

**Yuma Private Industry Council, Inc.  
Yuma County's Local Workforce Investment Board  
WORKFORCE INVESTMENT ACT**

***YOUTH PROGRAMS  
REQUEST FOR PROPOSALS  
PROGRAM YEAR 2010-11***

**Issue Date:**  
***March 12, 2010***

***Technical Assistance Session  
March 19, 2010***

*From 2:00p.m. to 4:00p.m.*

Location: Yuma Private Industry Council Boardroom  
3818 W. 16th Street, Yuma, AZ 85364

**Proposal Receipt Deadline:**  
***April 16, 2010***  
12:00 p.m. (Noon) - Mountain Standard Time

**Pick Up and Drop off Location:**  
Yuma Private Industry Council, Inc.  
3834 W. 16th Street  
Yuma, AZ 85364  
(928) 329-0990

**Contact:**  
Patricia Romant  
Operations Director  
(928) 329-0990 Ext 141  
[promant@ypic.com](mailto:promant@ypic.com)

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## SECTION 1 – Overview

### A. Purpose of this Request for Proposals

- ✓ The purpose of the Workforce Investment Act is “to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.” (Workforce Investment Act, Public Law 105-220, Sec. 106)
- ✓ The purpose of this Request for Proposal (RFP) is for the Yuma County Local Workforce Investment Board, Operated by the Yuma Private Industry Council, Inc. (YPIC) to identify qualified providers of Youth Services under Title I of the Workforce Investment Act of 1998 (Public Law 105-220 (WIA)).
- ✓ On February 16, 2010, US Department of Labor issued Training and Employment Guidance Letter (TEGL) 13-09. “The purpose of this Training and Employment Guidance Letter...is to provide guidance to states, workforce investment boards, and Workforce Investment Act (WIA) youth service providers on contracting strategies that facilitate service providers to **serve the youth most in need**, while still achieving performance goals.”
- ✓ ***This RFP requires separate proposal applications to address Out of School Youth (OSY), In School Youth (ISY) and ABE/GED/Life Skills.*** Proposers may provide services for either: OSY, ISY, ABE/GED/Life Skills or all of them. Although some monies are available for In School Youth, the emphasis of US Department of Labor/ TEGL 13-09 is to **provide services for Out of School Youth.**
- ✓ Responses to this RFP will be evaluated by the **Youth Council** to recommend youth service providers to be awarded contracts by the Yuma County Workforce Investment Board (WIB).

*The Yuma Private Industry Council, Inc. reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each registered applicant.*

### B. Target Population and Geographic Service Area

The target population will be In School Youth and Out of School Youth ages 14-21 that are considered the “**Hardest to Serve**”

“Hardest to Serve” youth include *but are not limited to the following characteristics:*

- High School Dropouts
- Homeless and Runaway
- Migrant Youth
- Mental Health and/or Substance Abuse Problems
- Basic Skills Deficient
- Pregnant and/or Parenting Youth
- Occupational Skills Deficient
- Juveniles/Offenders
- Foster Care
- Native American
- Youth of Incarcerated Parents
- Youth with Disabilities

Services will be provided to Youth in the different areas of Yuma County, such as: San Luis, Gadsden, Somerton, Wellton, Antelope, Dateland, Tacna, Roll, and localities of Yuma East and South County.

**C. Eligible Applicants**

Any private for-profit business entity, private non-profit corporation, or public entity may apply for available funds. However, entities which have been debarred are restricted from applying in accordance with 29 CFR, Part 98.

**D. Funds Available**

The quantities listed below reflect the total funds available, YPIC may grant multiple contracts to different proposers, therefore the funds will need to be distributed amongst those that are granted contracts.

<b>Out of School Youth</b>	<b>ABE/GED and Life Skills</b>	<b>\$200,000</b>
<b>Out of School Youth</b>	<b>Ten Program Elements</b>	<b>\$700,000</b>
<b>In School Youth</b>	<b>Ten Program Elements</b>	<b>\$100,000</b>
<b>Total Funds Available:</b>		<b>\$1,000,000</b>

## **E. Term of Contract**

***Contract period shall start on July 1, 2010 and end on June 30, 2011.***

**Option-year contracts** will be granted to the selected providers. Option year contracts have the advantage of maintaining annual accountability goals by tying future years of the contract to performance in the base year. (As recommended by TEG L No. 13-09 issued on February 16, 2010). The Contract will be a cost reimbursement contract.

## **F. State Priorities for Youth Activities**

Local Youth Councils are to determine the most appropriate activities to be conducted to fill the gaps in local youth services, consideration will be given to activities and providers that:

- Provide appropriate services based on age and individual youth needs;
- Demonstrate involvement of the business/employer community;
- Demonstrate prior successes in providing employment and training services to youth;
- Prepare youth for and foster success in employment;
- Improve educational achievement;
- Provide high level of support for youth;
- Demonstrate the connection between learning and work;
- Provide comprehensive guidance and counseling;
- Provide accommodations for special needs populations;
- Minimize barriers to youth success;
- Have active advisory committee of parents, community members involved with youth, local business, and educators;
- Coordinate activities with local schools (secondary and post-secondary)
- Develop youth citizenship and leadership skills;
- Place high expectations on youth and staff; and
- Provide follow-up services.

