



REQUEST FOR STATEMENT OF QUALIFICATIONS (RSQ)
 Summer Youth Employment and Learning Program Sustainability
 September 15, 2017

Procurement Timeline	
RSQ Issued	September 15, 2017
Questions Accepted via Email Only	September 20, 2017
Bidders' Conference Call	September 20, 2017
Questions and Answers Posted at CWP Website	September 25, 2017
Submission Deadline	September 29, 2017
Funding Decision	October 4, 2017
Contract Start Date	October 13, 2017

Funded by the City of Hartford

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CAPITAL WORKFORCE PARTNERS
REQUEST FOR STATEMENT OF QUALIFICATIONS
SUMMER YOUTH EMPLOYMENT SUSTAINABILITY
September 15, 2017

I. BACKGROUND

Capital Workforce Partners

As the state's regional Workforce Development Board (WDB) in North Central Connecticut, Capital Workforce Partners (CWP) helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. The organization is guided by a Consortium of the region's chief and elected officials and by representatives from business, education and labor serving on its Board of Directors. CWP invests in youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network.

Summer Youth Employment and Learning Program

The main goal of the Capital Workforce Partners Summer Youth Employment and Learning Program (SYELP) is to provide high-quality career competency development and work experiences to build opportunities for low- to moderate-income in-school youth in Hartford and the North Central Region. SYELP exposes and connects youth to career pathways through paid work experience to build a talent pipeline that meets employer needs.

II. PROJECT OVERVIEW

In partnership with the City of Hartford, Capital Workforce Partners is looking to establish a set of recommendations that will lead to successful sustainability of SYELP. The recommendations must be informed by data analysis of previous SYELP cohorts, a review of local and national best practices, and community and employer feedback. The sustainability planning activities objectives are to assist youth in having access to paid summer employment regardless of available public funding, and will consist of research, planning, marketing and coordination of key stakeholders in the city.

Through this RSQ, Capital Workforce Partners is seeking qualified individuals to lead the set of activities and deliverables set forth below.

Applicants may respond to one or more of the following:

a. Data Analysis

Capital Workforce Partners is seeking an individual(s) or organization that can aggregate and analyze five years of program data and analyze program trends related to student success and employer participation and satisfaction. In addition, the selected individual will be responsible for leading the creation of a CWP account with The National Student Clearinghouse and data analysis to track outcome data on SYELP applicants. Data analysis must be submitted back to CWP in both raw and narrative report formats.

Data analysis will start upon contract execution and must be completed no later than November 1, 2017. Please see Section III for a complete list of deliverables.

b. Local and National Research

Capital Workforce Partners is seeking an individual(s) or organization to conduct both local and national research on best practices related to youth employment models, employer engagement and sustainability strategies for youth employment programs. Relevant research and recommendations will be submitted in a narrative report to Capital Workforce Partners. In addition, this person will be responsible for the coordination and facilitation of a community-wide discussion on relevant themes and recommendations.

This work will start upon contract execution and must be completed by November 1, 2017. Please see Section III for a complete list of deliverables.

c. Community and Stakeholder Outreach

Capital Workforce Partners is seeking an individual(s) or organization to lead a community outreach effort to inform a set of recommendations and outreach strategy that will lead to a more diverse funding stream and sustainability of summer employment in Hartford, CT. This person will be responsible for convening leaders from the City of Hartford, Connecticut Business and Industry Association, MetroHartford Alliance and others that can inform and lead an employer outreach effort. In addition, this individual will lead a community outreach effort to collect information from community members, youth, and community based organizations. Information collected will be combined into a set of recommendations.

This work will start upon contract execution and must be completed by April 1, 2018. Please see Section III for a complete list of deliverables.

d. Project Coordination

Capital Workforce Partners is seeking an individual(s) or organization to lead the coordination of the Summer Youth Employment Sustainability Project. This person will be responsible for developing and monitoring a workplan as well as ensuring on time delivery of outcomes identified in Section III, inclusive of being responsible for all activities that will be accounted for in a final report or other recommendations covering: 1) research national best practices on engaging the business community in summer jobs; 2) create a report of SYELP including data on past participants, outcomes, youth and business snapshots and recommendations for sustainability; 3) develop an outreach strategy to share youth and employer stories; 4) explore a technology-based strategy to engage employers and more efficiently and effectively match youth to jobs; 5) engage HOYC Youth Leadership Committee to coordinate youth voice in planning and outreach; 6) coordinate roundtables and/or Town Hall Meetings with the Mayor of Hartford, Metro Hartford Alliance and CBIA to engage the business community.

