant interaction.

Programs receiving funding through this RFP process may be required to do a brief program presentation for the Youth Employment Council and full WIB during the program year. The dates of these presentations will be established during the regularly scheduled Youth Employment Council meetings with programs receiving prior notice of these dates.

O. REQUIRED CAPACITY BUILDING ACTIVITIES

All entities awarded contracts under this Request for Proposals will be **required** to attend training on Workforce Investment Board or their partner agencies' approved tools, tracking systems, and documentation methods including but not limited to:

- Skills attainment/benchmarking system or literacy/numeric gains
- Individual Service Strategy/portfolios
- One Stop Operating System – Data Tracking
- Performance Benchmarks and reporting
- Other Trainings deemed appropriate – i.e.: asset development

All entities awarded also agree to the following:

- Attend Youth Employment Council and/or WIB meetings to present your program
- Visits by WIB staff or Youth Employment Council members to observe “youth in action”
- Supervisors and staff attend the New York Association of Training and Employment Professionals Annual Youth Summit

P. RESPONSE FORMAT

REQUIRED ITEMS FOR EACH APPLICATION

Proposals must be received by the deadline and include 2 complete sets with original signatures and a cd with the complete proposal.

Applicants must follow the instructions outlined in this RFP package and submit all appropriate application forms. All applications must be typewritten on 8 ½" x 11" template provided in a 12 point font. The Cover Sheet, Executive Summary, Budget, Program Narrative and Other Attachments may not be more than 20 single sided pages total.

Cover Sheet: Completed (typed only) and signed (See Attachment A)

Executive Summary: One-page summary that includes: a brief profile of the organization; identifies key collaborators; identifies which youth component to be served; brief description of past experience in serving similar populations; briefly describes program service delivery model and projected outcomes.

Program Narrative: Up to eight pages that describe your program's strategy and design to achieve objectives and age appropriate WIA Outcomes. Items to be addressed in the narrative response are provided below.

Planned Participants by Quarter: Outlines the number of planned In School and Out of School Participants by Quarter. (see Attachment D)

Budget Summary and Detail: The budget guidelines are provided below (Letter Q)

Proposal Sign Off Sheet and Additional Required Forms: Attachment E

Other Attachments: Other attachments may be provided. Examples include: letters of

commitment from collaborators; relevant program staff resumes; flowchart; organizational chart, etc.

NARRATIVE RESPONSE

Organization Description: Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals. Include your organization's experience with disadvantaged youth. Describe your organization's experience in administration and contract management.

System Experience and Development: Describe your organization's experience in working as a partner within a system. If applicable, describe the organization's experience as a participant in systems that deliver educational and/or employment and training services to youth. Detail how your organization integrates and shares customers with other providers. Describe your role in this process and what you brought to the system.

Describe the qualifications of key program staff and their experience with educational and employment/training programs for youth. Include positions, staff to participant ratios, and staff areas of responsibilities as related to program services. Describe your staff development plan and how you will incorporate the mandatory training referenced in the RFP.

Provide specifics on your information management capacity and how you intend to access the One Stop Operating System (OSOS). Indicate how your prior or current record of performance relates to your proposed performance outcomes in your current program design.

Program Design: Explain the target population's needs, proposed services and related performance outcomes you plan to implement. Describe the specific curriculum, methods, activities and partnerships you will employ to successfully meet the performance measures for your targeted population. All aspects of the program design must be focused on attaining the WIA common measures outlined previously.

- What is/are the target population(s) of this program?
- How, where, and when will recruitment and outreach be conducted?
- How will WIA intake and enrollment be accomplished?
- What are the program objectives, activities, and projected performance outcomes?
- How will the program design support the attainment of the WIA common measures?
- How will the 10 WIA required program elements be provided?
- How will pre and post testing to measure literacy and numeric gains be implemented and reported?
- How will data entry and data management processes be linked to performance outcomes?
- What method of case management will be used? What will be the ratio between case managers/staff and youth?
- Describe the case management strategy for providing consistent support, follow-through for service plans, referrals, and tracking for individual participants.
- How will the comprehensive assessment be conducted?
- How will the Individual Service Strategy (ISS) be developed and utilized?
- What is your referral process?
- How will you collaborate with employers?
- How will you collaborate with local school districts?

Bidders must describe how the 11 program components and 10 required elements will be provided.

Performance outcomes: Identify the specific elements of the program design that will lead to attainment of applicable federal and state WIA Youth performance measures.

- How will the 10 Program Components and 10 Required Program Elements lead to positive performance outcomes?
- How will performance outcomes be planned, tracked, and measured?
- Does each Memorandum of Agreement with other agencies clearly state how services will result in positive performance outcomes? How will they be tracked?
- How will the methods and strategies for data entry and data management be aligned to the performance measures?

System Collaboration: Outline your organization's plan and method for leveraging non-WIA youth funding to enhance the system of services and opportunities for youth.

- How will older youth transition to adult WIA services?
- How will relationships with employers, K-12, and higher education be developed and leveraged?
- How will your organization collaborate with TCWIB Staff to achieve benchmarks and follow through on corrective actions plans?
- How will your organization address the retention rate and indicate how youth will be enrolled and retained in:
 - Post-secondary education
 - Advanced training
 - Employment
 - Military Services
 - Apprenticeships

Q. GENERAL GUIDELINES FOR BUDGET AND BUDGET NARRATIVE

All proposing agencies must submit a complete line-item budget using the form provided (*Attachment B*). Explanatory and backup sheets may be added to support the required forms. If funding from other sources will support the proposed program, a method of allocating costs based upon projected hours worked or other approved cost allocation methodology among the various funding sources must be indicated. Match is not required, but will be looked upon favorably during the evaluation process.

A detailed budget narrative must be included as part of the Budget Proposal. Unclear or ambiguous budget line items may be the basis for disqualification of any proposal. For each line-item budgeted in the Budget Proposal, provide a narrative description of the costs in sufficient detail to thoroughly describe what is being charged to the budget, at what rates and for what activities.

All budget amounts should be rounded up to the nearest dollar.

All proposals are program funds only. No administrative funds are available through this request.

Applicants should be ready to explain all budgets submitted for the purpose of justifying the reasonableness of the charge. Reasonableness of cost will be considered when rating

proposals. Reasonableness will be determined based on the following factors:

- a. Relevance of costs requested in the budget as to their necessity, allowability, allocability, and cost in relation to similar services in Tompkins County.
- b. The extent to which applicant has been able to leverage WIA funds by coordinating with other funding sources.
- c. The difficulty in providing services to particular target groups. Applicants should substantiate any such claims as relates to costs proposed.

R. PROPOSAL EVALUATION AND SIZE OF FUNDING REQUESTS

The selection of a proposal for negotiation and consideration of a contract award is to be made after a careful evaluation of the proposals received by the Youth Employment Council and evaluated consistent with the evaluation criteria outlined below.

The Board will determine funding amounts based on the score and rank of proposals, the applicant's demonstrated ability to administer funds, and on the availability of funds. Funding amounts may increase or decrease during the contract period and/or during subsequent years based on the funds available and on contractor performance.

Evaluation Criteria

Proposals will be evaluated in the following categories:

Program Design - 30 points

This category will evaluate how well the proposed program has been designed, the extent to which all required services will be available, how services will be provided to youth, the extent of collaboration/services integration, extent and nature of youth (and parent) involvement, plan for development of employer relations, ease and feasibility of implementation, recruitment of WIA eligible youth, the type of youth being served, innovativeness, its likelihood to lead to the desired outcomes for youth, earnings gains and job advancement, and the inclusion of the 10 WIA program elements.