## **G. Documents Referenced in this RFP**

This RFP references the following documents:

- Workforce Investment Act, Public Law 105-220  
[www.Doleta.gov/regs/statutes/wialaw.txt](http://www.Doleta.gov/regs/statutes/wialaw.txt)
- Workforce Investment Act U.S. Department of Labor Regulations, 20 CFR, Part 652 and Parts 660 through 671)  
[www.dol.gov/dol/allcfr/title\\_20/part660/toc.htm](http://www.dol.gov/dol/allcfr/title_20/part660/toc.htm)
- State of Arizona WIA Plan  
[www.azcommerce.com/doclib/wrkforce/2007%20state%20plan.pdf](http://www.azcommerce.com/doclib/wrkforce/2007%20state%20plan.pdf)

- U.S. Department of Labor, WIA Core Indicators of Performance and Operational Parameters  
[www.spra.com/PEP/youth.shtml](http://www.spra.com/PEP/youth.shtml)
- Workforce Investment Act Final Local Two Year Plan for Yuma County, especially Chapter VIII  
[www.ypic.com](http://www.ypic.com)
- Training and Employment Guidance Letter No. 13-09  
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL13-09acc.pdf>
- Training and Employment Guidance Letter No. 22-04  
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL22-04acc.pdf>
- Yuma County Guidelines for training and Supportive Services  
[www.ypic.com](http://www.ypic.com)

Copies of the above-referenced documents are available for review by applicants at the following location: Yuma Private Industry Council, Inc. 3834 W 16th Street in Yuma, AZ. You may also visit our website [www.ypic.com](http://www.ypic.com) and click on the links, or visit the listed official websites.

It is the responsibility of all applicants to be familiar with and, if awarded a contract, comply with the Workforce Investment Act and applicable regulations, as they currently exist or may be hereafter modified or supplemented.

## **H. Yuma County Workforce Investment Board's Mission**

To meet the unique and changing needs of our communities by providing quality workforce development and career resources that enhance economic growth.

## **I. Yuma County Youth Council's Priorities**

The Youth Council is responsible for recommending a distribution plan for Workforce Investment Act (WIA) youth funds and providers of WIA youth services, identified through a competitive process, to the Workforce Investment Board.

The Youth Council's priorities for youth services represent a response to the need for youth workforce development services in Yuma County, within the framework of the Workforce Investment Act. The following priorities are intended to guide the Youth Council's activities and to assist the Council in recommending the award of contracts to provide youth services.

**First**, the Youth Council intends that WIA services provide youth participants with appropriate tools to become economically and personally self-sufficient.

**Second**, the Youth Council intends to direct resources to areas where existing resources are inadequate to meet the needs, and to prioritize critical services, and areas where the gaps between existing resources and service needs are greatest.

**Third**, the Youth Council has the responsibility to ensure that the LWIA services meet the performance standards required for youth under the Law and defined by the State. The Council, in recommending the award of contracts to the Workforce Investment Board, will ensure that the mix of recommended programs will achieve the highest possible performance on WIA core indicators for youth.

**Fourth**, the Youth Council recognizes that there is a need for workforce development services throughout Yuma County. Both urban and rural areas of Yuma County are intended to receive services provided through WIA funds.

**Fifth**, the Youth Council intends that WIA services are linked with Yuma County's larger economic development and workforce development initiatives and plans developed by local businesses, governments and educational entities, as well as directed towards the needs of individual youth participants.

**Sixth**, services provided by WIA funds will be linked with current youth programs. The Youth Council does not intend to duplicate services that are already available within the community and intends to encourage collaboration among youth service providers. The Council expects that youth workforce development services funded through the Workforce Investment Act will fill gaps in services. Filling service gaps may include expanding or enhancing existing workforce development services.

## **J. Workforce Investment Act (WIA) Youth Activities**

WIA Sec. 126 authorizes workforce investment activities for eligible youth in each local Workforce Investment Area.

Purposes of these activities are-

1. to provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
2. to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
3. to provide opportunities for training to eligible youth;
4. to provide continued supportive services for eligible youth;
5. to provide incentives for recognition and achievement to eligible youth; and

6. to provide opportunities for eligible youth in activities related to leadership development, decision-making, citizenship, and community services.  
(WIA Sec. 129 (a))

An eligible youth is defined by WIA as “an individual who

1. is not less than age 14 and not more than age 21 (not yet 22);
2. is a low-income individual; and
3. is an individual who is one or more of the following:
  - a. Deficient in basic literacy skills;
  - b. A school dropout;
  - c. Homeless, a runaway, or a foster child;
  - d. Pregnant or a parent; an offender; or an individual who requires additional assistance to complete an educational program, or to secure and hold employment as defined by the Yuma County WIA Youth Plan as occupational skills deficient.

{WIA Sec. 101 (13)}

WIA defines “basic skills deficient” as meaning, “with respect to an individual, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.” (WIA Section 101)

In addition, a youth must be registered for the Selective Service, if applicable, in order to be eligible for enrollment under WIA.

WIA Section 129 (c) describes the allowable activities and the requirements for WIA youth services. The Yuma County Two Year Plan (Pages 39 through 44), describes how WIA youth activities will be provided in the Yuma County Workforce Investment Area.

## **K. Performance Measures**

WIA Section 136 establishes a comprehensive performance accountability system “to assess the effectiveness of States and local areas in achieving continuous improvement of workforce investment activities.” This section defines performance indicators separately for youth aged 19 through 21 from those youth aged 14 through 18.

WIA Core indicators of performance for youth aged **19 through 21** are:

Entered Employment Rate	73.0%
Employment Retention Rate	82.0%
Average Earnings Change	\$3,400
Credential Rate	50.0%

WIA Core indicators of performance for youth aged **14 through 18** are:

Diploma/Equivalent Attainment Rate	56.0%
Retention Rate	65.0%
Skill Attainment	83%

## SECTION 2 – Contract Options

### A. Categories

There are three contract options; proposers may opt to submit proposals for any of the categories listed below. **Separate proposals must be submitted for each of the categories.** The quantities listed below reflect the total funds available, YPIC may grant multiple contracts to different proposers, therefore the funds will need to be distributed amongst those that are granted contracts.