Applicants might also consider supporting a collaborative approach to this project, where if you are only able to respond to a segment of this work, yet know of other partners who would work with you to support the entirety of this project, we would receive this as a good approach to this project.

This work will start upon contract execution and must be completed by April 1, 2018.

III. DELIVERABLES

a. Data Deliverables

- i. Preliminary SYELP Outcomes Report
- ii. Coordination of National Clearinghouse account and reporting
- iii. Final SYELP Outcomes Report

b. Research Deliverables

- i. Community-wide discussion on trends, themes and recommendations.
- ii. Explore a technology-based strategy to engage employers and more efficiently and effectively match youth to jobs
- iii. Report of summer employment sustainability best practices

c. Community and Stakeholder Outreach Deliverable

- i. Outreach strategy to local employers
- ii. Coordination of 3 community roundtables
 - This should also include HOYC Youth Leadership Committee to coordinate youth voice in planning and outreach.
- iii. Coordination of 3 employer roundtables
 - Some of this should include coordinating roundtables and/or Town Hall Meetings with the Mayor of Hartford, Metro Hartford Alliance and CBIA to engage the business community.
- iv. Coordination of a final discussion of trends, themes and recommendations.
- v. Coordination of an outreach strategy to share youth and employer stories

d. Project Coordination

- i. Manage the workplan and delivery of products, including written materials, in timely manner (see section II.D for description of other deliverables)

IV. TIMEFRAME

Deliverables	Deadline
1. Data Deliverables	
a. Preliminary SYELP Outcomes Report	October 15, 2017
b. Coordination of National Clearinghouse account and reporting	October 30, 2017
c. Final SYELP Outcomes Report	November 2017
2. Research Deliverables	
a. Report of summer employment sustainability best practices	October 31, 2017
b. Explore a technology-based strategy to engage employers and more efficiently and effectively match youth to jobs	November 2017
c. Community-wide discussion	November 2017
3. Community and Stakeholder Outreach Deliverable	
a. Outreach strategy to local employers	December 1, 2017
b. Coordination of 3 community roundtables	January 15, 2018
c. Coordination of 3 employer roundtables	January 30, 2018
d. Final Discussion & Recommendations	February 2018
4. Project Coordination	
a. Manage the workplan and delivery of products, including written materials, in timely	October 1, 2017- February 28, 2018
b. Final Report (see section II.D for description of other deliverables)	February 21, 2018

V. CONTRACT TERM

CWP will negotiate and execute a cost reimbursement contract with the selected entity, effective October 1, 2017 through June 30, 2018.

Funding/Payment Structure

The contract will be funded with City of Hartford dollars, up to a maximum of the following for each component:

1. Data Research and Analysis up to \$12,500
2. National Research and Analysis up to \$10,000
3. Local/Regional Community Outreach up \$15,000
4. Project Coordination and Written Publication(s) up to \$15,000

VI. SUBMISSION INSTRUCTIONS

1) Respondent Information

- a. On company letterhead, please submit a submission letter signed by an authorized official that states:
 1. Legal Name
 2. Type of Eligible Entity
 3. Contact Person and Title
 4. Address
 5. Business Phone Number / Cell Number
 6. E-Mail Address

2) Narrative: limited to 10 pages or fewer.

- a. Describe the previous experience of your organization, and/or of the individual to serve in proposed capacity, in accomplishing deliverables and goals similar to those defined in this RSQ.
- b. Describe your approach to fulfilling the "Role and Duties" in the order listed above.
- c. Describe your plan for accomplishing each "Deliverables" listed above. Please include the timeframe and estimated hours necessary for the completion of each deliverable.

3) Cost:

- a. Please quote the price for the services to be provided, and include the basis and rationale of the price (hourly pay rate, fringe benefits, etc.)
- b. Please include time for up to 6 hours of collaborative work-team time, either in person or by conference call. If travel is a need, please calculate this into your quote

4) Qualifications:

- a. Attach the resume of the individual designated to serve in role.
- b. Attach additional evidence of that individual's qualifications, such as specialized certifications or credentials.
- c. Provide the names and contact information of two references who are familiar with the work of the responding entity and its lead staff person.

