

OYSTER BAY-NORTH HEMPSTEAD-GLEN COVE WORKFORCE DEVELOPMENT AREA

REQUEST FOR PROPOSALS FOR OUT-OF SCHOOL YOUTH YOUTH EMPLOYMENT AND TRAINING SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training (DET) is soliciting proposals for the provision of employment and training services for eligible out-of-school youth ages 16-24 in the Towns of Oyster Bay and North Hempstead and the City of Glen Cove.

The procurement schedule is as follows (dates are subject to change upon notice.)

RFP Issue Date	August 2, 2017
Bidders' Meeting (Recommended)	August 14, 2017 - 2 p.m.
Questions Due	August 18, 2017- 5 p.m.
Application Due Date	August 25, 2017 - 3 p.m.
Contract Award Date	September 15, 2017
Contract Period	October 1, 2017 through September 30, 2019

Questions concerning this request for proposal (RFP) may be directed to Roslyn Zatlin via email at rzatlin@oysterbay-ny.gov Questions will be accepted until August 18, 2017. The questions and answers will be posted on The Town of Oyster Bay website www.oysterbaytown.com and the local workforce board website www.thewp.org .

SCOPE OF WORK

Background and Program Goals

The Oyster Bay-North Hempstead-Glen Cove Workforce Area provides employment and training services for residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove. Funding for these programs is provided by the Workforce Innovation and Opportunity Act of 2014 (WIOA.)

Services to out-of-school youth place a priority on high school dropout recovery and achievement of recognized postsecondary credentials. Career Pathways and work-based learning are to be promoted as leading approaches. Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, transition into adulthood, and long-term success in employment. The proposed design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of the performance measures.

Targeted Youth/Program Eligibility

Eligible program participants include youth who are at least 16 and not older than age 24 who are not attending any school, AND are one of the following:

1. A school dropout;
2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
3. A low-income individual with a school diploma who is basic skills-deficient or an English-language learner;
4. A juvenile or adult justice system individual;
5. Homeless, runaway, in foster care, or has aged out of foster care system, Social Security Act eligible recipient, or out of home placement.
6. Pregnant/parenting individual;
7. A youth who has a disability;
8. A low income individual requiring additional assistance to enter or complete an educational program or to secure and hold employment.

All youth participants must be US Citizens or eligible to work. Males ages 18 to 24 must be registered with Selective Service.

Basic Skills Deficient Definition [WIOA Sec. 3(5) (B)]:

Individuals who are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Priority must be given regardless of funding levels.

English Language Learner Definition [WIOA Sec. 3(21) and WIOA Title II Sec. 203(7)]: An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language.

Low income is defined as a youth living in a high poverty area; or a youth with an income at or below Poverty Level or 70% of the Lower Living Standard Income Level

<u>Family Size</u>	<u>Last 6 months gross (amounts are effective as of 1/2017)</u>
1	\$ 6,030.00
2	\$ 9,297.00
3	\$12,760.00
4	\$15,753.00
5	\$18,589.00
6	\$21,743.00

WIOA Program Elements

Services solicited under this RFP consist of the outreach, recruitment, eligibility determination, assessment, and development of individual service strategies for the targeted population in addition to the 14 program elements listed below. Proposers are encouraged to include as many of the elements as possible in their program design. Elements marked

“Required Elements” are directly related to WIOA performance measures and must be included in the proposed program design. These elements can be made available directly or through partnerships with other agencies, programs, or funding sources. Respondents are encouraged to also include additional elements deemed necessary for the success of the recruited youth on an individual basis.

REQUIRED ELEMENTS

1. Paid work experiences (funded directly through the Division of Employment and Training, and not included in the grant request) that have as a component academic and occupational education, which may include –
 - Subsidized employment opportunities;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-Job Training Opportunities
2. Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area.
3. Follow-up services for at least 12 months after program completion.
4. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or cluster (i.e. work-readiness workshops).
5. Financial literacy education.
6. Services that provide labor market information about in-demand industry sectors and occupations available in the local area, such as career awareness, career counseling, and career exploration services.
7. Activities that help youth prepare for and transition to postsecondary education and training.

ADDITIONAL ELEMENTS

1. Tutoring, study skills training, instruction, evidence-based dropout recovery strategies that leads to completion of the requirements for a secondary school diploma or its recognized equivalent including a recognized certificate of attendance or similar document for individuals with disabilities, or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Entrepreneurial skills training.
4. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate.
5. Supportive services.
6. Adult mentoring.
7. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Performance Measures/Outcomes

The federally funded Workforce Innovation and Opportunity Act youth program is an “outcome based” program. Contracts will be performance-based, and full payment will be contingent upon satisfactory performance as determined by the local workforce development board. Satisfactory performance is defined as 80% of the negotiated benchmark goals as required by New York State Department of Labor.

