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ONE UNION PLACE  
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

FOR THE FISCAL YEAR 2017-2018

Summer Youth Employment & Learning Program

RFP Issued:	January 9, 2016
Mandatory Letter of Intent	January 18, 2017
Mandatory Bidders' Conference:	January 23, 2017
Response to Q & A Posted Online:	January 26, 2017
Proposal Due Date:	February 22, 2017 at 5pm
Selection Notification/Negotiation:	March 23, 2017
Non-Financial MOUs Begin:	April 1, 2017
Contracts Begin:	July 1, 2017

Capital Workforce Partners, Inc. (CWP) is seeking qualified organizations to provide career pathway development and paid work experience to eligible youths, age 14 – 21, during the summer of 2017.

**Notification and Distribution:** The RFP is available for download on the CWP website at [www.capitalworkforce.org](http://www.capitalworkforce.org) on January 9, 2017 at 1:00 PM EST through the date proposals are due. CWP may change scheduled due dates if it is to the advantage of CWP to do so. Please check our website periodically for updates.

**Letter of Intent:** Prospective proposers must submit a Letter of Intent to respond to the RFP, signed by the authorized signatory by 5:00 pm January 18, 2017 to the above contact. Letters must be received by the deadline, and may be submitted by email, postal mail or by fax; letters submitted by email must be signed in blue ink and scanned.

**Proposers that do not submit Letters of Intent will be ineligible for funding through this RFP, and proposals will not be accepted. CWP reserves the right to extend the submission deadline should it deem the initial response insufficient.**

**Bidders' Conference/Q & A:** CWP will conduct a Mandatory Bidders' Conference for this RFP on January 23, 2017 from 1:30 pm to 3:00 pm. Proposers will be notified of the location after CWP receives their Letter of Intent. The Bidders' Conference will be proposers' only opportunity to ask questions about this procurement. Attendance at the Bidders' Conference is mandatory for those who desire their proposal to be considered. Proposals will not be accepted from organizations that fail to attend the Bidders' Conference.

**Proposal Delivery and Specifications:** All proposals must be received no later than February 22, 2017 at 5:00 pm EST at CWP's administrative offices, located at One Union Place, 3rd Floor, Hartford, CT 06103. The required submission must include all of the following:

- One (1) original proposal with original signatures on the Cover Page, Assurances page, and Organizational Capacity and Status Checklist;
- Ten (10) copies and one (1) complete electronic copy including signature pages and attachments in the same order as the original. The electronic copy may be submitted on a flash drive with the proposal document or via email to [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org).

The proposal and all attachments are to be on standard size paper (8 ½ x 11) with 1-inch margins, double-spaced, typed using 12-point Arial font, with page numbers. No more than fifteen (15) pages are allowed for the proposal narrative. The original proposal must be in loose-leaf form, not stapled or bound, and easily accessible for photocopying. Only one copy of the annual audit and one copy of the Cost Allocation Plan are required; these documents should be included with the original proposal.

Issuance of this RFP is coordinated by Kelly Fitzgerald, Capital Workforce Partners, 860-899-3444 (telephone), 860-722-2486 (fax), [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org).

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any offeror. CWP reserves the right to accept or reject any or all proposals received or portions thereof.

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**I. BACKGROUND AND GENERAL INFORMATION**

Capital Workforce Partners (CWP) is a private, non-profit corporation. Under the mandate of federal legislation, the Workforce Innovation & Opportunity Act of 2014 (WIOA), the Governor of Connecticut, along with the Local Elected Officials (LEOs) for the North Central Region, has designated CWP as the regional workforce development board and administrator for the North Central Region, encompassing 37 central Connecticut (CT) municipalities.

CWP’s mission is to leverage public and private resources to produce skilled workers for a competitive regional economy. CWP strives to implement and coordinate an effective workforce development system that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

A Consortium of Chief Local Elected Officials, representing the interests of the 37 municipalities in the local area, and a Board of Directors, govern CWP. A majority of the CWP Board of Directors’ members represent private sector businesses. The North Central Region includes the following 37 towns and cities:

Andover	East Granby	Granby	Plymouth	Suffield
Avon	East Hartford	Hartford	Rocky Hill	Tolland
Berlin	East Windsor	Hebron	Simsbury	Vernon
Bloomfield	Ellington	Manchester	Somers	West Hartford
Bolton	Enfield	Marlborough	South Windsor	Wethersfield
Bristol	Farmington	New Britain	Southington	Windsor
Burlington	Glastonbury	Newington	Stafford	Windsor Locks
Canton		Plainville		

CWP, with the guidance and direction of its Future Workforce Services committee, seeks to procure summer employment and learning services for youth through this Request for Proposal (RFP).

The purpose of the Summer Youth Employment and Learning Program (SYELP) is to expose and connect youth to career pathways through paid work experience to build a talent pipeline that meets employer needs.

RFP Intent and SYELP Priorities

The intent of this RFP is to procure and select well-qualified service providers with the capacity to deliver high quality services to substantial numbers of eligible youth during the summer of 2017.

CWP has established these priorities for SYELP 2017:

- SYELP will supply businesses with youth who are ready to perform successfully on the job

- SYELP programs will meet youth where they are, serving as a bridge to CWP's Opportunity Youth programs, postsecondary education, and employment for youth who are within two years of transitioning to postsecondary education and employment
- SYELP must operate within available resources, on a schedule aligned with funding cycles

### Definitions

Career Bridging (formerly Tier III): Programming designed for youth who are determined to be work ready and can work independently at a public or private work setting.

Career Preparation (formerly Tier II): Programming designed for youth who are determined to be almost work ready that need additional career readiness training. Career Preparation offers career readiness training through career exploration and on-the-job training hosted by an employer supported by a designated staff member.

Eligible Youth (In-School/Option A): To be eligible for enrollment in SYELP in-school programming, a youth must meet all of the following criteria at the time of application: age 14 – 21, a low-income resident of the North Central workforce region, authorized to work in the U.S., and enrolled in secondary school or a 2017 high school graduate. *Note: some Hartford residents may be eligible regardless of income.*

Eligible Youth (Opportunity Youth/Option B): To be eligible for enrollment in SYELP Opportunity Youth programming, a youth must meet all of the following criteria at the time of application: age 18 – 21; low income resident of the North Central workforce region; authorized to work in the U.S.; and not enrolled in high school or college.

Low income: As defined by the Connecticut Department of Labor, low-income refers to an individual that meets at least one of the following income criteria:

- is eligible for free or reduced-price lunch during the most recent or current school year;
- has been determined eligible for WIOA Youth Services based upon family income within the previous 6 months;
- is a recipient of SNAP (formerly known as Food Stamps);
- is a recipient of Temporary Family Assistance (TFA);
- is a recipient of State Administered General Assistance (SAGA);
- is a youth with a disability meeting criteria outlined in WIOA eligibility directives;
- is a foster child;
- is pregnant or a custodial parent;
- is a member of a family whose income is equal to or less than 185% of the federal poverty level.

Opportunity Youth: For the purpose of this RFP, Opportunity Youth (OY) refers to youth between the ages of 18-21 that either a) do not have a high school diploma or b) have a high school diploma but are not in school and not working.

Priority of Service: CWP has established criteria defining the population with the highest priority for enrollment in SYELP. Each service provider will be required to fill a minimum of 70% of program slots with youth who meet the criteria, and may fill up to 30% of slots with other eligible youth.