- \*a. Out of School Youth...ABE/GED and Life Skills Classes...Up to \$200,000  
Ages 14-21
- b. Out of School Youth...Ten Program Elements..... Up to \$700,000  
Ages 14-21
- c. In School Youth..... Ten Program Elements .....Up to \$100,000  
Ages 14-18

\*Under Option a (only), YPIC will case manage the file.

### B. Services and Performance

Below is an explanation of the required services under each of the categories (the options listed above) and the performance measures that will be tied to those activities.

#### Option a.

#### **Out of School Youth ABE/GED and Life Skills Classes**

#### **Services Required:**

<b>Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention;</b>	Assist with connecting youth to various academic opportunities within their local educational institution as well as within the community; youth centers, libraries, and provide independent study skills guide. Collaborate with youth and all individuals associated with positive outcomes for youth: parent/guardian, juvenile justice, social service agency, educational entity.
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<b>Leadership development opportunities;</b>	Assist youth with leadership opportunities through the use of various educational groups, local service organizations membership, and training opportunities.
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***Performance tied to these services***

For youth ages **19 through 21** are:

Credential Rate	50.0%
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For youth ages **14 through 18** are:

Diploma/Equivalent Attainment Rate	56.0%
Skill Attainment	83%

Additional State data will be collected (See [www.spra.com/PEP/youth.shtml](http://www.spra.com/PEP/youth.shtml))

**Option b.**  
**Out of School Youth**  
**Ten Program Elements**  
 and  
**Option c.**  
**In School Youth**  
**Ten Program Elements**

***Services Required:***

<b>Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention;</b>	Assist with connecting youth to various academic opportunities within their local educational institution as well as within the community; youth centers, libraries, and provide independent study skills guide. Collaborate with youth and all individuals associated with positive outcomes for youth: parent/guardian, juvenile justice, social service agency, educational entity.
<b>Alternative secondary school services;</b>	Provide youth with requirements and information to various alternative schools within our local community; as well as internet alternative schools.
<b>Summer employment opportunities linked to academic and occupational learning;</b>	Collaborate with local educational entities and businesses in providing hands on academic and occupational learning services. Services have included the attainment of high school credit and or occupational certificates.
<b>Paid and unpaid work experiences;</b>	Assist youth with the development of work experiences within the public sector or private businesses in order to provide opportunities leading to occupational/employability skills, and mentoring opportunities.
<b>Occupational skills</b>	Assist youth with receiving occupational skills training

<b>training;</b>	through local vendors based on academic and occupational skills assessments.
<b>Leadership development opportunities;</b>	Assist youth with leadership opportunities through the use of various educational groups, local service organizations membership, and training opportunities.
<b>Comprehensive guidance and counseling;</b>	Assist youth with the referrals to comprehensive guidance and counseling services based on individual needs through use of various assessments; may include drug/alcohol abuse, family, and educational needs.
<b>Adult mentoring;</b>	Provide mentor training services to adults assisting youth. Assist youth mentoring opportunities through academic, occupational and leadership services.
<b>Supportive Services;</b>	Assist youth with supportive services based on individual need and service. Provide youth with information to local community service organizations.
<b>Follow-up services;</b>	Provide 12 month of follow-up services after completion of program; to include phone contacts, in person, home visits and email in order to identify follow-up services needed. Services include but are not limited to: Self directed on-line academic tutoring for additional skills enhancement as needed for occupational or educational advancement; availability of community workshops in employability and soft skills as needed in retaining employment and or education enrollment; referrals to social and non-profit community organizations; on-site One Stop Career Center services as needed for self-directed job search and or educational services available within and outside the community.

***Performance tied to these services***

For youth ages **19 through 21** are:

Entered Employment Rate	73.0%
Employment Retention Rate	82.0%
Average Earnings Change	\$3,400
Credential Rate	50.0%

For youth ages **14 through 18** are:

Diploma/Equivalent Attainment Rate	56.0%
Retention Rate	65.0%
Skill Attainment	83%

## Section 3 - PROPOSAL INSTRUCTIONS

### A. Instructions to proposers:

- (i) Complete the Cover Page form provided in this Section. The Cover Page does not count against the narrative page limit.
- (ii) Write a proposal narrative that –
  - 1. Responds to the questions in Section Four – Narrative: Scope of Work.
  - 2. Responds to the questions in Section Five– Narrative: Agency Capacity.The proposal narrative may not exceed 20 double space pages. Responses should be typed in 12-point font or larger, with one-inch margins, and number the pages of the proposal.
- (iii) Complete the budget form with a budget detail: The budget forms and details do not count against the 20-page limit. **Remember that each option that you choose needs a separate proposal and therefore, a separate budget!**
- (iv) Provide the required and any other supplementary items described in Section 7-Supplementary Information and Certifications on a separate appendix. The appendix does not count against the 20-page limit. However, items included in the appendix may or may not receive consideration in evaluating your proposal.
- (v) Provide a table of contents for the entire proposal. The table of contents does not count against the 20-page limit.
- (vi) Submit one original and nine (9) copies of the entire proposal, clipped together, and appendix; as well as an electronic copy on a thumb drive.
- (vii) **Submit proposal no later than 12:00 p.m. (Noon) MST on April 16, 2010 at 3834 W 16th Street, Yuma, AZ. Be sure you ask for a receipt of proposal that will have the date and time stamped. No matter when or how you mailed your proposals they must be received at the above location by the same time and date stated above. Late or faxed submissions, modified proposals, or revisions will not be considered.**
- (viii) Be prepared, if requested, to attend the Youth Council Proposal Review meeting, date and time to be determined, in the Yuma Private Industry Council Boardroom, 3818 W. 16th Street, Yuma, AZ.

