



**Capital Workforce Partners
Request for Qualifications
Youth Leadership**

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Purpose of this Solicitation

Capital Workforce Partners (CWP) is seeking a qualified vendor to design and implement a youth centered leadership training program for Hartford out-of-school youth aged 18-24, and to staff the Youth Leaders Subcommittee of the Hartford Opportunity Youth Collaborative (HOYC).

The successful respondent to this solicitation will deliver youth leadership training to build the capacity of Opportunity Youth participants in Hartford, and will provide staff support to the HOYC Youth Leaders Subcommittee with the objective of enhancing programming to better serve Opportunity Youth in our region.

The vendor will be responsible for the activities and outcomes detailed in the Scope of Services.

For more information about Capital Workforce Partners, please visit www.capitalworkforce.org.

Solicitation Timeline

RSQ Issued	July 13, 2018
Deadline for Written Questions	July 20, 2018
Deadline for Publication of Questions & Answers	July 24, 2018
Submission Deadline	July 30, 2018
Notification of Award	August 10, 2018
Contract Execution	August 24, 2018

See Attachment A for complete General Conditions, Terms & Solicitation Provisions.

Please note – questions regarding this solicitation must be submitted in writing to kfitzgerald@capitalworkforce.org. Responses will be posted on our website no later than July 24, 2018. Questions will not be answered individually.

Funding

Funding will be provided to the selected vendor through a grant from Bank of America.

Background

Capital Workforce Partners (CWP) is a private, non-profit corporation. Under the mandate of federal legislation, the Workforce Innovation and 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

administers WIOA programs in the North Central Region in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681.

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.

CWP is governed by a Board of Directors and Local Elected Officials (LEOs) for the North Central Region, working through the Local Elected Official Consortium, consisting of 37 chief elected officials in the North Central Region. 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			

As a regional Workforce Development Board, CWP coordinates comprehensive programs through private and public partner organizations to assist job seekers and employers in achieving their goals. These programs and initiatives are critical in developing a skilled, educated and vital workforce in Connecticut. The CWP vision for the North Central Region’s American Job Center System is to positively impact economic development by increasing the competitiveness of the workforce.

The goal for the North Central American Job Centers is to empower customers seeking services at our Centers to get to work quickly, and achieve workforce program performance. CWP has implemented a service delivery model designed to achieve this goal through more closely linking workforce development with business needs.

The Hartford Opportunity Youth Collaborative (HOYC) was formed in 2014, with Capital Workforce partners as the backbone organization, to engage Hartford out of school and unemployed “disconnected” youth (Opportunity Youth – “OY”) to prepare and place them into jobs with family-sustaining wages, via a collective impact approach. The City of Hartford is leading the OY effort with Mayor Luke Bronin chairing HOYC. HOYC brings together leaders and stakeholders from key systems – education, youth development and workforce development – to improve outcomes for “Opportunity Youth”, defined as 16-24 year olds lacking a high school

diploma, or who have a diploma but are not in school and not working. There are an estimated 6,000 Opportunity Youth in Hartford. This effort was one of 21 grantees nationally of the Aspen Opportunity Youth Incentive Fund. A collective impact approach is used to demonstrate best practices to improve outcomes and scale-up effective practices across systems. The resulting comprehensive plan is expected to decrease the number of Hartford youth disconnected from education and employment.

Scope of Services

CWP, in partnership with the Hartford Opportunity Youth Collaborative, has identified a set of core principles as the foundation of youth leadership development. Youth should learn and demonstrate competency in four areas:

- **Certification:** Youth successfully build youth leadership training skills as measured by attainment of certification.
- **Empowerment:** Youth believe that they have the trust, respect and means to influence decisions which affect them as measured by evidence of actions taken to enhance opportunities for themselves and their peers.
- **Advocacy:** Youth advocate for real change to improve quality of life outcomes for opportunity youth as measured by community service, increased public awareness of opportunity youth issues, and the development of policy recommendations for key audiences and stakeholders.
- **Mentorship:** Youth effectively mentor peers as measured by peer survey responses on helpfulness, willingness, capability, and relevance.

I. Activities and Deliverables

1. In designing and implementing a youth leadership curriculum, the vendor will:
 - a. Utilize positive youth development practices.
 - b. Design a youth leadership training that lasts 26 weeks and includes, at a minimum, the following training topics:
 - i. Crisis Prevention
 - ii. CPR
 - iii. Peer Mentoring
 - iv. Self-advocacy
 - v. Presentation Skills
 - c. Recruit a maximum of 12 eligible youth from across the city of Hartford.
 - i. Eligibility is defined as any youth ages 16-24, Hartford resident, low-income and that is currently active in or recently completed a youth workforce development program.

- d. Identify and secure a training location that is central to all participants.
 - e. Document and track youth eligibility and participation utilizing Efforts to Outcomes (ETO).
 - f. Manage the distribution and tracking of youth stipends.
2. In coordinating the Youth Leaders HOYC Subcommittee, the vendor will:
- a. Coordinate and facilitate monthly meetings.
 - b. Assist youth members to conduct a community youth survey.
 - c. Create a committee work plan.
 - d. Prepare and deliver presentations for the HOYC meetings.

II. Narrative Specifications

The application must include answers to all of the specification questions in the order presented below. Please provide complete responses to each question.

1. Previous/Relevant Experience

Describe your organization's previous experience that demonstrates expertise in recruiting Opportunity Youth and conducting youth leadership training. Examples of previous work, including training curriculum, and testimonials and/or letters of recommendation may be included as attachments to the application.

2. Implementation Plan for Youth Leadership Training

Describe the youth leadership topics and learning objectives to be covered in the training, and describe how training will be delivered. Identify curriculum that will be purchased "off-the-shelf", if any. Address the timeline and locations for training.

3. Implementation Plan for Youth Leaders HOYC Subcommittee

Describe initial plans for facilitating the Youth Leadership Subcommittee of HOYC.

4. Cost Structure

Describe how your organization arrived at the fee being proposed. Present the costs using the budget format provided.

Application Assembly and Delivery Instructions

Applications must be typed, and the response and all attachments are to be on standard size paper (8 ½ x 11), with 1-inch margins, page numbers and a minimum of 12-point type. The

narrative is not to exceed five (5) pages. One original and two hard copies, and one electronic version, must be submitted.

The submission must include:

- Signed and Dated Cover Page
- Signed and Dated Assurances Page
- Narrative response to items 1 – 5
- Organizational Chart, Job Descriptions and Staff Resumes
- Examples of Previous Work
- Testimonials (optional)

Please use affirmative language (will, shall) in the narrative.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or formal Letter of Award. Applications may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

Applications must be delivered to Capital Workforce Partners, One Union Place, 3rd Floor, Hartford, CT 06103, Attention Pamela Tonello, Chief Program Officer.

The electronic version must be submitted to kfitzgerald@capitalworkforce.org. **Applications must be received by 5:00 p.m. on July 30, 2018.**

Evaluation Criteria

Applications will be rated according to the following criteria:

	<u>Point Value</u>
Previous/Relevant Experience	25
Implementation Plan for Youth Leadership Training	25
Implementation Plan for Youth Leaders Subcommittee	25
Cost	<u>25</u>
TOTAL	100 points

Attachment A

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 applications on the criteria in this RSQ. Before preparing applications, 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 applications or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
- b. All applications in their entirety will become the property of CWP upon submission.
- c. Applications 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 application in relation to other applications;
 - Approval of the application 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 application 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. CWP is responsible for final review and evaluation of applications and selection of service providers, and reserves the right not to fund any or all applications. Applications must be complete and must follow the format outlined in this RSQ.
- h. By submission of the application, the respondent certifies that in connection with this application:
 - The costs in the application 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 application 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 application 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.
- i. Person[s] signing the application certifies that person[s] in the applicant's organization who is legally responsible within that organization for the decision to offer the proposal has not participated, and will not participate, in any action contrary to Section h above.

- j. Applications 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 applications 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 administrative and fiscal controls, and submit timely reports as required. Contractors must ensure that programs are administered with safeguards against fraud and abuse. Contractor will not 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, marital status, ancestry, sexual orientation, or political affiliation or belief.
- l. Any contract awarded through this procurement will include terms and conditions required to ensure compliance with applicable federal and state law and regulations, including 2 CFR, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit an application. The standard contract language is provided for informational purposes only on CWP's website.
- m. Applicants must consider CWP and CT DOL's Conflict of Interest policy and disclose any conflict of interest or the appearance thereof by completing the disclosure section of the Application Cover Sheet. The conflict of interest policy states *"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. There will be no vendor representation on Board committees that make funding recommendations. Board members who have vendor 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 are excluded from the development of the solicitation statement of work and the development of the evaluation and selection criteria.
- n. Respondents are encouraged to read this entire RSQ before preparing and submitting an application. Applications 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.

ATTACHMENT B
Capital Workforce Partners
Youth Leadership Training Request for Statement of Qualifications
Due Date: July 30, 2018 5:00 pm



Application Cover Sheet

Name of Organization:

Mailing Address:

Contact Person Information

Name:

Title:

Phone:

Email:

Organizational Status

Private Non-Profit Corporation Private For-Profit Corporation Government

Other: (specify)

Years in Operation:

Proposed Cost

Disclosure of Financial or Other Relationship with the CWP Board Members or Staff:

Please Identify Names and Title Below (add an additional sheet if necessary). Check here if none:

Name(s) & Title(s) of individual(s) with relationship with CWP Board/Staff Member:

To the best of my knowledge and belief, all information in this application is true and correct, the submission has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative:

ATTACHMENT C: ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this application 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 application.
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 meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintain confidentiality of records and protecting Personally Identifiable Information, as required.
 - Report financial, participant, and performance data, as required.
 - Comply with federal OMB Uniform Guidance at 2 CFR, Chapter I, Chapter II, Part 200, et al.
 - Comply with Federal and State non-discrimination provisions.
 - Meet requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meet requirements of the *Americans with Disabilities Act of 1990*.
 - Meet all applicable labor law, including Child Labor Law standards.
 - Ensure organization is a Drug Free Workplace.
 - Ensure that contract funds will not be used 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

Note: Please submit budget using the Excel file provided.

EXHIBIT C: Budget

Enter Contractor Name Here

Enter Program/Funding

Enter Contract Number Here

LINE ITEM	Total Amount
Personnel	
Staff Salaries: from staff chart	\$0.00
Fringe Benefits: from staff chart	\$0.00
Total Personnel	\$0.00
Staff Travel - must be detailed in budget narrative	
Facilities - from facilities worksheet	\$0.00
Supplies - must be detailed in budget narrative	
Participant Training - must be detailed in budget narrative	
Participant Support - must be detailed in budget narrative	
Miscellaneous: list each cost not included in other lines; provide details and cost calculations in budget narrative.	
Total Miscellaneous	\$0.00
General Overhead/Administration or Indirect (maximum 10% of personnel costs)	
TOTAL	\$0.00

BUDGET NARRATIVE

See budget forms for personnel, facilities, and participant wage/fringe costs

STAFF TRAVEL

A. Local Travel

Lists positions that will be reimbursed for local travel	# of Employees	# Miles / Month	# of Months	Reimbursement Rate	Parking Costs / Month	Total Cost
Sample - POSITION	1	40	12.0	\$0.545	\$1.00	\$274
				\$0.545		\$0
					Total Local Travel	\$274

Supplies

Description	Cost per Item	# of Users	# of Items per User	Total Costs
Sample - Office Supplies, \$10/month per employee	\$120	1	1	\$120.00
Sample - postage	\$1	1	200	\$100.00
				\$0.00
			Total Supplies	\$220.00

Participant Training

List training costs (class fees, curriculum, books, etc.)	# of trainees	# items per trainee	cost per item	Total Costs
Sample - Workbooks	50	1	5	\$250.00
Sample - Text books	50	1	20.0	\$1,000.00
				\$0.00
				\$0.00
			Total Participant Training	\$1,250.00

Miscellaneous

	# of Items	Cost per Item	Total Cost
Printing (program brochures)	50	\$0.50	\$25.00
Background checks - new hires	2	\$100.00	\$200.00
Advertising - outreach PSAs, local print ads	1	\$100.00	\$100.00
		Total Miscellaneous	\$325.00

Budget: Facilities Worksheet

Budget period in months:

Space Costs

Facility Address	Rented (Yes/No)	Owned (Yes/No)	Total square feet of facility	Cost per square foot per year	# of months used by program	Square feet used by program	Total Cost to program	Percent of facility used by program
							\$0.00	0.00%
							\$0.00	0.00%
							\$0.00	0.00%
Total Facility Costs							\$0.00	

Utilities and Related Costs - for each facility

Facility Address	Monthly Electricity	Monthly Heat	Monthly Cleaning/Maintenance	Other Monthly Cost/describe in budget narrative	Other Monthly Cost/describe in budget narrative	Total monthly cost	Percent used by program	Total Cost to program
0						\$0.00		\$0.00
0						\$0.00		\$0.00
0						\$0.00		\$0.00
Total Utilities Costs						\$0.00		\$0.00

Communication Related Costs

List phone/fax lines, cell phones ¹ , internet ² , leased/rented office equipment	# of devices or users	Monthly cost per device	# of months used by program	Percent used by program	Total Cost to program
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total					\$0.00

¹ Staff with cell phones must be listed by name.

² Calculation of program's share of internet charges may be based on users, including participants.

³ Equipment, such as copiers, networked printers, and postage machines, that is leased should be listed here.

Summary:	
Total Space	\$0.00
Total Utilities	\$0.00
Total Communications	\$0.00
Total Facilities	\$0.00

EXHIBIT D: Staff Chart

Full time weekly hours:

Staff Salaries		Total Weeks	Hours per Week	Hourly Rate	Total Cost wks x hrs x rate
Position Title	Incumbent Name				
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Hours/Dollars			0.0		\$0.00

Insert additional rows if needed

FRINGE BENEFITS DETAIL

List each fringe benefit separately. Multiply the fringe rate by the amount of salary subject to the rate. Where a fringe benefit cost is not based on the total salary amount, note the explanation in the comment column.

Benefit	Rate	Base Salaries	Total	Comments
FICA	0.0765	\$0.00	\$0.00	
Workers Compensation		\$0.00	\$0.00	
Unemployment			\$0.00	
Medical Benefits			\$0.00	
Other Insurance			\$0.00	
Retirement			\$0.00	
Other (Life insurance)			\$0.00	
Other (specify)			\$0.00	
Other (specify)			\$0.00	
Other (specify)			\$0.00	
TOTAL			\$0.00	

EXHIBIT E: Staff Allocations

Position	Incumbent Name	Total Budget Period Salary	% charged to this contract	% charged to other CWP contracts	% charged to other sources	Amount charged to this contract
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total		\$ -				\$ -

How to use this form:

Column A: List each position that will NOT be 100% charged to this contract; do not list other positions.

Column B: List incumbent staff members names.

Column C: List staff position salaries for the budget period.

Column D: Provide the percentage of time each staff position is charged to this contract.

Column E: Provide the percentage of time each staff position is charged to other CWP contracts.

Column F: Provide the percentage of time each staff position is charged to non-CWP sources.

NOTE: Columns D, E, & F must add to 100% of time for each staff position.

Column G: Provide the amount of each allocated staff salary being charged to this contract (Column C x Column D)

Attach additional pages if needed