The priority of service criteria, which must be determined as of the time of application, are:

- Youth with a disability
- Youth involved with DCF, including youth aged/aging out of foster care
- Low-income resident of a priority town who is a rising high school junior, senior or 2017 graduate with a school attendance rate of 90% or better
- Low-income resident of a priority town age 18-21 who dropped out of high school before June 2017, but no earlier than June of 2015
- Low-income resident of a priority town age 18-21 who graduated from high school before June 2017, but no earlier than June of 2015, who is out of school and out of work

### Planned SYELP Structure

CWP is proceeding to plan SYELP 2017 based on historical programmatic and financial data. Funders have not yet committed resources; therefore, estimated service levels and number of contracts to be awarded are not available. CWP anticipates that funding will be allocated from a mix of public and private sources, and will be targeted to programs that serve youth based on residence (Hartford) and/or on low family income. Through this solicitation, CWP will identify a set of organizations eligible for SYELP funding; the evaluation process will include consideration of proposers' capacity, experience and performance at the specific service levels proposed. CWP will select service providers for contract award from among the eligible organizations identified through this RFP when funding levels are determined.

CWP plans to serve both high school students and Opportunity Youth (OY) in the 2017 SYELP. The RFP contains two program options: Option A for services to high school students and 2017 high school graduates, and Option B for Opportunity Youth. A minimum 10% of slots will be reserved for Opportunity Youth programs. Respondents may choose to apply for one option or both.

### *Leveraged Support to SYELP Planning and Start-up*

Organizations determined eligible for SYELP funding will be required to designate an employee to serve as liaison to CWP prior to the contract period. The proposer must agree to pay this employee with non-CWP funds between April 1 and June 30, 2017.

### *Option A: In-School Programming*

The goal of the in-school program is to provide youth with an opportunity to explore in-demand careers, to gain valuable on-the-job experience, and to move forward to their next step in education and employment.

Every in-school program must offer two components: Career Preparation (formerly known as Tier II) and Career Bridging (formerly known as Tier III). Both components must provide career exploration, exposure to in-demand sectors including Healthcare, Manufacturing, Construction/ Energy, and Information Technology, and placement at a worksite. All activities must be delivered at a worksite, in the context of work. Youth must be placed into the appropriate component based on their level of work readiness. Career Preparation is targeted to youth who are less than fully work ready; Career Bridging targets youth who are work ready.

*Option B: Opportunity Youth Programming*

The goal of Opportunity Youth programming is to engage youth who have been disconnected from education and the workforce, and to expose and connect them to a career pathway leading to a middle skill job.

Opportunity Youth programs will begin with the creation of an Individualized Service Strategy including a Life Domain Profile and Goal Setting; participants will be matched with work experience positions based on their assessment results. Activities will include career exploration, exposure to in-demand sectors including Healthcare, Manufacturing, Construction/ Energy, and Information Technology while placed at a worksite and in connection with a career pathway program.

Regional Need

The 2017 SYELP geographic eligibility will be determined based on parameters established by funders. Within these parameters, CWP will contract for the optimum mix of services to meet the needs of eligible youth in the North Central region.

Historically, resources from funders targeted to Hartford residents have substantially exceeded resources available to serve residents of other towns in the region. For resources not restricted to specific towns by funders, CWP has established priority of service for residents of the eight towns with the largest share of 15-24 year old North Central region residents who live below the poverty level.

Priority Towns

*Source: 2011-2015 American Community Survey 5-Year Estimates Collected December 2016*

Town	Percent of total North Central youth living in poverty
Hartford	40.5%
New Britain	15.3%
Manchester	5.4%
East Hartford	5.3%
West Hartford	4.7%
Bristol	4.1%
Enfield	3.9%
Vernon*	2.3%



*\* NOTE: Town residents will be served by the municipality.*

### Employer Collaboration

CWP encourages proposers to collaborate with employers in SYELP planning and implementation. CWP envisions collaborations among proposers and employers that can provide innovative approaches to career exploration and preparation. Proposers are encouraged to develop collaborations in other areas, such as planning and participation in special events, provision of speakers to address youth on career pathways, and other activities where an employer can enhance SYELP service delivery.

Collaborations must be defined in a Non-Financial Memorandum of Understanding (MOU) that describes the role of each partner. The role as a worksite host should not be included in the MOU; only collaborations that go beyond worksite provision should be documented in the MOU.

### Evaluation Criteria

The following indicators will be considered in evaluating proposers' capacity to comply with 2017 requirements:

1. Size of organization, including financial resources available to support SYELP; annual budget; facilities; financial management staffing level; number of permanent FTE.
2. Organizational commitment to youth workforce development, including vision, mission, goals and objectives; division or department dedicated to youth workforce development; advocacy efforts in support of youth workforce development.
3. Prior experience with youth employment and learning programs, including strength of participant outcomes; accuracy and timeliness of reporting; successful usage of ETO; acceptable programmatic monitoring reports.
4. Staff qualifications, including education; career history; workforce development and youth development competencies and credentials; experience with youth assessment and career competency systems; familiarity with ETO. All SYELP staff job descriptions will be considered in evaluating staff qualifications; resumes of current staff will also be considered.
5. Business relationships, including successful employer engagement in prior programs; documented commitments from businesses to serve as advisors to the organization, and/or to host worksites and provide supervisors and mentors; memberships in business and industry organizations; existing relationships with businesses in targeted industries and career clusters: Healthcare, Advanced Manufacturing, Construction/Energy and public school career academy clusters.
6. Quality of facilities, including location(s) accessible to target population, compliance with applicable building codes; current licensure if required; ADA compliance; accessibility to public transportation; size and number of classrooms available for SYELP; technology available for SYELP – number of PCs, software, network and internet access, audio and video hardware, communication technology (telephones, faxes, email for staff, participants).

7. Financial and administrative management, including licensure or accreditation to operate in Connecticut; accounting system with adequate financial controls; adequacy of approved cost allocation plan; audits and fiscal monitoring reports free of findings; history of accurate, timely financial and programmatic reporting to CWP under prior contracts.
8. Payroll administration, including willingness and demonstrated ability to pay participants for at least four weeks prior to receiving reimbursement; adequacy of payroll management system; adequacy of procedures to verify participant eligibility prior to adding to payroll; adequacy of procedures to manage payroll distribution and ensure that paychecks are disbursed only to eligible participants; adequacy of time and attendance system; adequacy of workers' compensation coverage; no unresolved issues with DOL wage and hours and unemployment requirements.

## **II. SPECIFICATIONS AND SCOPE OF SERVICE**

### Program Design Considerations

Proposers must consider the following elements in developing their program design, or Scope of Service. SYELP contracts will include these requirements.

The 2017 SYELP will be organized into two program models, Option A, designed for In-School/High School Youth and Option B, designed for Opportunity Youth. Both models will meet youth where they are by exposing and connecting them to a career pathway through paid work experience. Respondents may choose to propose to deliver to one or both program options.

### **Recruitment**

Providers will be responsible for recruiting youth through a process that is fair and equitable across all eligible youth, focusing on the identified priority of service population. Providers will be required to partner with local municipalities and school districts to conduct outreach efforts.