Programs will be evaluated based on the following WIOA criteria:

1. Percentage of program participants who are in education or training activities, or in unsubsidized employment during second quarter after exit
2. Percentage of participants who are in education or training activities or in unsubsidized employment during fourth quarter after exit
3. Median earnings of participants in unsubsidized employment during second quarter after exit
4. Percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit
5. Percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains towards those goals
6. Completion of Financial Literacy and Career Exploration/Awareness modules in Career Zone (<https://www.careerzone.ny.gov/views/careerzone/index.jsf>)

Program Design

Programs should be designed to prepare youth for a successful transition to employment and/or post-secondary education. It is anticipated that the majority of the below components will be included in program designs. *(Please note that at least 20% of the local workforce area's funds must be spent on work-based learning, including work experience, pre-apprenticeship programs, OJT and internships that have academic and occupational education as a component. Although work experience wages are not to be included in the grant request proposed budget, all programs will be required to include work experience components).*

- Outreach, Recruitment and Eligibility Determination
- Assessment and Development of Individual Service Strategy (ISS)
- Work Readiness Skills/Resume/Interviewing Skills
- Work Experience
- Development of Career Zone Portfolio

- Basic Skills Training if appropriate
- Assistance in obtaining High School Equivalency Diplomas
- Referral to Training for Occupational Skill Development/Certifications
- Job Search Techniques
- Career Exploration and Counseling
- Job Placement/Referral to post-secondary training

Programs should include a planned schedule of activities, including where the service is to be provided, the staff member/agency providing the service, and other relevant information.

Outreach and Recruitment

Outreach and recruitment activities should be directed to youth who are most in need of services under the Workforce Innovation and Opportunity Act (WIOA). These efforts may be coordinated with school districts, non-profit organizations, faith-based organizations, community-based organizations, juvenile justice agencies, and other organizations as appropriate. Emphasis should be placed on youth who require assistance in making a successful transition to further education and employment in occupations that lead to self-sufficiency – to get hired, to advance on the job, and to succeed as independent adults.

Provider Responsibilities

Providers are responsible for recruitment, intake and eligibility determination of appropriate youth. Eligibility determination information must be submitted to DET for approval prior to enrollment in a WIOA-funded activity. DET is requiring a commitment from providers for at least 20-30 participants per year. Youth activities started or completed prior to the application date will not be counted as achieved during the program.

Providers will complete an objective assessment for each participant including academic and occupational skill levels, interests and aptitudes, prior work experience, and supportive service needs. The assessment is to be utilized to develop an appropriate Individual Service Strategy (ISS) to meet their individual needs.

The ISS identifies the participant's academic and employment goals, and lists appropriate achievement objectives and services. It will include both long-term and short-term goals, and details the plan for the needed educational, employment-related and personal support services. A participant is considered enrolled when the youth's application has been approved, the objective assessment and ISS have been completed and submitted, and the youth has started at least 1 of the 14 elements.

DET will provide the required forms to complete the documentation necessary for eligibility, including the Objective Assessment and the Individual Service Strategy. All forms must be submitted at the time of enrollment. Other required forms will include timesheets, evaluations, progress reports and appropriate follow-up information. Duplicate copies of paperwork submitted to DET must be maintained at provider site.

During the program, case notes detailing individual participant activities are required on at least a monthly basis. Proof of attainment of diplomas or certificates, placement in unsubsidized employment, and entrance into post-secondary education or the military must be provided to DET in order to meet program responsibilities and pass New York State Department of Labor quarterly performance reviews.

Following the participant's exit from the program, follow-up services must be provided for a minimum of 12 months and reported on a quarterly basis to DET. The services may include but are not limited to assistance with job related issues, additional financial literacy education, career exploration and resume development. These services are determined based upon the needs of the individual, but must include more than only a contact attempted or made for securing documentation in order to report performance outcomes. (WIOA 681.580)

Limitations

This Request for Proposals does not commit DET to award a contract, pay costs incurred in the preparation of a response to this request, or procure or contract for services or supplies. DET reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, if it is in the best interest of the program, or to cancel in part or in its entirety this RFP. DET may require offerors selected to participate in negotiations and to submit such cost, technical or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of federal, state or local laws and regulations.

Affirmative Action and Equal Employment Opportunity

The Oyster Bay-North Hempstead-Glen Cove Workforce Development Board is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. The Board, its' Grant Recipient and sub-contractors will comply with all of the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States or participation in any WIOA Title I financially assisted program or activity; the Non-traditional Employment for Women Act of 1991; Title II of the Genetic Information Nondiscrimination Act of 2008; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; the Americans with Disabilities Act, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to, 29 CFR, Part 34. The United States DOL has the right to seek judicial enforcement of this assistance.

Proof of Insurance

Approved service providers will be required to submit proof of Liability Insurance in the amount of \$2,000,000 and Workers Compensation. Liability Insurance must name the Town of Oyster Bay as an “Additional Insured” and must be accompanied by an *endorsement certificate*. Such insurance must be maintained for the duration of the program.

Eligibility for Selection

Eligible applicants include public or private entities with experience in the delivery of employment and training services to youth as outlined in this RFP.

Funding

A total of approximately \$200,000 is available for the contractual period, based on anticipated funding under the Workforce Innovation and Opportunity Act. Grants will be awarded for a 2-year period October 1, 2017- September 30, 2019 with an option for a one time renewal based upon performance. Depending upon the number and quality of the responses to this RFP, DET reserves the option of awarding 1 or more grants. DET is requiring respondents to provide services for at least 20-30 participants per year. Work experience wages will be paid directly to the participants; therefore, work experience wages should not be included in the funding request. Additionally, if a youth is in need of occupational training, and approved by DET, tuition will be paid directly by DET to training institutions. This funding may be available on an individual basis in accordance with all WIOA and local workforce development board policies. Therefore, work experience wages and tuition costs should not be included in the funding request.

Funding will be based on the number of youth to be served, the program design, and the number and quality of program elements provided within the design. Funds under this RFP cannot be used to pay for services that are currently funded through other sources. Rather, they are intended to fund additional services, so that the range of service options available to targeted youth to successfully transition into a self-sufficient adulthood is expanded and made more comprehensive.

DET will negotiate performance benchmarks with the contractor prior to the beginning of the program. Benchmarks will be established based on planned outcome (goal) data submitted to DET within your completed application. The programs will be evaluated quarterly to assess progress toward meeting benchmarks based on performance goals and will be subject to probation or cancellation for failure to perform.

Review and Evaluation

Proposals will be reviewed by the Oyster Bay-North Hempstead-Glen Cove Youth Committee. Recommendations of the Youth Committee will then be reviewed by the full Workforce Development Board, which will have responsibility for final approval.

Proposals must be responsive to this RFP in order to be rated. To be responsive, proposals must:

1. Be submitted by the closing date and time (August 25, 2017- 3PM)
2. Be submitted with the original and two (2) copies (emailed proposals are not accepted).
3. Address all of the information requested in the RFP.
4. Be presented in the format requested by the RFP. - see Instructions for Completion of an Application.
5. Include the completed attachments with original signature.
6. Provide three professional references for your organization accompanied by a brief description of similar work experience.

All proposals will be reviewed and rated using the criteria listed on the following page.

CRITERIA	MAXIMUM SCORE
1 Experience in serving disadvantaged youth and evident capability to perform the work required.	10 points
2 Program design clearly describes the services offered.	5 points
3 Program design meets Required Elements.	10 points
4 Program design includes Additional Elements.	5 points
5 Program as described will result in positive outcomes and attainment of skills.	10 points
6 Program described meets the needs of the eligible youth to be served.	10 points
7 Plan ensures adequate supervision of program.	5 points
8 Staff responsibilities and qualifications are clearly outlined.	5 points
9 Adequate system for provision of participant post-program follow-up information to DET.	5 points
10 Plan demonstrates a clear system to provide timely submission of all required information to DET.	5 points
11 Proposal has an appropriate plan for recruitment, identification and enrollment of eligible youth.	10 points
12 Cost effectiveness of training program.	10 points
13 Completeness and clarity of budget.	10 points
TOTAL	100 POINTS

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION

Three copies of your application, one with original signature must be submitted to:

Frank V. Sammartano, Commissioner
Town of Oyster Bay Department of Intergovernmental Affairs
977 Hicksville Road
Massapequa, New York 11758

1. Applicant

Indicate whether your organization is a youth agency, or another kind of organization.

Please describe the background of your organization, licensing or certification, compliance with relevant federal and state regulations, your facility and equipment necessary for the program, and accessibility of public transportation to the program site. State whether your facilities are accessible to individuals with disabilities.

2. Experience of organization

Describe your experience in serving economically and educationally disadvantaged youth.

3. Program Description

Program Activities:

Programs should be designed to prepare youth for a successful transition to competitive employment and/or post-secondary education. Proposals should include an appropriate combination of activities from the WIOA program elements. Please describe each activity that will be included in your program. Be specific, for example, how many sessions will there be, how many youth will be in each, what material will be covered, etc.

Timeline:

Provide a timeline detailing projected enrollments and the attainment of the specified goals for the program period.

The timeline should include the number of youth to be registered in the program, the number to be enrolled in each activity, and the anticipated number to attain each goal. For example, include the number of youth expected to receive a High School Equivalency Diploma, the number receiving a College Credential, the number receiving other recognized Credentials, the number entering post-secondary education, the number entering employment or the military, etc.