**Proposers are cautioned and advised that proposals must be accurate and complete, responding to each section of the RFP. Deadlines will be**

**enforced fully, and failure to comply with any requirements of this RFP may result in the proposal's disqualification and removal from any further consideration.**

Funding, if awarded, **is contingent upon the information provided in this proposal.** Yuma County Workforce Investment Area reserves the right to withdraw funding if significant changes are made to the scope of work, key staff, or other elements of the proposal.

**Additionally, the submittal of a Proposal in answer to this Request for Proposal (RFP) does not guarantee funding to any proposer.**

**B. Proposal Cover Form**

<b>2010-2011 Workforce Investment Act Program Youth Program Proposal</b>	
Legal name of entity submitting this proposal:	
Applying for funds for which option (Please include the title of the option as specified on Section 2-A:	
Address:	
Telephone Number:	Fax Number:
Name of contact person for this proposal:	
Contact person telephone number:	Contact person fax number:
Contact person e-mail address:	
Program Title:	
Total WIA Funds Requested:	
Total Youth to be served:	
To the best of my knowledge and belief, all of the information in this proposal is true and correct. The governing body of the proposer has authorized the document, and the proposer will comply with the attached assurances if funding is awarded.	
Typed name of President or Chief Executive Officer:	
President or Chief Executive Officer signature:	Date signed:

## **C. Proposal Checklist**

- Cover Page form
- Table of Contents
- Proposal Narrative (20 pages or less)
  - Scope of Work
  - Agency Capacity
- Budget Narrative
- Budget Form
  
- Appendix
  - Applicant Articles of Incorporation, if applicable
  - Most recent audit
  - List of Board of Directors, if applicable
  - Letters of commitment
  - Organizational Chart
  - Other supplementary information

## SECTION 4 – Instructions for Narrative: Scope of Work

### A. Program Overview/Executive Summary

Provide a brief description of the proposed WIA youth program, noting under which category you are proposing. Someone unfamiliar with the program should be able to read this and have a good understanding of the program's overall approach.

### B. Community Need/Opportunity Targeted

Describe the need or opportunity that gave rise to the approach. What problem, issue, or circumstance in the community does this program seek to address? If you are proposing to serve specific target populations you should address the needs of each target group. Your discussion should include any relevant physical, economic, social, financial, institutional, or other evidence. Cite the sources for any data used to support the need statement.

### C. Target Population

The populations to serve are In School and/or Out of School Youth; keeping in mind that there is an emphasis from U.S. Department of Labor to serve the "Hardest to Serve," the following information should be included in the proposal:

- Description of the target population characteristics
- Specifically identify, in each geographical area, the methods and services utilized to address the needs of such population.
- State in which areas services will be delivered to residents throughout Yuma County. Mention the addresses of the different locations and include East and South areas.

### D. Program Performance Goals

Describe the ultimate purpose of the proposed program. What outcomes will the program accomplish in terms of participant change? Your response should provide quantitative (numeric) performance goals that address the community need you identified in section B in terms of the **WIA core indicators of performance**.

Describe expected qualitative outcomes and the proposed tools for measuring them, such as customer satisfaction surveys and progress reports. If quantitative outcomes differ from national performance measure goals, explain why.

## E. Program Activities/Methodology

Outline your plan of action and describe the process for assessing youth needs and skill levels when developing goals and service strategies with each participant. Clearly state the WIA Service Elements listed below for which you are requesting WIA funds. (See Section 2)

### *WIA Youth Service Elements*

<b>Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention;</b>	Assist with connecting youth to various academic opportunities within their local educational institution as well as within the community; youth centers, libraries, and provide independent study skills guide. Collaborate with youth and all individuals associated with positive outcomes for youth: parent/guardian, juvenile justice, social service agency, educational entity.
<b>Alternative secondary school services;</b>	Provide youth with requirements and information to various alternative schools within our local community; as well as internet alternative schools.
<b>Summer employment opportunities linked to academic and occupational learning;</b>	Collaborate with local educational entities and businesses in providing hands on academic and occupational learning services. Services have included the attainment of high school credit and or occupational certificates.
<b>Paid and unpaid work experiences;</b>	Assist youth with the development of work experiences within the public sector or private businesses in order to provide opportunities leading to occupational/employability skills, and mentoring opportunities.
<b>Occupational skills training;</b>	Assist youth with receiving occupational skills training through local vendors based on academic and occupational skills assessments.
<b>Leadership development opportunities;</b>	Assist youth with leadership opportunities through the use of various educational groups, local service organizations membership, and training opportunities.
<b>Comprehensive guidance and counseling;</b>	Assist youth with the referrals to comprehensive guidance and counseling services based on individual needs through use of various assessments; may include drug/alcohol abuse, family, and educational needs.
<b>Adult mentoring;</b>	Provide mentor training services to adults assisting youth. Assist youth mentoring opportunities through academic, occupational and leadership services.

<b>Supportive Services;</b>	Assist youth with supportive services based on individual need and service. Provide youth with information to local community service organizations.
<b>Follow-up services;</b>	Provide 12 month of follow-up services after completion of program; to include phone contacts, in person, home visits and email in order to identify follow-up services needed. Services include but are not limited to: Self directed on-line academic tutoring for additional skills enhancement as needed for occupational or educational advancement; availability of community workshops in employability and soft skills as needed in retaining employment and or education enrollment; referrals to social and non-profit community organizations; on-site One Stop Career Center services as needed for self-directed job search and or educational services available within and outside the community.

Provide a description of each service element in your proposed program. The description should include quantitative objectives for each proposed activity (e.g. the frequency that each activity will occur and the length and the number of participants per activity). Responses should describe how the proposed methodology will benefit participants in different target populations, such as in-school and out-of-school participants, 14-18 year olds and 19-21 year olds and other target groups. Discuss any unusual features, such as design or technological innovations. Describe how the program will provide follow up services to youth when they exit the program.

Explain how the overall program will meet the requirements of WIA Section 129 (c) (1) (C), which states that the following four overall areas of youth programming must be provided for each participant:

- Preparation for post secondary opportunities, in appropriate cases;
- Strong linkages between academic and occupational learning;
- Preparation for unsubsidized employment, in appropriate cases; and
- Connections to intermediaries with strong links to the job market and local and regional employers.

## **F. Evidence of Best Practice**

Service providers can sometimes provide evidence of a program's potential for success by documenting past experience with similar programs that were a success and contributed unique values and benefits to the participants.

**G. Program Location**

Provide the address and/or proposed facility name(s) where services will be delivered in the different areas of Yuma County.

**SECTION 5 – Narrative: Agency Capacity**

**A. Agency Background**

Describe your agency’s experience providing services to youth, particularly services that are similar to the ones being proposed. Provide examples of expertise in the following areas:

- assessing individual youth and developing individual service plans for youth
- coordinating with local secondary and post secondary institutions
- working with disadvantaged, special populations, and operating education, training, and/or employment programs

Cite recent, specific projects or programs, the year(s) they were funded and the funding source. Provide relevant statistics for each project on numbers served, services provided, and the outcomes achieved. In particular, cite past experience meeting quantitative performance benchmarks similar to those established by WIA. State results from any recent customer satisfaction evaluations from both participants and employers for similar services.

**B. Agency Expertise**

Explain how the proposed program will be managed. List key staff such as: director/coordinator, case manager, teacher/trainer, and accountant, and their relevant experience. Provide an organizational chart for the program in your appendix. Include resumes for key staff in your appendix or, if a key staff person has not yet been hired, a job description showing the expected qualifications for the position. Describe how the proposed program will recruit and utilize volunteers; explain the process used to ensure compliance with State and Federal regulations.

Describe the agency’s financial accounting system and include a copy of your agency’s most recent audit in the appendix. What is the organization’s capacity to perform necessary program, fiscal, and MIS (Virtual One Stop-VOS) functions as well as cover costs of rent, phone, utilities, and other administrative costs?

**C. Collaboration and Leveraged Resources**

Discuss connections with other funding sources that will benefit participants and increase the cost-effectiveness of WIA funds. Specify dollar amounts committed

to the proposed program and include letters of commitment in the appendix to the proposal.

Collaboration includes such things as client referrals, sharing of information, coordination of activities, curricula, schedules, or use of resources, joint planning, shared costs or resources, and shared responsibility for service delivery. Please list the entities that will collaborate with you, briefly describe the nature of the collaboration and state how it will benefit participants. In particular, describe how your program will coordinate with local schools to serve youth. Include letters of commitment in the appendix to the proposal.

## **SECTION 6: Instructions For Budget** **“CASH ADVANCES WILL NOT BE MADE TO ANY CONTRACTOR”**

### **A. Instructions**

- (i) Use the forms on the next three pages to show funds requested by cost categories.
- (ii) Shared costs between youth activities, or between the proposed program and other funding sources, must be allocated in accordance with OMB Circular A-87 for State/Local Governments and Indian Tribes, OMB Circular A-21 for institutions of High Education, or OMB Circular A-122, for Non-Profit Organizations.
- (iii) Attach a **budget narrative** to the budget form showing a detailed cost analysis of each line item. State sources for committed matching funds. Include your rationale for allocating any shared costs, per Cost Principals cited above.
- (iv) Enter the total amount requested on your application cover form provided in Section 3.

### **B. Budget Categories**

- (i) **Personnel:** Show salaries to be paid for project personnel for which you are required to provide with W2 forms.
- (ii) **Fringe Benefits:** Indicate the rate and amount of fringe benefits.
- (iii) **Travel:** Indicate the amount requested for staff travel. Yuma County will not reimburse mileage costs in excess of the State-approved rate (currently at \$0.50).
- (iv) **Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per-unit cost of \$1,000 or

more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

- (v) Supplies: Include the cost of consumable supplies and materials to be used during the program period.
- (vi) Contractual and/or Tuition: Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); (2) consultants; and (3) tuition payments.
- (vii) Youth Stipends and/or Incentives: Indicate the amount requested for stipends and/or incentives to be paid to enrollees in the proposed program.
- (viii) Support Services: Services available through other agencies will be researched, explored and utilized prior to using WIA funds. The provider will first access services available in the community at no or low cost to the participant. The provider will exhaust all efforts to locate the requested support at no cost. Should the provider determine that the service be funded through WIA; staff will complete the request for Support Service form. (See Yuma County Guidelines for Training and Supportive Services).
- (ix) Other: Indicate all direct costs not clearly covered by lines (i) through (vii) above, such as phones and rent.
- (x) Indicate all indirect costs and provide percentage (not to exceed 5%)
- (xi) Total