### **Intake**

Providers will be required to document participant eligibility during intake; youth must be determined eligible before participating in any services. Providers will be trained on eligibility and documentation requirements; at minimum, providers will be required to determine and document applicants' low-income status, residency, and work authorization. Priority of service must be determined for eligible applicants.

### **Participant Assessments**

Providers will be required to develop an assessment process to determine youth readiness. The assessment should capture a participant's knowledge of career competencies, prior work-based experience and any other areas identified by the provider. Proposers will be required to describe their assessment process in detail in their application. The assessment must be conducted during the intake process, prior to any paid activity.

## **Programming**

### Option A: *In School Youth*

#### A. Career Preparation (formerly known as Tier II)

Purpose: to provide youth with career competency development in a work setting with a caring adult who acts as a coach to guide their development and prepare them for subsidized or unsubsidized internships with private businesses.

Target population: high school students and 2017 high school graduates with limited work experience, assessed as not fully ready for the workplace.

Contractor(s) will:

1. Develop worksites at companies and organizations that have the capacity to host participants in need of on-site coaching in appropriate workplace behaviors.
2. Establish agreements with worksites in the format prescribed by CWP. These agreements will specify development of work readiness skills as the goal of the work experience, and will describe how and by whom coaching will be done. Agreements must be approved by CWP prior to placement of participants at worksites.
3. Conduct interactive orientation for all worksite supervisors prior to placing participants at worksites.
4. Conduct career interest and competency assessment and related activities during the intake process. The assessment should be designed to engage youth, and to match each participant with the most appropriate worksite.
5. Provide paid work experience that includes career exploration activities and opportunities such as company tours, job shadowing and mock interviews.
6. Provide a total of 150 hours of paid work experience to each participant beginning on July 17, 2017.
7. For each youth, designate a specific staff member to act as a coach for the life of the program.
8. Create a career portfolio with each participant that includes the elements prescribed by CWP.
9. Monitor worksites weekly and provide support to worksite supervisors.
10. Hire participants as employees, ensure that they are paid minimum wage for actual hours of participation, and follow all labor laws and regulations.
11. Offer financial literacy training through interactive lessons including access to direct deposit.

#### B. Career Bridging (formerly known as Tier III)

Purpose: to provide youth with career competency development through real-world work experiences that offer exposure to career paths within a business and industry aligned with their interests.

Target Population: high students and 2017 high school graduates who have work and/or internship experience and who have been assessed as work ready.

1. Develop worksites at companies and organizations that have the capacity to host one or more participants in the target population.
2. Establish agreements with worksites in the format prescribed by CWP. Agreements must be approved by CWP prior to placement of participants at worksites.
3. Conduct an assessment of each participant's career interests and competencies, and match him or her with the most appropriate worksite based on the assessment results. This process must take place during the intake process, prior to any paid activity.
4. Create three goals with associated action steps that address career, education and personal aspirations with each participant during the first week of the program.
5. Place participants at worksites that are the best match with their career readiness and career interests.
6. Provide paid work experience that includes career exploration activities and opportunities such as company tours, job shadowing and mock interviews.
7. Provide a total of 150 hours of paid work experience to each participant beginning on July 17, 2017.
8. Create a career portfolio with each participant that includes the elements prescribed by CWP.
9. Monitor worksites weekly and provide support to worksite supervisors.
10. Hire participants as employees, ensure that they are paid minimum wage for actual hours of participation in work and learning activities, and follow all labor laws and regulations.
11. Offer financial literacy training through interactive lessons including access to direct deposit.

Option B: Opportunity Youth

Purpose: to provide youth who are out of school and out of work with career exploration through real-world work experiences that offer exposure to career paths within a business and industry aligned with their interests.

Target Population: youth ages 18-21 who are unemployed and have been out-of-school for two years or less at the time of application.

1. Conduct an assessment of each participant's career interests and competencies, including administration of the Individual Service Strategy, which includes the Life Domain Profile and goal setting, and match him or her with the most appropriate worksite based on the assessment results. This process must take place during the first week of the program.
2. Place participants in worksites that are the best match with their career competency level and career interests.
3. Provide paid work experience as soon as the assessment and matching of participant with worksite is complete; work should commence no later than July 17, 2017.

4. Provide opportunities for participants to learn about CWP Opportunity Youth programming and other career pathway programs including but not limited to Job Corps.
5. Create a career portfolio with each participant that includes the elements prescribed by CWP.
6. Monitor worksites weekly and provide support to worksite supervisors.
7. Hire participants as employees, ensure that they are paid minimum wage for actual hours of participation, and follow all labor laws and regulations.
8. Offer financial literacy training through interactive lessons including access to direct deposit.

### **Worksite Development**

In coordination with CWP, providers must develop worksites at businesses in CWP's target industries (Healthcare, Advanced Manufacturing, Construction/Energy, and Information Technology), to the greatest extent possible. All worksite placements must have job descriptions that provide for meaningful work, exposure to the company culture, and opportunities to observe career paths within the company and industry.

Providers must conduct interactive orientation(s) for all worksite supervisors prior to placing participants at worksites.

### **Provider Training and Technical Assistance**

Providers will be required to attend regular meetings for program discussion and technical assistance; mandatory technical assistance will begin in June 2017. Providers must be present throughout these sessions and should come prepared to discuss any specific questions or concerns. CWP will provide individual technical assistance to assist providers with service delivery in support of the established program goals and objectives.

### **Data Collection and Reporting**

Providers will be required to use ETO to document participant demographics, activities, assessments, worksites and other applicable program information. CWP staff will monitor data entry and system usage on a frequent and ongoing basis. Data expectations and monthly data entry benchmarks will be established at the beginning of the contract period.

Providers must designate one staff member as a liaison to CWP for data related matters. It is required that this liaison be a frontline staff member working with the participants on a day-to-day basis. Providers will be asked to discuss their usage of ETO.

### **Providing Services for Youth with Disabilities**

SYELP providers must offer services to all youth including youth with disabilities. Providers may be called upon to display capacity and/or interest in building capacity to provide employment and learning services for youth with disabilities.

### **Service Locations/Transportation**

Programs that serve multiple towns in the region must describe strategies to make services accessible to participants throughout the service area. CWP encourages proposals that serve a

wide geographic area, including Hartford, through creative approaches including the use of technology and non-financial partnerships.

### **Facilities**

All facilities must currently meet all applicable building codes and must be accessible to persons with disabilities. Providers must be prepared to provide documentation upon demand that the facility meets ADA standards.

### **Worksite Monitoring**

Providers will be required to monitor all worksites throughout the program period. Providers must visit every worksite at least once per week to verify that all required documents are on site, and to conduct oversight of workplace safety, adequate supervision, compliance with worksite agreements, and to identify any issues affecting participant attendance and/or performance.

### **Program Monitoring**

CWP monitors all program providers and their worksites at least once during the course of the contract. All contracts will be monitored in person and via ETO. Monitoring will include, but may not be limited to, the following elements:

- Fiscal monitoring;
- Payroll monitoring, including paycheck distribution;
- Worksite monitoring;
- Verification that the contracted scope of services is being implemented;
- Meetings with program staff to discuss program operation and benchmarks;
- Observations of youth participation, attendance and supervision; and
- Review of participant files.

### Performance Goals and Expectations

General performance goals and objectives set by CWP are the foundation upon which providers are evaluated; meeting performance goals is a condition of contract renewal. These performance goals apply to all programs and include both outcome goals for participants and program effectiveness goals.