Demonstrated Ability - 20 points

This category will evaluate the applicant's experience in providing services similar to those being proposed, including the ability to attain, track and report performance as required by the WIA Performance Indicators. It will include experience in collaboration, targeting of services, extent to which required outcomes are addressed in measurable terms, service provision, and staff qualifications.

Budget - 30 points

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable. It may include such factors as length and intensity of program design, staff-to-youth ratio, support services, competitiveness of staff salaries, cost for each of the groups of young people identified herein, leveraging of funding from other resources, extent to which proposal will pay a wage or stipend to the youth, and the ability to meet the spending requirements outlined. Budgets will be reviewed for accuracy, completeness, appropriateness, and reasonableness of cost.

Collaborative Funds/Resources - 10 points

Points will be awarded based on the evidence of collaboration and combined resources presented which create the ability for the provider to serve all, and not just targeted, youth.

Past Performance Outcomes - 10 points

Points will be awarded based on past-demonstrated ability of the applicant to achieve the goals and outcomes of previous programs and those performance standards set by the State for the Tompkins County WIB, if previously awarded WIA funds. New programs may be excluded from these criteria and points will be pro-rated based on the other 4 categories.

TOMPKINS COUNTY WIA YOUTH PROGRAM BUDGET

July 1, 2012 - June 30, 2013

PARTICIPANT EXPENSES	TOTAL
OTHER CLIENTS COSTS:	
TRANSPORTATION	
LICENSING FEES	
EXAM FEES	
CLOTHING/UNIFORMS	
TRAINING SUPPLIES	
OTHER (Please specify)	
PARTICIPANT WAGES AND FRINGE BENEFITS	
	0.00

TOMPKINS COUNTY WIA YOUTH PROGRAM BUDGET

July 1, 2012 - June 30, 2013

STAFF FRINGE BENEFITS	TOTAL
RETIREMENT	
FICA	
MEDICARE	
DISABILITY INSURANCE	
MEDICAL INSURANCE	
WORKER'S COMPENSATION	
OTHER: (Please specify)	
	0.00

TOMPKINS COUNTY WIA YOUTH PROGRAM BUDGET

July 1, 2012 - June 30, 2013

STAFF OPERATING EXPENSES	TOTAL
OFFICE SUPPLIES	
RENT	
TELEPHONE	
POSTAGE	
COPYING	
STAFF TRAINING	
STAFF TRAVEL	
BOOKS, SUBSCRIPTIONS&PERIODICALS	
MEMBERSHIPS AND DUES	
OTHER: (Please specify)	
TOTAL STAFF OPERATING	0.00

TOMPKINS COUNTY WIA YOUTH PROGRAM BUDGET

July 1, 2012 - June 30, 2013

PROGRAM OPERATING EXPENSES	TOTAL
INSTRUCTIONAL SUPPLIES	
WORKSHOP SUPPLIES	
PRINTING	
ADVERTISING	
OTHER: (Please specify)	
	0.00

TOMPKINS COUNTY WIA YOUTH PROGRAM BUDGET

July 1, 2012 - June 30, 2013

PARTICIPANT EXPENSES	TOTAL
OTHER CLIENTS COSTS:	
TRANSPORTATION	
LICENSING FEES	
EXAM FEES	
CLOTHING/UNIFORMS	
TRAINING SUPPLIES	
OTHER (Please specify)	
PARTICIPANT WAGES AND FRINGE BENEFITS	
	0.00

Attachment C

ELIGIBILITY DEFINITIONS

Low Income Individual – The term “low-income individual” means an 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 described in subparagraph (A) 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 percent 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 (7 U.S.C. 2011 et. Seq.;
- (D) Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Steward B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) Is a foster child on behalf of whom State or local government payments are made; or
- (F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B) but who is a member of a family whose income does not meet such requirements.

Family Size	Annual Income Limits
1	\$10,890
2	\$16,270
3	\$22,330
4	\$27,565
5	\$32,532
6	\$38,043
7	\$43,554
8	\$49,065

Youth must also meet one or more of the following barriers listed below:

- Deficient in basic literacy skills, defined as reading, writing, or computing at or below the 8th grade level;
- A school dropout, defined as no longer attending any school and has not received a secondary school diploma or its recognized equivalent;
- Homeless or runaway or foster child
- Pregnant or parenting
- An offender, defined as having been subject to any stage of the criminal justice process or requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction; or,
- *Requires additional assistance to complete an educational program, or to secure and hold employment.

Up to 5% of the youth served may be above income guidelines, if they meet one or more of the following categories:

- school drop-out;
- basic skills deficient;
- below the grade level appropriate to the youth's age;
- pregnant or parenting;
- individuals with disabilities;
- homeless or runaway youth;
- offenders; or
- member of household receiving food stamps.

****“Requires additional assistance to complete an educational program, or to secure and hold employment”***

Pursuant to WIA Section 101(13) and interim regulations Sections 664.10, this represents the sixth barrier for WIA Title IB youth eligibility.

The Tompkins County Youth Council and Workforce Investment Board, having considered the recommendations made by the NYS Five Year Plan and other local experience regarding the needs of Tompkins County youth, define the above as a low- income youth who has been determined to demonstrate any of the following behaviors:

- Chronic absenteeism and truancy from school;
- Chronic underachievement in school;
- Chronic behavior problems or legal offenses;
- Physical, mental, or social/developmental immaturity or impairment or disability;
- Substance abuse;
- Lack of occupational skills/goals;
- Victim of physical/sexual/psychological abuse and or neglect.

Additional indicators of need are:

- Minority status in the community;
- Rural youth;
- Youth who are not currently served by other programs within the community;
- Chronic absenteeism from employment
- Poor work history

Attachment E
PROPOSAL COVER SIGN-OFF SHEET

Please check off and sign for items below and submit this required sheet with your bid packet; the bid may be rejected if the required documents are not included with the bid.

	DONE	INITIAL
1. One Original and two (2) copies of Qualification and Cost Proposal containing all required documents - Submitted		
2. Non-Collusive Certificate – agree to conditions		
3. Anti-Discrimination Clause – agree to conditions		
4. Proof of insurance coverage in amounts required by specification signed by insurance agent enclosed		
5. Addenda (if issued) received		
List Addendum # and dates		
6. Insurance Binder -agree to conditions		

Name/Title of Authorized Person Submitting Bid

Firm or Corporation Making Bid

Address

Date

Federal ID #

Signature of Authorized Person Submitting Bid

ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, age, sexual orientation, gender identity or perceived gender identity, religion, or national origin, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination because of race, color, creed or national origin. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
- (b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.
- (c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's Laws against discrimination as the State Commission for Human Rights shall determine.
- (d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.
- (e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, age, sexual orientation, and ADA, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.
- (f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

COUNTY OF TOMPKINS
GENERAL CONDITIONS
NON-COLLUSION CERTIFICATE

NON-COLLUSIVE CERTIFICATION:

- (a) By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her/their knowledge and belief:
1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer or with any competitor;
 2. Unless otherwise required by law, the prices that have been quoted in this package have not been knowingly disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
 3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

NOTE:

A bid/proposal shall not be considered for award nor shall any award be made where (a) 1, 2 and 3 above have not been complied with; provided, however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement that sets forth in detail the reason(s) therefore. Where (a) 1, 2, and 3 above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder/proposer (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid/proposed, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

INSURANCE BINDER

The undersigned agrees to Tompkins County's hold harmless/indemnification language. The undersigned also affirms that the insurance requirements have been discussed with the undersigned's insurance agent, that the cost of required insurance has been considered in the submitted bid price, and that a completed insurance certificate (or certification letter of coverage) has been submitted with the package. Project-specific insurance is acceptable. A certification letter of coverage is a letter from the undersigned's insurance agent stating that if awarded the contract, undersigned will be covered with sufficient insurance to meet the contract requirements.

TOMPKINS COUNTY INSURANCE AND INDEMNIFICATION

The Successful Bidder Shall Maintain and Agree to the Following:

(Vendor) hereinafter referred to as Contractor, shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

- A.) **Workers' Compensation and New York Disability** - Statutory Coverage Employer's Liability - Unlimited.
- B.) **Commercial General Liability** including, contractual, independent contractors, products/completed operations - Occurrence Form required.

• Each Occurrence	\$1,000,000
• General Aggregate	2,000,000
• Products/Completed Operations Aggregate	2,000,000
• Personal and Advertising Injury	1,000,000
• Fire Damage Legal	50,000
• Medical Expense	5,000

- **General Aggregate** shall apply separately to the project prescribed in the contract

- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insureds**

C.) **Business Auto Coverage**

Liability for Owned, Hired and Non-Owned Autos	\$1,000,000 CSL or 500,000 Per Person BI 1,000,000 Per Accident BI 250,000 PD Split Limits
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- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insureds**

All insurance shall be written with insurance carriers licensed by the State of New York Insurance Department and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Tompkins County Certificate of Insurance (copy attached) including the Contract Number. The accord Certificate of Insurance or insurance company certificate may be used for proof of Workers' Compensation and Disability. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the RFP/bid.



TOMPKINS COUNTY CERTIFICATE OF INSURANCE

BIDS CANNOT BE ACCEPTED NOR CAN WORK COMMENCE UNTIL THIS
CERTIFICATE IS RECEIVED AND ACCEPTED BY COUNTY ADMINISTRATION

INSURED	INSURANCE CARRIER:	A.M. BEST RATING:
NAME _____	A	
ADDRESS _____		
CITY,ST ZIP _____	B	
PRODUCER	C	
NAME _____		
ADDRESS _____	D	
CITY, ST ZIP _____		
PHONE: _____		

This certifies that the policies listed below have been issued and are in force at this time.

CO LT R	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIV E DATE	EXPIRATION DATE	LIMITS (IN \$1,000)
	GENERAL LIABILITY				EACH OCCURRENCE \$
	OCCURRENCE FORM				GENERAL AGGREGATE \$
					PRODUCTS-COMP/OP AGG. \$
	OTHER	(Certified Copy of policy must be submitted if other)			PERSONAL & ADV INJURY \$
					FIRE DAMAGE (ANY 1 FIRE) \$
	AUTOMOBILE LIABILITY				
	ANY AUTO				COMBINED SINGLE LIMIT \$
	OWNED AUTOS				BODILY INJURY (per person) \$
	HIRED AUTOS				BODILY INJURY (per accident) \$
	NON-OWNED AUTOS				PROPERTY DAMAGE \$
	EXCESS LIABILITY				
	UMBRELLA FORM				EACH OCCURRENCE \$
	OTHER THAN UMBRELLA				
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				COVERAGE A COVERAGE B EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE - EACH EMPLOYEE
	NYS DISABILITY				STATUTORY
	PROFESSIONAL LIABILITY OR ERRORS/OMISSIONS				\$
	OWNERS CONTRACTORS PROTECTIVE LIABILITY				
	OTHER				

Insurance Carriers providing liability coverages acknowledge that the above referenced contract constitutes an "Insured Contract" as defined in their policy. As required by said contract, the County of Tompkins and its officers, employees, agents and elected officials are included as Additional Insureds under each respective policy. Insurance Carriers warrant that no policy will be non-renewed, canceled, or materially changed without thirty (30) days advance notice to County Administration.

Certificate Holder:
TOMPKINS COUNTY ADMINISTRATION
125 EAST COURT STREET
ITHACA, N.Y. 14850

Phone (607) 274-5548 Fax (607) 274-5558
jkipola@tompkins-co.org

AUTHORIZED REPRESENTATIVE

Signature _____

Name _____

Title _____

Date _____