**C. Budget**

Proposer: \_\_\_\_\_

<b>Cost Category</b>	<b>Total Cost</b>	<b>Cost to YPIC</b>
Staff Salaries		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual and/or Tuition		
Youth Stipends and/or Incentives		
Support Services		
Other _____ (Specify)		
<b>Subtotal- Program Cost</b>		
Indirect Cost (no more than 5%)		
<b>TOTAL Program Cost</b>		

## SECTION 7: Supplementary Information and Certifications

### A. Required at Time of Proposal

- Applicant Articles of Incorporation, if applicable
- Most recent audit
- List of Board of Directors, if applicable
- Organizational Chart for the proposed program
- Letters of commitment

### B. Selected applicants will be required to submit the following certifications

- Debarment and Suspension
- Lobbying
- Drug Free Workplace
- Certificate of Insurance
- Most recent audit
- Documentation that fingerprinting and background check have been performed for staff working with youth age 18 or less
- Equal Employment Opportunity
- Americans with Disabilities Act

## Section 8 – File Compliance

*The Yuma Private Industry Council will:*

- Provide the selected provider(s) with technical assistance on YPIC and VOS database systems
- Determine Eligibility of Youth
- Refer files of eligible participants to proposer (Service Provider) as **deemed appropriate by YPIC staff.**
- Provide Programmatic and Fiscal monitoring as deemed necessary
- On site visits to ensure quality of services as deemed necessary

*The selected proposer (Service Provider) will:*

- Maintain all aspects of file compliance such as: data entry and maintenance of data in the YPIC and Virtual One Stop (VOS) system.
- Develop an Individual Service Strategy (ISS) for each participant.
- Conduct case management from enrollment time of participants until the exit of participants from the program, as applicable.

- Provide follow up for 12 months after the participant exited the program, as applicable.
- Ensure that all pertinent Performance Measures are met for each of the participants.
- All other aspects and situations that may arise during serving a youth, will be managed by the service provider.
- The Service Provider will enroll hard to serve participants in their program: See TEGL 13-09

## SECTION 9: Proposal Process, Appeals and Contract Award

### A. Proposal Review Process and Contract Award Schedule

Yuma County Local Workforce Investment Area reserves the right to adjust review dates. Registered proposers will be notified of exact date and time of meetings in writing (fax, email, USPS).

- |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday, March 12, 2010  | <b>RFP PROCESS OPENS:</b> Proposers may pick up RFP packages between 8:00 a.m. and Noon and 1:00p.m. and 5:00p.m. MST at Yuma Private Industry Council, Inc. located at 3834 W. 16th Street, Yuma, AZ, or by downloading from the website: <a href="http://www.ypic.com">www.ypic.com</a> .                                                                                                                                                                                                     |
| Friday, March 19, 2010  | <b>TECHNICAL ASSISTANCE SESSION:</b> Scheduled at 2:00p.m. MST at the Yuma Private Industry Council's Boardroom, located at 3818 W 16th Street, Yuma, Arizona. It is recommended that proposers who have general questions regarding the RFP process be present at this session. Questions will not be accepted after this date. Any changes or additional information regarding the RFP, as well as all questions and answers, will be faxed and/or emailed to those who register for the RFP. |
| Friday, April 16, 2010  | <b>PROCESS CLOSES:</b> Proposals must be submitted by 12:00 p.m. (Noon) MST at the Yuma Private Industry Council, located at 3834 W 16th Street. <b>Proposals will not be accepted <u>late</u> or by fax or email.</b>                                                                                                                                                                                                                                                                          |
| Date – To Be Determined | <b>YOUTH COUNCIL PROPOSAL REVIEW COMMITTEE:</b> Review session to be held in the Yuma Private Industry Council Boardroom, 3818 W. 16th Street. Proposers <i>may</i> be asked to attend for questions regarding their proposal.                                                                                                                                                                                                                                                                  |

Wednesday – May 12, 2010

**WORKFORCE INVESTMENT BOARD  
APPROVAL OF RECOMMENDED PROVIDERS.**

Date – To Be Determined **FINAL CONTRACT NEGOTIATIONS**

July 1, 2010 **PROGRAM START DATE**

**B. Contract Award Process**

Funding recommendations shall be made by the Youth Council Proposal Review Committee.

The Youth Council Proposal Review Committee may require the proposers selected to participate in negotiations, and to make revisions on the proposal as needed.

The Workforce Investment Board (WIB) will review the recommendations made by the Youth Council, the WIB will make the final selection, and award contracts.

YPIC shall hold all proposals submitted in confidence pending completion of awards and negotiations. Following award, contracts and proposals shall be available to the public.

Funding of any and all proposals is subject to fund availability and level of funding by the US Department of Labor. This RFP does not commit the Yuma Private Industry Council, Inc. to award a contract, to pay any costs for preparation of proposals, or to procure or contract for services.

**The Yuma County Workforce Investment Area reserves the right to:**

- (i) Renew contract(s) up to five years, for the period July 1, 2010 to June 30, 2016, without reissuing an RFP.
- (ii) Award local monies from Yuma County and the State of Arizona to subcontractors receiving funding under this RFP.
- (iii) Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if it is in the best interest of the WIB to do so.
- (iv) Make no fund award in any advertised proposal category.
- (v) Negotiate necessary adjustments in proposed funding levels and program activities.
- (vi) Fund agencies outside the order of rating recommendations.
- (vii) Direct subcontractors to implement changes in accordance with State directives made to comply with the Workforce Investment Act and applicable regulations.