#### Contract Performance Goals

##### Participant Level Goals

###### In-School Career Preparation:

- 85% of youth will be rated as meeting or exceeding expectations by their supervisor on the Employee Performance Review
- 85% of youth will complete the program, defined as having at least 135 hours of program activity and a complete career portfolio; participants who leave the program to accept unsubsidized employment will be considered to have completed

- 90% of youth will report continuing their education and/or entering employment at the end of the program

In- School Career Bridging:

- 85% of youth will be rated as meeting or exceeding expectations by their supervisor on the Employee Performance Review
- 30% of youth will be retained by the worksite as unsubsidized employees
- 85% of youth will complete the program, defined as having at least 135 hours of program activity and a complete career portfolio; participants who leave the program to accept unsubsidized employment will be considered to have completed
- 90% of youth will report continuing their education and/or entering employment at the end of the program

Opportunity Youth:

- 85% of youth will be rated as meeting or exceeding expectations by their supervisor on the Employee Performance Review
- 85% of youth will have a completed Individual Service Strategy
- 85% of youth will enroll in a career pathway program leading to employment or advanced training in an in-demand sector as defined by CWP at exit from SYELP
- 40% of youth will be retained by the worksite as unsubsidized employees
- 85% of youth will complete the program, defined as having at least 135 hours of program activity and a complete career portfolio; participants who leave the program to accept unsubsidized employment will be considered to have completed

Effectiveness Goals

- 100% of slots will be filled
- 100% of available participant hours will be utilized
- 70% of participants will meet priority of service as defined by CWP
- 30% of worksites will be in one of CWP's in-demand sectors, which include Healthcare, Manufacturing, Construction/Energy and Information Technology
- 100% of participant attendance information will be entered into ETO by 12:00 PM on Tuesdays for the previous week
- 100% of worksite agreements will be submitted to CWP for approval prior to placement of participants at worksites
- 100% attendance by at least one representative at all required contract meetings, including training and technical assistance sessions

## Proposal Narrative

The proposal narrative must provide a response to each question under sections A and B (I), and responses to each question related to each program model proposed under section B (II). The complete proposal submission requirements are listed at Section IV. Failure to comply with the submission requirements may render a proposal non-responsive; proposals determined to be non-responsive will not be considered for funding. The narrative is limited to 15 pages.

### A. Organizational Capacity and Performance History (65 points)

#### Attach the following documents in the order specified in Section IV:

1. Attachment D, Parts I and II, Organizational, Administrative, and Financial Capacity Checklists, with the required supporting documents.
2. High-level organizational chart for the entire organization showing its size and structure.
3. Job descriptions for positions that will staff this project. Job descriptions must include minimum experience and education requirements. Refer to the listing of Competencies for Youth Service Practitioners (Section VII) for guidance on key staff qualifications.
4. Resumes of current and/or returning employees who will be SYELP staff; label each resume with the individual's job title.
5. Attachment E, Previous Experience Report **only** for programs **not** funded by CWP. ETO data, reports and monitoring records will be used to evaluate CWP contract performance.
6. Approved Cost Allocation Plan (governmental and non-profit organizations only); only (1) copy is required.
7. Annual audit; only one copy is required.

Narrative: please respond to the following questions.

1. Describe the size of your organization. How many FTEs do you have? What is your annual budget for fiscal year 2017, and what percentage of funding is from CWP contracts, if any?
2. State the maximum expenditure amount that your organization can incur prior to receiving reimbursement. Identify the resources that will cover these expenses, including the timeframe and the dollar amount of each resource. Provide documentation verifying the availability of these resources. Slot assignment will be consistent with proposers' demonstrated financial resources.
3. What is the mission statement of your organization?
4. Do you have a division or department dedicated to serving youth?
5. How many youth does your organization serve annually, excluding SYELP? What type of services do you provide to youth?
6. Describe your experience with the development and oversight of worksites and/or internships.
7. Describe your organization's experience with providing services to youth with disabilities. Identify resources that your organization leverages to deliver program services for youth with disabilities.
8. Identify the leveraged liaison who will be assigned to SYELP by name and job title, and list additional key staff involved in SYELP planning, implementation and oversight.
9. Identify any current linkages with businesses and organizations that will host worksites.



10. Describe the location(s) where program activities will take place. Include address, size and type of facility, size and number of classrooms for each location. In what ways are the facilities accessible to persons with disabilities? Provide assurance that facilities comply with local fire, safety and building codes.
11. Describe the technology that will support SYELP, including computer network capacity, number of computers, type of software available, audio and video equipment.
12. Describe your organization's ability to collect accurate data and generate reports based on that data in a timely manner. Address your experience with ETO, and the number of staff trained to use the system, if any.
13. Describe your financial management structure. List all positions that will be involved with SYELP contract administration and provide job descriptions and resumes of incumbents.
14. Describe how your organization's accounting procedures will ensure compliance with federal and state standards, principles and regulations and protect CWP funds from fraud and abuse.
15. Describe the payroll system you will use for SYELP participants, including procedures to verify that only eligible youth are paid, to ensure that youth are paid only for actual time spent in program activities, and to ensure that paychecks are disbursed only to the payee. Describe the time and attendance procedures that you will use to ensure that participants are paid, on time, only for actual hours of participation.

**B: Program Design (30 points)**

I. Program-wide elements (common to Options A and B)

1. State the priority towns that you propose to serve.
  - a. If you propose to serve multiple towns, describe your strategies to make activities accessible to participants from each town. Address intake, career exploration activities, and worksite locations.
2. Describe your strategies for outreach and recruitment to the specified target population that ensures equity across youth in your proposed target area.
3. Describe your plan for using online preapplication data to conduct intake and eligibility determination.
4. Describe strategies to keep participants' parents informed and engaged in program activities.
5. Describe your plan for assessing and placing youth into the appropriate level of service: career preparation or career bridging. Identify the standardized assessment tools that you will use. If you plan to use tools created by your organization, please include copies with your proposal.
6. Describe your approach to employer engagement.
7. Describe employer collaborations that you will bring to SYELP to provide innovative approaches to career exploration. Attach letters of commitment from the collaborating businesses.
8. Describe the process you will use to match participants with worksites.
9. Describe how you will provide support to worksite supervisors, including assistance with completion of the ECR.

10. Describe how you will ensure that worksites provide meaningful work to participants, and how you will partner with employers to develop detailed job descriptions.
11. Describe how you will ensure that participants receive coaching on the job, either from worksite employees or from program staff.
12. Describe the methods and frequency of worksite monitoring to ensure compliance with the worksite agreement as well as adherence to workplace safety and labor laws.
13. Describe how you plan to provide interactive financial literacy training including access to direct deposit.
14. What supports would you provide to companies that host worksites and the employees who supervise youth?
15. Describe how you will collect information on participant's employment and/or school status at the end of the program.

## II. Program specific elements

### Option A: In-School Youth

#### Career Preparation:

1. Describe how you will use CWP's career competency system to improve a youth's career readiness skills during participation in the paid work experience.
2. Describe your plan for developing worksites that can provide appropriate level work activities.
3. Describe how you will incorporate career exploration in the context of the workplace, including exposure to company culture and career pathways within the worksite host organization.

#### Career Bridging:

1. Describe your organization's experience with businesses in CWP's target industries and in other sectors aligned with public career academies.
2. Describe how you will ensure that participants are exposed to the company culture at the worksite and are given opportunities to observe career paths within the company and industry.

### Option B: Opportunity Youth

1. Describe your organization's experience recruiting and providing programming to Opportunity Youth.
2. Describe your organization's experience with businesses in CWP's target industries.
3. Describe how you will ensure that participants are exposed to the company culture at the worksite and are given opportunities to observe career paths within the company and industry.
4. Describe how you will complete the Individual Service Strategy with each participant.
5. Describe how you will introduce Opportunity Youth programming to participants and assist in enrollment prior to program completion.

***Employer Collaborations (5 points)***

1. Identify the businesses with which you will partner to deliver career exposure.
2. Describe the activities to be provided by each collaborating employer.
3. For collaborations that include career exploration activities, describe the industries and career paths that will be explored.

**Cost Standards and Allowable Costs**

CWP anticipates that 70% of SYELP contract budgets will be allocated to the cost of participant wages and fringe benefits for 150 hours at \$10.10 per hour. CWP estimates that a fixed program fee of \$666 per participant will be available to cover the cost of service delivery and overhead, including staff salaries and fringe benefits, staff travel, facilities, supplies and miscellaneous overhead. All costs must be necessary, allowable and allocable to the program.

All contractors must provide workers' compensation and all other legally required fringe benefits, including FICA and unemployment insurance; costs of these benefits is estimated at 11% of wages. See <http://www.ctdol.state.ct.us/uitax/empl-guide.pdf> for the Employer's Guide to Unemployment Compensation.

Budget: When funds become available, CWP will issue awards to selected proposers based on the number of participants to be served; the awards will be contingent upon approval of a line item budget documenting how the fixed fee will be spent, and successful negotiation of the contract scope of services.

**III. SUBMISSION REQUIREMENTS**

The proposal must contain each required element in the order specified. Each page, including attachments, must be numbered, with the exception of the audit and Cost Allocation Plan.

1. Attachment A: Cover Sheet
2. Table of Contents
3. Attachment B: Signed Assurances
4. Attachment C: Proposal Checklist
5. Attachment D: Parts I and II Organizational, Administrative, and Financial Capacity Checklists, and required supporting documents.
6. Job descriptions for all funded and in-kind positions.
7. Resumes of all individuals who have been identified to staff the proposed program, labeled with job title. The leveraged employee must be included and identified.
8. Attachment E: Previous Experience Report **only** for programs **not** funded by CWP (as applicable).
9. Attachment F: Signed MOUs with collaborating employers (as applicable)
10. Proposal Narrative (maximum 15 pages)
11. Audit (one copy only)
12. Approved Cost Allocation Plan for any organization that currently receives state or federal funding (one copy)

One electronic copy of the complete proposal, including items 1 – 12 in the order listed above, must be submitted via email to [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org) or on a flash drive.

Proposers please note:

The following attachments will be provided as “fillable forms” after the Mandatory Bidders Conference.

- Attachment A: Cover Page
- Attachment B: Assurances
- Attachment C: Proposal Checklist
- Attachment D: Organizational Capacity Checklist: Parts I & II
- Attachment E: Previous Experience Report
- Attachment F: MOU Template

#### **IV. GENERAL CONTRACTING REQUIREMENTS**

All contracts issued as a result of this RFP will be bound by CWP’s Standard Contract. A copy of the Standard Contract is available upon request.

SYELP contractors will be required to comply with CWP Policies and Procedures, including:

- CWP Criminal Background Check Policy
- CWP Participant Support Policy
- CWP Publicity, Media and Promotions Policy
- CWP Youth Work Experience Policy
- CWP Policy for Protecting Personally Identifiable Information (PII)

#### **V. GENERAL CONDITIONS, TERMS & SOLICITATION PROVISIONS**

##### **A. General Conditions:**

The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate CWP to execute a contract with any proposer. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria in this RFP.

CWP issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if such is in the best interest of CWP.

Before preparing proposals, proposers should note that:

1. CWP will not be liable for any cost incurred in the preparation of proposals or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.

2. All proposals in their entirety will become the property of CWP upon submission.
3. CWP monitors all programs at least once during a contract period. Subrecipients will be required to provide documentation of expenses as related to the negotiated budget.
4. Proposals may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.
5. The award of a contract for any proposed service is contingent upon:
  - a. Favorable evaluation of the proposal in relation to other proposals;
  - b. Approval of the proposal by CWP;
  - c. Availability of funding; and
  - d. Successful negotiation of any changes to the proposal required by CWP.

CWP reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, schedule of services, target groups, geographic goals and service levels.

CWP reserves the right to accept any proposal as submitted for contract award without substantive negotiation of offered terms, services, or costs. Therefore, proposers are advised to propose their most favorable terms initially.

CWP is responsible for final review and evaluation of proposals and selection of service providers, and reserves the right not to fund any or all proposals.

Proposals must be complete and must follow the format outlined in this RFP.

By submission of the proposal, the proposer certifies that in connection with this proposal:

1. The costs in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposer or with any competition.
2. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and
3. No attempt has been made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

The proposer shall agree that no employee, member/partner, either paid or unpaid which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation in the selection, award or administration of contracts supported by Federal/State/City/CWP's public or private funds.

Person[s] signing the proposal, certify that person[s] in the proposer's organization who is legally responsible within that organization for the decision to offer the proposal have not participated, and will not participate, in any action contrary to these General Conditions and Terms as stated above.

Proposals will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information contained in all proposals received. However, proposers should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from. It will not be sufficient for proposers merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties.

Any proposer awarded funds to provide services will be expected to operate a program of professional quality, maintain proper programmatic and fiscal controls, submit timely reports as required, and comply with the requirements of the funding sources, statutes, regulations and policies.

Contractors/subrecipients must ensure that programs are administered with safeguards against fraud and abuse. No portion of the program will discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief. Moreover, programs must comply with the Americans with Disabilities Act [ADA], which requires, among other things, that all programs be fully accessible to persons with disabilities or be linked with programs of equal quality, which are accessible.

Proposers are encouraged to read this entire Request for Proposals (RFP) before preparing and submitting a proposal. Proposals that do not follow the general format, do not include all the minimum requirements specified, including the required documentation and certifications in this RFP, and/or are not submitted by the due date and time will not be considered for funding.

**B. Non-Appropriation and Cancellation**

CWP may cancel any resulting executed agreement upon 30 days written notice and any said agreement shall be subject to Federal, State, local and/or private funding availability.

**C. Eligible Proposers and Proposal Acceptance Criteria**

All governmental and private organizations, whether for profit or nonprofit, may apply. Proposer must be a legally recognized entity with appropriate licensing prior to the proposal being submitted. Incorporated proposers must provide a copy of their most current annual report as an attachment to the proposal. Limited Partnerships must submit a Certificate of Limited Partnership. General partnerships must submit evidence of a valid Partnership.

Businesses or entities that are not incorporated must provide as an attachment to the proposal a copy of the appropriate business or occupational license.

All proposers must provide one copy of the latest annual audit report. Proposals that do not include an audit may be deemed non-responsive and not considered for funding.