Program Goals:

How will you help youth participants to achieve the performance measures? For example, how will you assist youth in obtaining High School Equivalency Diplomas and/or college certifications, occupational skills and certificates; as well as attaining pre-employment skills and placement and retention in employment, post-secondary education or the military?

Paid and unpaid work experiences that have as a component academic and occupational education, including subsidized employment opportunities; pre-apprenticeship programs; internships and job shadowing; and OJT:

Describe the work experience components to be incorporated into the program. Specify some of the locations (worksites) to be used for work experience positions. List the types of job duties available. Describe the procedures to be used in your program to collect bi-weekly timesheets from each worksite, check them for accuracy and deliver them in a timely fashion to DET.

4. Program Supervision and Staffing

Explain how you will ensure adequate management and supervision specific to this program. Describe the system, and the staff roles responsible for recruitment of eligible youth, WIOA application procedures, work experience payroll procedures, work readiness/occupational/basic skills training, career counseling, etc. as well as the timely submission of required reports, case notes and post-program follow-up information to DET (for example, *“the Coordinator will be responsible for timely submission of participant payroll timesheets to the Town of Oyster Bay.”*)

Describe the proposed staff responsible for all program activities. DET requires that the staff qualifications be provided via resume. DET reserves the right to reject proposed personnel based on determined lack of qualifications.

Note that the provision of post-program follow-up information for 12 months after exit is a requirement under this program. The proposal must describe how this will be accomplished.

5. Target Population and Recruitment

Specify procedures for outreach and recruitment of the target population. Provide detailed information on your recruitment plan, including a description of the WIOA-eligible target population of your program.

Methods of recruitment

Estimated youth to be served

6. Budget Requirements

Proposals are required to include a line item cost category budget for the services described in their application narrative. All applications that are submitted will be reviewed as to whether or not the proposal included all of the information that was requested.

Any purchases for your program must be done through an established procurement system. You must specify in your budget, if the procurement system you will be using is one that has been established by your agency or if you will be using a procurement system established by another agency. The procurement system that you use must be available for audit and inspection by DET personnel or a duly authorized representative.

All financial records for this program must be maintained in accordance with Generally Accepted Accounting Principles (GAAP). These records must be retained for a period of five (5) years after the expiration of the contract.

All items listed on the budget must clearly specify how the item is related to the program. If necessary, write a narrative to explain. Equipment purchases may not be made with the funds from this grant, therefore, we advise that you rent or lease the equipment needed for your program.

Organizations preparing a budget will be given a “cost-reimbursement” contract. The proposed budget must provide detailed estimates of what you expect to spend, as you will only be reimbursed for costs that are necessary to run the program. All procurement and purchases under these contracts must comply with OMB Circulars A-87, A-21 or A-122. When formulating your budget, keep in mind that each item must have sufficient documentation, when expensed, to substantiate reimbursement from WIOA. If you plan on obtaining materials, supplies, and/or services from another source, (under your procurement guideline) research before preparing your budget what the cost will be. The budget will become a part of your contract and the mechanism for payment.

Each staff position on the budget must have a brief narrative describing the relationship of the position to the program. Staff salaries should include the percentage of time spent on the project, the types of fringe benefits, and the rate of each benefit. Fringe benefits are limited to Federal and State required benefits. Copies of certified payroll registers and/or cancelled checks must support these charges and will be included with each invoice.

If your proposed program performs an activity which generates income, that income must be tracked with the program expenses and used to defray the program costs. The manner in which that will be accomplished must be stated in the budget and reported with the final program expenses. If your organization is a Community Based Organization with no formal procurement system in place, you may use the procurement system established by the local School District to purchase supplies and secure transportation.

Appropriate grant costs may include teachers, counselors, consultants and other staff, material and supplies, field trips, transportation, entrance fees, food, incentives, follow-up costs in connection with project design, and other costs directly related to the proposed program design. If you require additional assistance concerning the budget portion of your proposal, contact Dennis Palmieri, Supervisor of the Fiscal Unit via email at dpalmieri@oysterbay-ny.gov.

OYSTER BAY/NORTH HEMPSTEAD/GLEN COVE WORKFORCE DEVELOPMENT
AREA
YOUTH PROGRAM APPLICATION SUMMARY FORM

Legal Name of Organization –

Address –

Chief Executive Officer –

Designated Contact Person –

Telephone Number –

Fax Number –

Email –

Total Grant Request –

Program Period –

Total Number of Youth –

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Program Summary

The undersigned agrees to provide services and conduct the program in accordance with the description provided in this Application and to comply with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014..

Date

Signature – Chief Executive Officer or
Authorized Representative