### **Funding Allocation**

Yuma County's WIB, operated by the Yuma Private Industry Council, Inc. (YPIC) is advertising for services with \$200,000 for Out-Of-School ABE/GED and Life Skills Classes; \$700,000 for Out-of-School Ten Program Elements, and \$100,000 for In-School Ten Program Elements as a planning figure for youth services funding. Initial funding awards may be increased or decreased if funding or priorities change. Additional awards through this process may be made if other workforce funding becomes available.

### **C. Appeals**

Any person wishing to appeal any decision made must follow the appeal process as established by the Yuma County Local Workforce Investment Board.

Appeals may be made only for an alleged violation of the proposal review process which resulted in discrimination or does not meet the procurement requirements of WIA.

Appeals must be submitted in writing. When an appeal is made, the Appeals Committee can make the following recommendations:

- (i) There was compliance with applicable procedural requirements.
- (ii) Any deviation from applicable requirements was not substantive and did not significantly affect the results. A recommendation of changes to be adopted for future RFP review process is in order.
- (iii) There was a deviation from applicable procedural requirements which may have materially affected the outcome. Committee may recommend re-review or other appropriate remedy. The recommendation may be made to the Proposal Review Committee.

### **D. Procurement Process**

The Yuma County LWIA/AE procurement process complies with:

- (i) Subject to the provisions of Sections 122 and 184 of the Workforce Investment Act, recipients and sub-recipients shall administer procurement systems that reflect applicable State and local laws, rules and regulations as determined by the Governor.
- (ii) Purchases of contractual services by the Yuma Private Industry Council, Inc., Workforce Investment Board shall be based on competitive bids where appropriate. The content and issuance of invitations and specifications, and basis of awards and rejection of bids shall comply with ARS Section 11-254.01.

- (iii) The WIB reserves the right to reject the bid/proposal response of any persons or corporations who have previously defaulted on any contract with Yuma County or who have engaged in conduct that constitutes a cause for debarment or suspension.
- (iv) Per 41 CFR Part 29-70.216-7, "Recipient Code of Conduct". Contractors and subcontractors shall avoid conflicts of interest, real or apparent by observing the following requirements:

No officer, employee, or agent shall –

1. Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contracts; or
2. Participate in the selection, award, or administration of procurement supported by Department of Labor (DOL) funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
  - the officer, employee, or agent;
  - any member of his or her immediate family;
  - his or her partner; or
  - a person or organization which employs, or is about to employ any of the above.
3. Violate any State or Federal conflict of interest law or regulation.

## **E. Standards For Financial Management and Participant Data Systems and Other Requirements**

- (i) General. The financial management system and the participant data system of each contractor and subcontractor shall provide federally required records and reports that are uniform in definition, accessible to authorized Federal and State staff, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes (Workforce Investment Act Subtitle E).

An awarding agency may review the adequacy of the financial management system and participant data system of any contractor/subcontractor as part of a pre-award review or at any time subsequent to award.

- (ii) Financial Systems. Contractors and subcontractors shall insure that their own financial systems as well as those of their subcontractors provide

fiscal control and accounting procedures that meet the following minimum standards, as well as comply with WIA Sec. 185:

1. In accordance with generally accepted accounting principles, financial systems shall include:
  - Information pertaining to subcontract and contract awards, obligations, un-obligated balances, assets, expenditures, and income;
  - Effective internal controls to safeguard assets and assure their proper use;
  - A comparison of actual expenditures with budgeted amounts for each subcontract and contract;
  - Source documentation to support accounting records; and
  - Proper charging of costs and cost allocation; and
2. Financial systems shall be sufficient to:
  - Permit preparation of required reports;
  - Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds;
  - As required by Workforce Investment Act Section 185, permit the tracing of program income, potential stand-in costs and other funds that are allowable except for funding limitations as defined in 20 CFR 667 of this Part, Audits; and

(iii) Applicant and Participant Data Systems: Each contractor and subcontractor shall ensure that records are maintained in the State Virtual One Stop MIS System:

1. Of each participant's enrollment in a Workforce Investment Act funded program in sufficient detail to demonstrate compliance with the relevant eligibility criteria attending a particular activity and with the restrictions on the provision and duration of services and specific activities imposed by the Act; and
2. Of such participant information to develop and measure the achievement of performance standards established by the Secretary.

(iv) Insurance: Each contractor and subcontractor shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance: (YUMA County and YPIC, Inc. shall be listed as an also insured on all policies)

- |                                                    |             |
|----------------------------------------------------|-------------|
| • General Aggregate -                              | \$2,000,000 |
| • Products – Completed Operations Aggregate        | \$1,000,000 |
| • Personal and Advertising Injury                  | \$1,000,000 |
| • Blanket Contractual Liability – Written and Oral | \$1,000,000 |
| • Fire Legal Liability                             | \$ 50,000   |
| • Each Occurrence                                  | \$1,000,000 |

Insurance must be from carriers acceptable to Yuma County. Contractors and subcontractors shall provide the WIB with certificates of insurance. Commercial General Liability shall name Yuma County as an "Additional Insured". All certificates must provide for a 30-day advance notice of any modification, material change, non-renewal or cancellation. In addition evidence of statutory workers' compensation must be provided.

The Policy shall be endorsed to include the following additional insured language: "The State of Arizona and the department of economic Security shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor".

Automobile Liability

Bodily injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) - \$1,000,000

- a) The policy shall be endorsed to include the following additional insured language; "The State of Arizona and the Department of Economic Security (YUMA County and YPIC, Inc.) shall be named as additionally insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".

Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each accident	\$ 500,000
Disease - Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a) Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

- b) This requirement shall not apply to: Separately, each contractor or subcontractor exempt under A.R.S. 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole proprietor – subcontractor executes the appropriate waiver (Sole Proprietor- Independent Contractor) form.

- (v) Regulations and Cost Principles: In addition, each contractor and subcontractor must comply, if and to the extent applicable, with the following regulations and cost principles, including any subsequent amendments:

1. Uniform Administrative Requirements:
  - 29 CFR Part 97, for State/Local Governments and Indian Tribes, or
  - 29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profits
2. Cost Principles
  - OMB Circular A-87 for State/Local Governments and Indian Tribes,
  - OMB Circular A-21, for Institutions of Higher Education, or
  - OMB Circular A-122, for Non-Profit Organizations
3. Other Requirements
  - 29 CFR Part 96, Single Audit Act
  - 29 CFR Part 93, Lobbying Certification
  - 29 CFR Parts 33 and 34, Nondiscrimination and Equal Opportunity Requirements
  - 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace

## **F. Compliance With Laws**

Contractors and subcontractors shall comply with all federal, state, and local laws, rules, regulations, standards and executive orders, including but not limited to:

- (i) The Workforce Investment Act;
- (ii) The State Workers Compensation Act, as amended, 1992;
- (iii) Fair Labor Standards Act;
- (iv) Titles VI and VII of the Civil Rights Act of 1964;
- (v) The Age Discrimination in Employment Act;
- (vi) Section 504 of the Rehabilitation Act of 1973;
- (vii) State Executive Order 75-5. (Equal Employment Opportunity).
- (viii) American Disabilities Act
- (ix) Non-Traditional Employment for Women Act
- (x) Veterans Policy

Any such applicable legal authority, including but not limited to the provisions of the Workforce Investment Act of 1998 (WIA) and regulations adopted under the act, shall be incorporated into the agreement by reference and, to the extent inconsistent with any provision of this RFP or the contract, shall supersede and be substituted for the inconsistent contractual provision.

## SECTION 10: Proposal Evaluation Criteria

Each Proposal will be scored independently by each rater on the point scale indicated below. Raters will use documents listed in Section 1-G, to help them apply the criteria stated below to each proposal. Committee members are encouraged to make comments when rating each proposal. Individual rating forms will be available upon request of proposers after the contracting process has been completed. These are intended to assist proposers in determining their areas of strength and weakness in responding to the RFP. Individual ranking forms identifying Youth Council Proposal Review Committee members by number, not by name, will be distributed upon request.

### **Evaluation Criteria for SECTION FOUR – NARRATIVE: SCOPE OF WORK**

- A. Program Overview/Executive Summary** **5 POINTS**  
Strength of overall approach
- B. Community Need/Opportunity Targeted** **5 POINTS**  
How does the need (problem, issue, or circumstance) fit with identified local, State and Federal priorities for the WIA program for youth services?
- C. Target Population** **10 POINTS**
- Extent to which proposed program will target the hardest-to-serve youth.
  - Extent to which proposed program will contribute to overall distribution of services between older youth and younger youth
  - Extent to which proposed program will contribute to overall distribution of youth across different barriers to employment, racial/ethnic groups, geographical location, gender, and different needs or abilities
  - Extent to which proposed program will contribute to overall distribution of services throughout Yuma County
  - Extent to which proposed program will contribute to overall access to services by residents of under-served areas.
- D. Program Goals/Performance** **20 POINTS**  
Cost relative to projected number of youth with positive outcomes.  
Extent to which projected outcomes will contribute to overall:
- Entry of older youth into unsubsidized employment;
  - Retention of older youth in unsubsidized employment;
  - Earnings received by older youth in unsubsidized employment six months after entry into the employment; and
  - Attainment by older youth of a recognized credential relating to achievement of educational skills, which may

include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.

- Attainment by younger youth of basic skills, and as appropriate, work readiness or occupational skills;
- Attainment by younger youth of secondary school diplomas or their recognized equivalents; and
- Placement and retention of younger youth in post secondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.
- Extent to which projected outcomes address other identified community needs.

**E. Program Activities/Methodology** **20 POINTS**

Feasibility of the plan of action to achieve the organization's goals as stated in the Proposal. Comprehensiveness of services offered with respect to the program elements (as applicable) listed in this RFP and in WIA Sec. 129 (c) (2) and the four overall areas of youth programming referenced on this RFP and in WIA Sec. 129 (c) (1) (C); the extent to which the proposed services will contribute to comprehensiveness of overall system; the strength, quality and creativity of proposed services and service strategies. Cost relative to amount of services. This section will also consider "Evidence of Best Practice" and Program Location.

**Evaluation Criteria for SECTION FIVE – NARRATIVE: AGENCY CAPACITY**

**A. Agency Background** **10 POINTS**

Extent to which the agency can demonstrate prior successes in providing services to the youth, particularly services that are similar to the ones being proposed. Extent to which, based on the agency's background, the proposer is likely to achieve their goals as stated in the proposal.

**B. Agency Expertise** **10 POINTS**

Quality and expertise of staff, program staffing plan, and program management and administration.

**C. Collaboration and Leveraged Resources** **10 POINTS**

Quality and expertise of proposed subcontractors.  
Strength, quality and feasibility of partnerships  
Value of leveraged resources to program and expected benefit to participants

**Evaluation Criteria for SECTION SIX – BUDGET**

**Budget**

**10 POINTS**

Feasibility of budget to cover the costs of plan of action outlined in the proposal, and reasonableness of costs, completeness and accuracy of cost information.

**TOTAL POINTS** \_\_\_\_\_