No organization, nor its named partners or subrecipients, will be considered that:

1. Has been debarred by an action of any government agency; or
2. Has a previous contract with any governmental entity in Connecticut terminated for cause; or
3. Has not complied with an official order of any agency of the State of Connecticut or the United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services; or
4. For any other good and just cause determined at the sole discretion of CWP.

These provisions include any related entities of the Proposer, services and/or projects. CWP reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RFP reissued. CWP reserves the right to waive minor technical irregularities in offers received. During the technical review period, CWP reserves the right at its sole discretion and sole judgment to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points, the determination of which is within the sole judgment and discretion of CWP.

CWP may accept projects or groups of services from different proposals if separation of projects and/or services is practical and independent pricing is available, unless the proposer qualifies their proposal by specific limitation. These services and/or projects may be combined with other services and/or projects at the discretion of CWP, unless the proposer qualifies their proposal by specific limitation.

The proposer must sign the assurances included in the Attachment section. The submission of a proposal in response to this RFP with signed Cover Page (Attachment \_\_) is an affirmative act of agreement and/or assurance that the proposer and its collaborators shall comply with these requirements. If unable to comply with these requirements, please do not submit a proposal.

D. Proposal Review:

CWP reserves the right to fund programs based upon the needs and characteristics of eligible youth as well as upon funding availability. Proposals that do not meet the requirements set forth in the solicitation will be deemed to be non-responsive and may be rejected. Members of a Proposal Review Committee, staffed by CWP, will evaluate proposals. Staff will tabulate all scores and submit recommendations to the CWP Future Workforce Services Committee Chairs for preliminary approval; recommendations will not

be shared with potential subrecipients. The recommendations will be forwarded to the CWP Board of Directors for final approval.

E. Notification of Awards:

The CWP Board of Directors will make final funding decisions. CWP staff will then provide each proposer with written notification the decision. Notifications to selected proposers will be issued on or after March 23, 2017; CWP will issue a non-financial MOU to each successful proposer on or after April 3, 2017 for the purpose of initiating staff training and coordinating outreach, recruitment and intake. CWP will negotiate slots and funding levels after receiving notification from its funders.

F. Appeal Procedure

The appeal process will consist of two levels: a debriefing and an appeal. The first level, a debriefing, can be requested over the phone or in writing. A debriefing must be requested within five (5) working days of notification of non-award. In a debriefing, the discussion will be limited to a critique of the RFP response, i.e. specific information as to factors where the proposal manifested weakness and strength. Comparisons between proposals or evaluations of the other proposals will not be considered.

The second level of appeal must be in writing and received by CWP within five (5) working days of the debriefing. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document or CWP policy. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they attach such issues as evaluator's professional judgment on the quality of a proposal or CWP assessments of its own needs or requirements. The President and CEO will issue a decision within five (5) working days of receipt of written appeal. The decision will be final and conclusive.

G. General Contract Requirements

The contract awarded to the proposer selected through this procurement will include terms and conditions required to ensure compliance with statutes and regulations. Proposers are encouraged to review CWP's current standard contract language to ensure that they understand and can accept them prior to award. Proposers who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit a proposal. A copy of CWP's current standard contract is available for review at [www.capitalworkforce.org](http://www.capitalworkforce.org). The standard contract is provided for informational purposes only; contract terms will be updated for 2017-18 to reflect changes in law, regulation, and/or CWP policy.

H. Cost Reimbursement:

If an award is made, the contract will be cost reimbursement with performance requirements. Up to the total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Any awarded contract will conform to the terms



required by Federal and State laws. Payment for services rendered will be made only when costs have been incurred and performance met, including timely data entry in accordance with specified benchmarks. Proposers must have sufficient financial capacity, i.e., cash flow, to operate on a 30-day payment cycle, i.e., invoices with acceptable documentation of costs incurred by the proposer will be paid by CWP within 30 days of receipt.

I. Renewal

Contracts awarded through this RFP may be eligible for renewal, contingent upon satisfactory performance and fund availability. Contracts may be renewed for up to two years.

J. Conflict of Interest

CTDOL policy for conflict of interest for local Board membership is as follows:

1. No member of any Board shall cast a vote on the provision of services by that member or organization which that member directly represents, or vote on any matter, which would provide direct financial benefit to that member.
2. There will be no proposer representation on Board committees that make funding recommendations.
3. Board members who have proposer affiliations must disqualify themselves from any Board funding discussions and/or votes. This includes **direct and indirect** affiliation.

Additionally, Committee and Board members who are vendors should be excluded from the development of the RFP statement of work and the development of the evaluation and selection criteria.

CTDOL requirements adhere to CRF Part 200.318(c)(1) codes of conduct applicable to non-profit organizations:

“No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by Federal award if he or she has a **real or apparent** conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, **has a financial or other interest** in or tangible personal benefit from a firm considered for contract.”

Proposers must consider the CWP and DOL Conflict of Interest policy and disclose any conflict of interest or the appearance thereof by completing the disclosure section of the Proposal Cover Sheet.

## VI. SYELP Requirements

Submission of a proposal in response to this RFP signifies your organization’s willingness and ability to fully comply with the following requirements, applicable to all 2017 SYELP contracts.

*Leveraged Resources:* Successful proposers will agree, and demonstrate the capacity, to provide one employee designated to support SYELP upon notice of award through September 30, 2017. The cost of this position outside of the contract period, including related overhead, must be paid from non-CWP funds. This employee, as the liaison to CWP, will be expected to attend all CWP training and technical assistance sessions, support program planning including worksite development, participate in outreach, recruitment, and intake efforts, and will be accountable for record-keeping, reporting and assuring that all data is entered completely and accurately into ETO. The proposer must assure that this employee is a trained ETO user, or that he or she will be trained before June 1, 2017.

*Service Delivery Requirements:* Proposers must agree to the following provisions for all programs:

1. Assign one employee as the liaison to CWP at notification of award to continue through September 30, 2017.
2. Attend all SYELP technical assistance activities as required by CWP.
3. Conduct outreach, recruitment and intake in collaboration with CWP. Outreach and recruitment must be fair and equitable, and performed in partnership with local municipalities and school districts.
4. Accept and serve eligible youth with disabilities, and provide reasonable accommodations.
5. Adopt the Participant Handbook and Worksite Supervisor Handbook provided by CWP.
6. No later than July 1, 2017, have staff on board and begin program operation.
7. No later than July 16, 2017, provide an unpaid participant orientation to address program rules and responsibilities as outlined in the Participant Handbook, with emphasis on the Code of Conduct and health and safety rules.
8. Conduct intake, assessment and matching of participants with service models and worksites between July 1 and July 16, 2017, and begin paid work activities on July 17, 2017.
9. Administer assessments for job readiness using instruments proposed within the application and/or approved by CWP to measure career interests and competencies.
10. Establish a plan to deliver 150 hours of paid work activities to each participant.
11. Deliver services throughout the contract period established by CWP.
12. Maintain accurate, timely reporting of participant demographics, assessments, worksites, employee evaluations and other applicable program information in ETO.
13. Establish an employee-employer relationship with all participants, maintain compliance with all labor laws and regulations, and administer participant payroll.
14. Develop and manage time sheet and record-keeping system for the purpose of participant payroll.
15. Operate on a cost reimbursement basis.

**VII. Competencies for Youth Service Practitioners**

Proposers are encouraged to consider the following competencies when writing job descriptions and hiring and assigning staff for youth workforce development programs.

TABLE 1: SYNTHESIS OF COMPETENCIES FOR YOUTH SERVICE PRACTITIONERS <sup>1</sup>	
<p>Baseline competencies for all youth service practitioners are listed in the first column. These were synthesized from the work of The John J. Heldrich Center, the YDPA Program, the National Association of Workforce Development Professionals (NAWDP), and others. The second column contains the additional competencies for youth service practitioners working with youth with disabilities. These competencies are a combination of those suggested by the Council on Rehabilitation Education (CORE), the Center for Mental Health Services, the Association for Persons in Supported Employment (APSE), and others.</p>	
<p><b>Competency Area #1: Knowledge of the Field</b></p>	
<p>Knowledge of youth development theory, adolescent and human development                      Understanding of youth rights and laws including labor, curfew, and attendance                      Knowledge of self as a youth development worker, including professional ethics and boundaries, confidentiality, and professional development needs and opportunities</p>	<p>Understanding of the values and history of the disability field                      Understanding of disability laws including 504, ADA, IDEA, and TWWIIA                      Knowledge of key concepts and processes including IEP, IPE, transition, due process procedures, parents’ rights, informed choice, self-determination, universal access, and reasonable accommodations                      Understanding of privacy and confidentiality rights as they relate to disability disclosure</p>
<p><b>Competency Area #2: Communication with Youth</b></p>	
<p>Respect and caring for all youth, including the ability to be open minded and nonjudgmental, develop trusting relationships, and maintain awareness of diversity and youth culture                      Ability to recognize and address need for intervention (e.g., drug or alcohol abuse, domestic abuse or violence, and depression)                      Ability to advocate for, motivate, recruit, and engage youth</p>	<p>Knowledge of issues and trends affecting youth with disabilities (e.g., low expectations, attitudinal or environmental barriers, need for social integration)                      Understanding of disability awareness, sensitivity, and culture                      Understanding of how to communicate with youth with various physical, sensory, psychiatric, and cognitive disabilities</p>
<p><b>Competency Area #3: Assessment and Individualized Planning</b></p>	
<p>Ability to facilitate person-centered planning, including the ability to assess goals, interests, past experience, learning styles, academic skills, assets, independent living skills, and needs (e.g., transportation)                      Ability to involve youth in their own planning process by helping youth to set realistic goals and action steps, make informed choices, exercise self-determination, and actively participate in own development (includes financial/benefits planning and educational requirements)                      Knowledge of various assessment tools and strategies and ability to administer assessments (or make referrals, as needed)                      Ability to track progress and change plans as needed</p>	<p>Ability to ensure appropriate assessment of young peoples’ disabilities (in-house or through referrals, as necessary)                      Understanding how to use information from assessments and records and recognize implications for education and employment, including any potential need for accommodations and assistive technology                      Ability to assess independent/ community living skills and needs, including accommodations and supports                      Understanding of benefits planning, includes Social Security income and health benefits and their relation to working</p>
<p><b>Competency Area #4: Relationship to Family and Community</b></p>	
<p>Ability to engage and build relationships with family</p>	<p>Knowledge of family advocacy, support and community</p>

<sup>1</sup> Knowledge, Skills, and Abilities of Youth Service Practitioners: The Centerpiece of a Successful Workforce Development System. Paper prepared for National Collaborative on Workforce and Disability for Youth. McCain, Gill, Wills and Larson, May 2004

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<p>members or other significant persons                  Ability to connect youth to community institutions, resources, and supportive adults including mentors and role models                  Ability to engage youth in community service and leadership activities                  Ability to involve families, guardians, and advocates (when appropriate), including connections to disability-specific resources and groups</p>	<p>resources, including disability-specific resources and organizations                  Ability to match youth with disabilities with appropriate mentors and role models with and without disabilities</p>
<p><b>Competency Area #5: Workforce Preparation</b></p>	
<p>Ability to facilitate job readiness skill-building and assess employability strengths/barriers                  Ability to teach job search skills, including use of technology and the Internet                  Ability to coach youth, assist in job maintenance, and provide follow-up support                  Ability to match youth with appropriate jobs and careers, including job analysis and skills standards                  Ability to involve employers in preparation process</p>	<p>Ability to conduct job analysis, matching, customizing, and carving for youth with disabilities, including accommodations, supports, and modifications                  Knowledge of support required to place youth in jobs, including what employers need to know about reasonable accommodations, undue burden, assistive technology, funding streams, and tax incentives</p>
<p><b>Competency Area #6: Career Exploration</b></p>	
<p>Knowledge of technology and online search skills                  Knowledge of tools and processes for career exploration                  Ability to engage employers in career exploration                  Knowledge of workplace and labor market trends</p>	<p>Knowledge of workplace and labor market trends, including options for youth with disabilities such as supported employment, customized employment, or self-employment</p>
<p><b>Competency Area #7: Relationship to Employers and Between Employers and Youth</b></p>	
<p>Ability to develop relationships, engage, and communicate effectively with employers, including identifying, recruiting and providing support to employers hiring youth                  Ability to mediate/resolve conflicts between employers and youth, advocate for all youth, and negotiate job design, customization, and carving</p>	<p>Ability to train employers and their staff in how to work with and support all youth, including providing universal access and reasonable accommodations for youth with disabilities</p>
<p><b>Competency Area #8: Connection to Resources</b></p>	
<p>Ability to identify, network, and create relationships with a variety of community agencies and resources for youth, including community intermediary organizations with disability-specific supports and resources</p>	<p>Ability to market own program as a resource and build collaborative partnerships with other youth-focused organizations                  Knowledge of different funding streams for youth</p>
<p><b>Competency Area #9: Program Design and Delivery</b></p>	
<p>Ability to design and implement programs using broadly-recognized best practices for youth initiatives                  Ability to apply disability-related concepts such as universal access, reasonable accommodations, and other services</p>	<p>Ability to evaluate and adjust programs based on youth outcome measurement and data</p>
<p><b>Competency Area #10: Administrative Skills</b></p>	
<p>Ability to complete referrals and services summaries using common reporting formats and requirements, including disability-specific forms such as individual plans, transition plans and individualized work plans</p>	<p>Demonstrates time management, teamwork, interpersonal, written communication, and verbal expression skills appropriate to a youth-centered organization</p>



**ATTACHMENT B**

**ASSURANCES**

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have all of the fiscal control and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.
5. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintaining record confidentiality, as required.
  - Reporting financial, participant, and performance data, as required.
  - Complying with Federal and State non-discrimination provisions.
  - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
  - Meeting requirements of the *Americans with Disabilities Act of 1990*.
  - Meeting all applicable labor law, including Child Labor Law standards.
  - Ensure organization is a Drug Free Workplace.
  - Agrees not to use contract funds to lobby.
  - Enforce zero tolerance for violence in the workplace.
  - Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors,

We will not:

- Place a participant in a position that will displace a current employee.
- Use public/private money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I hereby assure that all of the above are true.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

---

Signature

Date

**ATTACHMENT C**

**PROPOSER SUBMISSION CHECKLIST**

Proposer:

Program Name:

NO	N/A	ITEM	YES		
		1. Proposal including one original and ten (10) additional copies. <input type="checkbox"/>	<input type="checkbox"/>		
		2. Completed Cover Page Form/Signature Sheet –Attachment A			
		Program Summary	<input type="checkbox"/>	<input type="checkbox"/>	
		Disclosure of Financial Relationship with CWP	<input type="checkbox"/>	<input type="checkbox"/>	
		Signature on Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
		3. Table of Contents			
		4. Completed and signed Assurance Form – Attachment B	<input type="checkbox"/>	<input type="checkbox"/>	
		5. Completed Submission Checklist Attachment C	<input type="checkbox"/>	<input type="checkbox"/>	
		6. Completed Organizational Status and Capacity Checklist: Attachment D parts I & II with required attachments	<input type="checkbox"/>	<input type="checkbox"/>	
		7. Audit	<input type="checkbox"/>	<input type="checkbox"/>	
		8. Cost Allocation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		9. Job Descriptions and Resumes of SYELP staff.	<input type="checkbox"/>	<input type="checkbox"/>	
		10. Proposal Narrative (Scope of Services)	<input type="checkbox"/>	<input type="checkbox"/>	
		11. Completed Previous Experience Report – Attachment E	<input type="checkbox"/>	<input type="checkbox"/>	
		12. Completed MOU/Collaborator Form(s) – Attachment F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		13. Electronic copy of proposal	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide an explanation of materials not submitted with the proposal.

Completed by:

Date:

**Telephone Number:**

**Email address:**

**ATTACHMENT D**

Part I: Organizational Status and Capacity Checklist

A copy of each of the applicable documents listed below must be submitted with the original proposal.

1. Current Organization Status

Document	Attached
<b>Incorporated Proposer: Annual report or corporation’s articles of incorporation and charter number assigned by the appropriate State Agency.</b>	<input type="checkbox"/>
<b>Non-Profit Organization: Proof of 501(c) 3 status.</b>	<input type="checkbox"/>
<b>Partnerships: Limited Partnerships – Certificate of Limited Partnership; General Partnership – evidence of valid partnership.</b>	<input type="checkbox"/>
<b>Non-incorporated business: Appropriate business or occupational license.</b>	<input type="checkbox"/>
<b>None of the above – Attach explanation of organizational status.</b>	<input type="checkbox"/>

2. Current Licenses And Certifications (As Applicable) For Proposer

Document	Attached
<b>Occupational licenses (city and county).</b>	<input type="checkbox"/>
<b>Proof of accreditation from a duly authorized body.</b>	<input type="checkbox"/>
<b>Proof of Minority/Female – owned business from a duly authorized body.</b>	<input type="checkbox"/>
<b>Professional licenses and certifications necessary for performance of services/activities in the state of Connecticut</b>	<input type="checkbox"/>
<b>None of the above – Attach explanation of organizational status.</b>	<input type="checkbox"/>

3. Proof of Current Insurance (must be submitted with original proposal)

Document	Attached
<b>Workers Compensation</b>	<input type="checkbox"/>
<b>General Liability</b>	<input type="checkbox"/>
<b>Fidelity Bonding</b>	<input type="checkbox"/>
<b>Automobile</b>	<input type="checkbox"/>

4. Proof of Current Financial Status (must be submitted with proposal)

Document	Attached
<b>Non-Profit: Most recent audit</b>	<input type="checkbox"/>
<b>For-Profit: Most current statement of financial capability (i.e., an audit, financial statement or U.S. tax return</b>	<input type="checkbox"/>



**ATTACHMENT D**

**Part II: Administrative and Financial Capabilities Checklist**

Please respond to each statement or question with a "yes" or "no" answer. Please attach the documents referenced in items 1, 2, 8, 10.

Administrative Requirements	Yes	No
1. All positions with the proposing agency have up-to-date job descriptions, and job descriptions for all SYELP positions are attached.	<input type="checkbox"/>	<input type="checkbox"/>
2. All current employees meet the minimum qualifications specified in their job descriptions, and resumes of staff liaison and others to be assigned to SYELP are attached.	<input type="checkbox"/>	<input type="checkbox"/>
3. Insurance and bonding policies are current and all staff involved with this proposal are or will be covered.	<input type="checkbox"/>	<input type="checkbox"/>
4. The facilities of this organization are accessible to the disabled. ADA facility checklist will be completed and submitted to CWP upon request.	<input type="checkbox"/>	<input type="checkbox"/>
5. The books of account are auditable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Administrative and internal accounting controls are adequate to safeguard program assets.	<input type="checkbox"/>	<input type="checkbox"/>
7. The accounting system adequately accounts for program funds.	<input type="checkbox"/>	<input type="checkbox"/>
8. The agency has a written accounting procedures manual and the procedures in the accounting manual are being followed. Attach the section(s) of the manual that address the elements listed in # 9 below.	<input type="checkbox"/>	<input type="checkbox"/>
9. The organization has sufficient internal controls and procedures for the following:	<input type="checkbox"/>	<input type="checkbox"/>
a) cash receipts	<input type="checkbox"/>	<input type="checkbox"/>
b) checks reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
c) cash disbursements	<input type="checkbox"/>	<input type="checkbox"/>
d) bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
e) payroll	<input type="checkbox"/>	<input type="checkbox"/>
f) purchasing	<input type="checkbox"/>	<input type="checkbox"/>
10. The organization has sufficient resources to cover the costs associated with the number of participants proposed, including the full program fee and at least four weeks of payroll. Documentation is attached.	<input type="checkbox"/>	<input type="checkbox"/>
11. If governmental or non-profit, the organization has a written Cost Allocation Plan approved by its Board of Directors. A copy of the approved plan is attached.	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing organization, accept responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard CWP program funds. I further understand that if the CWP awards a contract to this organization, that these administrative and financial procedures and controls will be monitored to insure compliance with all General Accounting Office practices.

**Typed Name, Title:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT E**

PREVIOUS EXPERIENCE REPORT: Include programs *not funded by CWP*, implemented since July 1, 2015.

**Name of Organization:**

**Address of Organization:**

**Contact Person:**

**Phone:**

**Describe the experience your organization has had in operating workforce development programs**

**Name of Program:**

**Type of Program:**

**Location of Program:**

**Program Period:**

**Target population:**

**Number Served:**

**Number of successful completions:**

**Total Project Funds Allocation:**

**Funding Source:**

**Funding Source Contact Person:**

**Phone:**

**Comments:**

---

**Name of Program:**

**Type of Program:**

**Location of Program:**

**Program Period:**

**Target population:**

**Number Served:**

**Number of successful completions:**

**Total Project Funds Allocation:**

**Funding Source:**

**Funding Source Contact Person:**

**Phone:**

**Comments:**

**ATTACHMENT F**

**Memorandum of Understanding  
Non-Financial Agreement**

**Proposing Organization:**

**Collaborating Organization:**

**Collaborating Organization Address:**

**Description of services to be provided by Proposing Organization:**

**Description of services to be provided by Collaborating Partner:**

**Procedures for amending the memorandum:**

**Other provisions as agreed upon by the parties to the MOU:**

Certifications:

**On behalf of my organization, I acknowledge our intent to formally collaborate with the Proposing Organization named above in the implementation of services in the North Central Region. I have read the proposal and it accurately reflects my organization's role and commitment.**

Proposing Organization

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**Signature of authorized representative**

**Date**

**Name and Title of authorized representative:**

**Telephone:**

**Email address:**

Collaborating Organization

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**Signature of authorized representative**

**Date**

**Name and Title of authorized representative:**

**Telephone:**

**Email address:**