VII. QUESTIONS AND INQUIRIES

To ensure free, fair, and open competition, CWP will accept written questions via email *only* until Thursday, September 20, 2017. A bidders' conference call will be available on September 20, 2017 at 3:30 p.m. (EST); please send an email to kfitzgerald@capitalworkforce.org if you want to join the conference call. The conference call number is (877) 336-1828 ACCESS CODE: 68620309. All questions and answers will be posted on the CWP website no later than Monday, September 25, 2017. CWP will not communicate individually to any entity; all potential respondents are responsible for monitoring the CWP website for the Q & A, and for RSQ

updates.

VIII. SUBMISSION FORMAT AND DEADLINES

The submission deadline is 4pm, September 29, 2017. Responses received after the deadline will be deemed non-responsive and will not be considered.

The narrative response must be submitted as a Word file, limited to 10 letter-size pages, single-spaced, in 12-point Arial or Calibri font. The complete response, including the submission letter, narrative, and attachments, must be submitted as a PDF file, with the elements in the following order:

- 1) Submission letter signed in blue ink
- 2) Attachment A: Signed Assurances
- 3) Attachment B: Signed Conflict of Interest Disclosure Form
- 4) Narrative
- 5) Resume
- 6) Certifications and Credentials (if any)
- 7) References

Responses must be submitted via email or flash drive, addressed to:

kfitzgerald@capitalworkforce.org

Kelly Fitzgerald, Manager of Youth Services
Capital Workforce Partners
One Union Place
Hartford, CT 06103

CWP will acknowledge receipt of each submission. Respondents are responsible for contacting CWP to confirm receipt of their submission if the acknowledgement is not received within 24 hours or by the deadline, whichever is sooner.

IIIX. GENERAL CONDITIONS, TERMS & SOLICITATION PROVISIONS

The release of this RSQ does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RSQ, and to evaluate all accepted proposals on the criteria in this RSQ. Before preparing proposals, respondents should note that:

- A. CWP will not pay for any expenses incurred prior to the execution of a contract and 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.
- B. All proposals in their entirety will become the property of CWP upon submission.
- C. Proposals may be withdrawn by written notice. Withdrawals will be accepted any time up to execution of a contract.
- D. The award of a contract for any proposed service is contingent upon:
 - Favorable evaluation of the proposal in relation to other proposals;
 - Approval of the proposal by CWP; and
 - Successful negotiation of any changes required by CWP.

- E. CWP reserves the right to negotiate the final terms of all contracts with successful respondents. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, program schedules, target groups, and service levels.
- F. CWP also reserves the right to accept any proposal as submitted for contract award without substantive negotiation of offered terms, services or costs. Therefore, respondents are advised to propose their most favorable terms initially.
- G. No organization, nor its named partners or subcontractors, will be considered that:
- Is debarred by an action of any government agency; or
 - Has had a previous contract with any governmental entity in Connecticut terminated for cause.
- H. 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 RSQ.
- I. By submission of the proposal, the respondent certifies that in connection with this proposal:
- 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 respondent or with any competition;
 - Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the respondent, and will not be disclosed by the respondent, prior to award directly or indirectly to any other respondent or to any competition;
 - No attempt has been made by the respondent to induce any other person or firm to submit or not submit an proposal for the purpose of restricting competition; and
 - The respondent 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, selection, award or administration of contracts supported by Federal/State/City/Private funds.
- J. 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, respondents 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.
- K. Any respondent awarded funds to provide services will be required to operate a program of professional quality, maintain proper programmatic and fiscal controls, and submit timely reports as required. Service providers 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, disability, genetic information, 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.
- L. Respondents are encouraged to read this entire RSQ before preparing and submitting an 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 RSQ, and/or are not submitted by the due date and time will not be considered for funding.

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this statement of qualifications 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 statement of qualifications.
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 controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.
5. We will comply with the federal Uniform Administrative Requirements at 2 CFR Chapter I, Chapter II, Part 200 et. al.
6. **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 and protecting Personally Identifiable Information (PII), 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

Conflict of Interest Disclosure Form

For purposes of this project, the entity submitting the Statement of Qualifications in response to this RSQ is known as the "Entity."

On behalf of the responding Entity:

The individual signing certifies that in connection with this submission:

1. The Entity 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, selection, award or administration of contracts with the Entity that are supported by Federal/State/City/Private funds.
2. The individual signing certifies that if there are any pre-existing relationships between the Entity and/or employees of the entity and that of CWP, employees of CWP and/or members of CWP's Board of Directors that they are disclosed below including the names of the parties and a description of their relationships.

I hereby certify that all the above are true.

_____	_____
Name	Title
_____	_____
Signature	Date

Details of any necessary disclosures:
