



CAPITAL WORKFORCE PARTNERS
ONE UNION PLACE
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

INITIAL PERIOD OF PERFORMANCE:
JULY 1, 2024 – JUNE 30, 2025

SUMMER YOUTH EMPLOYMENT & LEARNING PROGRAM

FUNDED UNDER
STATE OF CONNECTICUT YOUTH EMPLOYMENT PROGRAM
CITY OF HARTFORD
HARTFORD FOUNDATION FOR PUBLIC GIVING

ISSUED ON
Tuesday September 14, 2023

Amended September 25, 2023

TIMELINE

RFP Released	September 14, 2023
Letter of Intent	September 27, 2023
Bidder's Conference	October 5, 2023
Deadline for Questions	October 6, 2023
Q & A Published	October 11, 2023
Proposal Due Date	October 24, 2023
Selection of Service Providers	November 29, 2023
Initial Funding Allocations	March 2024
Final Funding Awards	June 2024
Contract Start Date	July 1, 2024

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PART I. BACKGROUND AND GENERAL SOLICITATION INFORMATION

A. Background Information

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 Chief Elected Officials (CEOs) 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 Chief Elected Officials (CEOs) for the North Central Region, working through the Local Chief 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			

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).

B. Services Solicited

The intent of this Request for Proposal (RFP) is to solicit competitive proposals from organizations with the capacity and expertise to deliver high quality services implementing CWP's Summer Youth Employment & Learning Program (SYELP) service delivery model to a substantial number of youth aged 14-24 during the summer of 2024. 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 awards from among the eligible organizations identified through this RFP. The contract will be executed for one year, with the option to renew for up to three years based upon funding availability, contractor performance, and regional need.

CWP’s service delivery model for the summer of 2024 has a three-tiered structure based on an employment assessment of enrolled youth. For a detailed description of the three-tiered structure see Part I G Definitions and Part III Specifications and Scope of Services of this RFP.

Services will cover towns within CWP’s region based on parameters set by funders as well as state poverty levels by town. 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 by funders, CWP has established priority of service for residents of the towns with the largest share of North Central region’s 14–24-year-old residents who live below the poverty level. Historically, the towns in the North Central region with the largest share of 14–24-year-old residents living below the poverty level have been:

Town	Share of region’s Youth below poverty level
Hartford	35.5%
New Britain	18.3%
Manchester	6.3%
East Hartford	6.3%
Bristol	5.0%
West Hartford	3.5%
Vernon	3.3%
Enfield	3.3%
Southington	2.0%
Newington	1.8%
South Windsor	1.6%
Bloomfield	1.5%
Simsbury	1.4%
Farmington	1.4%
Wethersfield	1.3%
Plainville	1.0%
<i>2021: ACS 5-Year Estimates Detailed Tables (S1701)</i>	

Proposers must submit a response describing their capacity to deliver all functions described in detail in Part III of the RFP. CWP seeks proposals that demonstrate innovative approaches to service delivery and embrace youth development as an integral part of their programming.

C. North Central Summer Youth Employment & Learning Program: Goals and Guiding Principles

1. Goal

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

2. Guiding Principles

SYELP will provide a robust, supportive, learning and exposure opportunity for enrolled youth across all three tiers.

- a. Providers must utilize a thorough assessment to be administered before youth are assigned to tiers or worksites. This assessment will be aligned to CWP's 12 Work Based Learning Competencies and should be consistent across all providers.
- b. Providers must incorporate employability skills training aligned to the Work Based Learning Competencies as appropriate across tiers.
- c. Providers must implement a process for providing mental health support and access to care/services for all participants.

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

- a. Supervisors must be oriented and trained to view participants as employees and evaluate them accordingly.
- b. Employer satisfaction, youth satisfaction, and competency evaluation will be used to measure program success.

SYELP programming will provide equitable services for all youth participants regardless of tier or town of residence.

- a. Providers will ensure that all participating youth have access to competency-based learning/instruction, career exploration and some form of work experience.
- b. Providers will ensure that all participants are adequately assessed and evaluated.
- c. Providers will ensure access to mental health services.
- d. Providers will ensure referral and connection to WIOA Youth resources for all participating Out of School Youth.
- e. Providers will operate the program as directed by CWP; this includes facilitating CWP mandated curriculum and ensuring participant access to all resources provided by CWP.
- f. SYELP must operate within available resources, on a schedule aligned with funding cycles.

- a. Financial capacity is critical: providers must demonstrate the ability to cover the first month of expenses, at minimum, without reimbursement.
- b. Programs may start later in July and end later in August to allow most activity to occur during the period when funds are available.

CWP establishes contract goals designed to ensure that these goals are met at the regional level.

3. CWP Overall Strategic Goals:

- a. Improve employment outcomes for underserved populations
- b. Improve access to recognized post-secondary credentials
- c. Collaborate regionally with partner organizations and employers to align programs and cultivate sector partnerships for in-demand industries
- d. Continue to build out employer-driven services (as system customers)
- e. Measure/report on programs and services to ensure transparency/accountability

Proposers should demonstrate the capacity to deliver services that align with CWP priorities and enhance the opportunity for CWP to meet its goals.

For more information on CWP and its mission, please visit www.capitalworkforce.org.

D. Planned Procurement Timeline

RFP Released	September 14, 2023
Letter of Intent	September 27, 2023
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E. Period of Performance

Contracts will be awarded for the period of July 1, 2024 through September 30, 2024. CWP reserves the right to renew contracts for up to three additional program cycles, contingent upon funding availability and satisfactory performance. Contract renewals will be at the sole discretion of CWP.

F. Funding Levels

CWP is planning SYELP 2024 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.

G. Definitions

For purposes of this RFP, the following definitions will be used:

Project-Based (Tier I): Programming designed to provide project-based learning and career exploration opportunities. Tier I programming provides basic, developmentally appropriate career exposure activities, introduction to employability skills, and academic reinforcement in a cohort-model setting. Tier I programming is best suited for younger youth ages 14 to 15 who have little to no experience with work.

Career Preparation (Tier II): Tier II programming offers career readiness training through career exploration and paid work experience hosted by a supportive employer. Youth are also supported by a provider staff member throughout their worksite experience. Tier II programming is designed, and best suited for youth ages 15-17 who require additional career readiness training.

Career Bridging (Tier III): Tier III programming is designed for youth who are career-ready and able to work mostly independently in a public or private work setting. Tier III youth have access to provider support throughout their worksite experience. Tier III programming is best suited for 16–24-year-old youth who have prior work experience.

In School Youth: Youth aged 14 – 24 who is currently enrolled in secondary or post-secondary education; Hartford or regional resident, has one of the categorical barriers, and/or low income or Hartford resident and not low income; and authorized to work in the U.S.

Opportunity Youth: Youth aged 18 – 24 who is disconnected from education and employment; Hartford or regional resident, has one of the categorical barriers, and/or low income or Hartford resident and not low income; authorized to work in the U.S.; and not enrolled in high school or college.

Categorical eligibility (General Slots): As defined by the Connecticut Department of Labor, categorical eligibility refers to an individual that meets at least one of the following categorical criteria:

- A youth with a disability meeting criteria outlined in WIOA eligibility directives
- A foster child
- Pregnant, parenting, including custodial parent

- Homeless or runaway
- Justice involved (with Court Support Services Division (CSSD), Department of Corrections (DOC), etc.)
- English Language Learner

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

- Member of a family whose income is equal to or less than 185% of the 2024 federal poverty level
- Eligible for free or reduced-price school or summer meal during the most recent or current school year
- Member of Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps) household
- Current WIOA youth participant or determined eligible for WIOA Youth Services based upon family income within the previous 6 months
- Member of household receiving cash assistance

DCF Eligibility (*DCF slots*):

- Age 14 – 24 as of July 1, 2024, and
- Authorized to work in the US at time of application, and
- Court Supportive Services Division referral, or
- DCF-involved, defined as being in DCF custody or part of an active DCF case at the time of application. DCF-involvement may be verified by self-attestation that includes the name of the DCF social worker.

Level Up Eligibility (*ADS slots*):

- Authorized to work in the US at time of application, and
- Referred by Level Up counselor

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 20% of program slots with youth who meet the criteria and may fill up to 80% of slots with other eligible youth.

- Youth with a disability
- Youth involved with DCF, including youth aged/aging out of foster care
- Justice -Involved Youth
- Pregnant or parenting youth
- Homeless youth
- Opportunity Youth, not enrolled in any school in spring of 2024 and not planning to enroll in any school in fall of 2024
- English-Language Learner

Work-Based Learning Competencies: Twelve competencies identified by the Hartford Work-Based Learning Network:

- a. Academic
- b. Technology/Digital Literacy
- c. Communication
- d. Critical Thinking/Problem Solving
- e. General Professional
- f. Time/Self-Management
- g. Customer Service
- h. Employment Management (Job Seeking)
- i. Financial Literacy
- j. Integrity/Ethical Decision-Making

WIOA: The Workforce Innovation & Opportunity Act. CWP targets its WIOA services to Opportunity Youth with a focus on training and paid work experience in high-demand industry sectors.

PART II. GENERAL CONDITIONS & TERMS

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, in whole or in part, 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. The award of a contract for any proposed service is contingent upon:
 - a. Adequate financial resources or the ability to obtain them
 - b. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals
 - c. A satisfactory record of past performance
 - d. A satisfactory record of integrity, business ethics and fiscal accountability
 - e. The necessary organization, experience, accounting and operational controls

- f. The technical skills to perform the work
- g. Favorable evaluation of the proposal in relation to other proposals
- h. Approval of the proposal by CWP
- i. 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 bidders. 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.

Likewise, CWP also 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.
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.
4. 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 funds designated for SYELP contracts.
5. 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 statements one through four 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, bidders 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 bidders merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties.

Any bidder awarded funds to provide services will be expected to operate services of professional quality, maintain proper programmatic and fiscal controls, submit timely reports as required, and comply with the requirements of the OMB Uniform Guidance set forth at 2 CFR Part 200, and State of CT regulations and policies. Contractors must ensure that programs are administered with safeguards against fraud and abuse as set forth in the Uniform Guidance; that no portion of the SYELP 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 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. Notification and Distribution

The RFP is available for distribution on September 14th, 2024 by 4:00 p.m. EDT on the CWP website at www.capitalworkforce.org.

Information relating to the RFP, including updates, amendments, minutes of the Bidder's Conference, and responses to questions submitted by email, will be posted to www.capitalworkforce.org. Interested proposers are responsible for monitoring the website for updates; CWP does not intend to send individual notification of updates directly to proposers.

C. Mandatory Letter of Intent and Bidder's Conference

Prospective proposers must submit a signed Letter of Intent by 5 p.m. EDT September 27, 2023. The letter must be submitted via email to: RFP@capitalworkforce.org. All letters must be received by CWP no later than the specified deadline. Only those organizations that submit a Letter of Intent will be permitted to register for and attend the Bidder's Conference. Only organizations that submit a Letter of Intent and attend the Bidder's Conference will be determined responsive proposers and evaluated for this RFP.

CWP reserves the right to extend the deadline for Letters of Intent should the initial response be deemed insufficient. CWP may change scheduled due dates if it is to the advantage of CWP to do so.

Bidder's Conference: CWP will conduct a Bidder's Conference on October 5th. Organizations that submit a Letter of Intent will be invited to the Bidder's Conference, which will be virtual. CWP staff will be present at that time to discuss the RFP and to answer questions. This session

will be the only opportunity to interact with CWP staff to obtain such assistance. After the Bidder's Conference, CWP will accept written questions via email only to: RFP@capitalworkforce.org, through October 6, 2023; "RFP Question" must be written in the subject line. CWP will publish all questions and answers on its website, www.capitalworkforce.org, by October 11, 2023. No information will be provided to individual proposers.

D. Proposal Delivery and Specifications

All proposals (electronic versions only) and modifications must be received no later than **Tuesday October 24, 2024 at 5:00 p.m. EDT**. Proposers that attend the Bidders Conference will receive a link to the portal where proposals will be uploaded.

The proposer is solely responsible for ensuring that anything sent to CWP arrives safely and on time. Any submission to CWP, including inquiries regarding the RFP, and/or proposals not received at either the specified place and/or by the specified date and time will be rejected and returned to the proposer by CWP.

Proposals must be submitted in accordance with Part V: Solicitation Provisions of this RFP.

Issuance of this RFP is coordinated by:

Angelica Heron, Youth Services Manager
Capital Workforce Partners
One Union Place
Hartford, CT 06103
860-899-3481
aheron@capitalworkforce.org

E. Non-Appropriation and Cancellation

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

F. Eligible Proposers and Proposal Acceptance Criteria

Any organization legally able to do business in the State of CT, whether for-profit or non-profit, may apply. Proposers must submit evidence of their legal status in the form of a printout of their current business registration from the CT Secretary of State, or comparable agency from their home state, indicating the type of business (corporation, LLC, LLP, etc.).

Municipalities and their Youth Services Bureaus are not required to respond to this RFP; a separate application process will be implemented those entities

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

1. Has been debarred by an action of any government agency
2. Has a previous contract with any governmental entity in Connecticut terminated for cause
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
4. For any other good and just cause determined at the sole discretion of CWP

These provisions include any related entities of the Proposer.

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 and certifications at Attachment B. The submission of a proposal in response to this RFP with signed Attachment B 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.

G. Award Process and Notification

CWP is soliciting SYELP proposals based on historical financial data, with the expectation that it will receive notification of its funding allocations in June 2024. The size of the contracts awarded will be dependent upon available funding. Through this solicitation, the CWP Board of Directors will approve proposals eligible for funding at its meeting on November 29, 2023; proposers will be notified of the decision on or after December 1, 2023. CWP will issue a non-financial MOU to each successful proposer for purposes of initiating staff training and coordinating outreach, recruitment and intake.

Contract operations will begin July 1, 2024, contingent upon successful contract negotiations. If an award is made, the contract will be cost reimbursement based.

As stated, prospective proposers must submit a Letter of Intent by 5 p.m. EDT September 27, 2023 and must attend the mandatory Bidders Conference to be considered for funding through this RFP. CWP reserves the right to extend the deadline for Letters of Intent should the initial response be deemed insufficient.

H. Appeal Procedure

Appeals shall be limited to violations of local, State or Federal laws, rules, and regulations. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with the CWP Procurement SOP process. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they are regarding such issues as evaluator's professional judgment on the quality of a proposal or CWP's assessment of its own needs or requirements.

The Proposer may request a post-procurement meeting at which time the Proposer shall specify the details related to the aforementioned violations. The meeting can be requested over the phone or in writing. An appeal meeting must be requested within five (5) business days of notification of non-award. In the meeting, the discussion is limited to the proposer's presentation of a matter of bias, discrimination, conflict of interest or CWP's non-compliance with procurement procedures. The President/CEO will issue a decision within five (5) business days of the appeals meeting. The decision is final and conclusive.

I. Debrief Request

Any proposer that receives notification of non-award may request a debrief. A debrief must be requested within ten (10) business days of notification of non-award. The debrief discussion is limited to a critique of the proposer's RFP response, i.e., specific factors regarding their proposal's weaknesses and strengths. Comparisons between proposals or evaluations of the other proposals is not considered in a debrief. CWP will respond to the request for a debrief within ten (10) business days of receipt of the request.

J. General Contract Requirements

Contracts awarded to proposers selected through this procurement will include terms and conditions required to ensure compliance with State of CT statutes and regulations. Proposers are encouraged to review CWP's current standard contract language to ensure that they understand and can accept the general and specific terms 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. The standard contract is provided for informational purposes only; contract terms will be updated for 2024-25 to reflect changes in law, regulations, and/or CWP policy.

K. Cost Reimbursement / Performance-Based Contract

If an award is made, the contract will combine benchmark payments tied to participant enrollment and attendance, with cost reimbursement of participant wages, fringe benefits and stipend payments. Payments will be made up to the total contract amount. Any award will conform to the terms required by State laws. Payment for services rendered will be made only when costs have been incurred and performance met, including timely data entry. Proposers must have sufficient financial capacity, i.e., cash flow, to operate on a 30-day payment cycle.

L. Renewal

Contracts awarded through this RFP will be eligible for renewal, contingent upon satisfactory performance and fund availability. Contracts may be renewed for up to three program cycles.

M. Conflict of Interest

CTDOL policy for conflict of interest for local Board membership:

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 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 2 CFR 200.318(c)(1) general procurement standards codes of conduct: “No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a **real or apparent** conflict of interest. Such a conflict 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 a tangible personal benefit from a firm considered for a 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.

PART III. SPECIFICATIONS AND SCOPE OF SERVICES

Program Design Considerations

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

Tier Level Service Distribution

All applicants will be placed according to an assessment of their needs and career-readiness level. The distribution of Tier I, II and III slots must create opportunities both for new youth to participate and for returning youth to progress through SYELP programming year-over-year in a purposeful way. Available youth slots should be allocated in the following way:

- Tier I: first come, first served
- Tier II: 50% 2023 Tier I completers; 50% first come, first served
- Tier III: 80% 2023 Tier II or Tier III completers; 20% first come, first served

A. SYELP Goals, Requirements, and Performance Measures

1. Project Based Learning - Tier I

Purpose: Programming designed to provide project-based learning and career exploration opportunities. Tier I programming provides basic, developmentally appropriate career exposure activities, introduction to employability skills, and academic reinforcement in a cohort-model setting.

Target Population: Youth with limited or no work experience, assessed as not ready for the workplace. Youth are typically 14-15 years old or otherwise assessed as needing Tier I services.

Contractor(s) will:

- a. Conduct intake and eligibility determinations using CWP's Webauthor platform.
- b. Conduct career interest and competency assessment and related activities. The assessment should be designed to engage youth, and to match each participant with the most appropriate project-based site.
- c. Develop work-based learning projects for youth to work on, internally or in collaboration with community partners. Submit a detailed project description to CWP for review and approval prior to initiating each project.
- d. Deliver a curriculum aligned to CWP's work-based-learning competencies, that provides the knowledge and ability to demonstrate basic social responsibility, critical thinking, and an understanding of various careers, related educational pathways, and the labor market. Curriculum must include education on:
 - i. Financial literacy
 - ii. General professionalism
 - iii. Employment management (job seeking strategies)

- iv. Time/Self-management
- v. Communication
- e. Arrange for presentations from representatives from various career sectors.
- f. Conduct interactive orientation for all supervisors prior to placing participants at project-based sites.
- g. Provide paid project-based experience that includes career exploration opportunities such as company tours, job shadowing and mock interviews.
- h. Provide a total of 120 hours of paid project-based experience to each participant from July 1, 2024 through August 30, 2024.
- i. For each youth, designate a specific staff member to act as a coach for the life of the program.
- j. Monitor project-based sites weekly and provide support to project-based supervisors.
- k. Ensure that participants are paid stipends¹ for actual hours of participation, and follow all laws and regulations, including processing W-9 and 1099 forms.
- l. Ensure all youth participants establish direct deposit.
- m. Complete pre- and post- Work Based Learning Competency Reviews for every youth participant.
- n. Document each youth's education and employment status at the completion of the program.

Project-based Learning Program Outcomes

- a. 80% of Tier I youth will demonstrate growth in at least 5 WBL competencies within the provider rubric by the end of the program year.
- b. 85% of youth will complete at least 120 hours of program activity; participants who leave the program to accept unsubsidized employment will be considered to have completed their hours.
- c. 85% of youth will have a new or updated resume.

2. Career Preparation- Tier II

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

Target population: Youth with limited work experience, assessed as not fully ready for the workplace. Youth are typically 15-17 years old or are otherwise assessed as needing Tier II services.

Contractor(s) will:

- a. Develop worksites at supportive companies and organizations that have the capacity to host participants in need of on-site coaching in appropriate workplace behaviors.

¹ CWP will establish the hourly stipend rate benchmarked to the Connecticut minimum wage.

- b. Establish agreements with worksites in the format prescribed by CWP. Agreements must be approved by CWP prior to placement of participants at worksites.
- c. Conduct interactive orientation for all worksite supervisors prior to placing participants at worksites.
- d. 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.
- e. Provide paid work experience that includes career exploration opportunities such as company tours, job shadowing and mock interviews.
- f. Provide a total of 120 hours of paid work experience to each participant from July 1, 2024 through August 30, 2024. Up to 20 of those hours may be utilized for training and preparing the youth for placement.
- g. For each youth, designate a specific staff member to act as a coach for the life of the program.
- h. Monitor worksites weekly and provide support to worksite supervisors.
- i. Hire participants as employees, ensure that they are paid the hourly rate established by CWP² for actual hours of participation, and follow all labor laws and regulations.
- j. Ensure all youth participants establish direct deposit.
- k. Deliver a curriculum aligned to CWP's work-based-learning competencies, that provides the knowledge and ability to demonstrate basic social responsibility, critical thinking, and an understanding of various careers, related educational pathways, and the labor market. Curriculum must include education on:
 - i. Financial literacy
 - ii. General professionalism
 - iii. Employment management (job seeking strategies)
 - iv. Time/Self management
 - v. Communication
- l. Ensure each participant has a completed Work Based Learning Competency Review or Employer Evaluation (depending on youth placement)
- m. Document each youth's education and employment status at the completion of the program.
- n. Ensure that any enrolled Out of School Youth are connected to the WIOA Youth Liaison and scheduled for an informational/intake meeting.

Career Preparation Participant Level Outcomes:

- a. 80% of Tier II youth whose worksite is with the contractor's agency will demonstrate growth in at least 5 WBL competencies within the provider rubric by the end of the program year.
- b. 85% of Tier II youth that are placed with an external worksite will be rated as meeting or exceeding expectations on the competency review. Meeting or exceeding expectations is equivalent to a youth receiving raw score of 28 which will be equivalent to 70% out of 100%.

² Wage rates for all Tier II and Tier III participants will be no less than the Connecticut minimum wage.

- c. 85% of youth will complete at least 120 hours of program activity; participants who leave the program to accept unsubsidized employment will be considered to have completed their hours.
- d. 85% of youth will have an updated resume.

3. *Career Bridging- 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: Youth who have work and/or internship experience and who have been assessed as work ready. Youth are typically 16-24 years old or are otherwise assessed as ready for and needing Tier III services.

- a. Develop worksites at companies and organizations that have the capacity to host one or more participants in the target population.
- b. Establish agreements with worksites in the format prescribed by CWP. Agreements must be approved by CWP prior to placement of participants at worksites.
- c. 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.
- d. Place participants at worksites that are the best match with their career readiness and career interests.
- e. Provide paid work experience that includes career exploration opportunities such as company tours, job shadowing and mock interviews.
- f. Provide a total of 120 hours of paid work experience to each participant from July 1, 2024 through August 30, 2024.
- g. Monitor worksites weekly and provide support to worksite supervisors.
- h. Hire participants as employees, ensure that they are paid the hourly rate established by CWP³ for actual hours of participation in work and learning activities, and follow all labor laws and regulations.
- i. Ensure all youth participants establish direct deposit.
- j. Ensure employers complete an Employee Competency Review for all participating youth.
- k. Document each youth's education and employment status at the completion of the program.
- l. Ensure that any enrolled Out of School Youth are connected to the WIOA Youth Liaison and scheduled for an informational/intake meeting.

³ Wage rates for all Tier II and Tier III participants will be no less than the Connecticut minimum wage.

Career Bridging Participant Level Outcomes:

- a. 85% of Tier III youth will be rated as meeting or exceeding expectations on the competency review. Meeting or exceeding expectations is equivalent to a youth receiving raw score of 28 which will be equivalent to 70% out of 100%.
- b. At least 20% of Tier III participants will be placed at a private sector or high-demand sector worksite (Allied Health, Manufacturing, IT, Construction, Culinary, & Transportation Distribution & Logistics)
- c. 20% of Tier III participants will report entering unsubsidized employment at the end of the program.
- d. 85% of youth will complete at least 120 hours of program activity; participants who leave the program to accept unsubsidized employment will be considered to have completed their hours.
- e. 85% of youth will have an updated resume.

4. Overall Program Effectiveness Goals

- a. 100% of slots will be filled.
- b. 100% of available participant hours will be utilized.
- c. 100% of participant attendance information will be entered into ETO by Wednesday of each week.
- d. 100% of worksite agreements will be submitted to CWP for approval before placing participants at the worksite.
- e. 20% of participants will meet priority of service as defined by CWP.
- f. 100% attendance by at least one provider representative at all required contract meetings, including training and technical assistance sessions.
- g. Opportunity Youth:
 - 100% of Opportunity Youth who do not have employment or are enrolled in post-secondary education by the end of the program will be referred to a training program at the end of the program.
 - 30% of Opportunity Youth will report entering unsubsidized employment at the end of the program.

B. Service Delivery Requirements

CWP is seeking providers to deliver SYELP services in accordance with the guiding principles described in Part I of this RFP. 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 2024 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, 2024.

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, 2024.

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, 2024.
2. Assign the liaison or their direct supervisor to 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. Providers should differentiate outreach to target members of all priority populations (DCF, homeless, pregnant/parenting, justice-involved, English-language learners, youth with disabilities).
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, 2024, have staff on board and begin program operation.
7. Conduct intake, assessment and matching of participants with service models and worksites by July 3, 2024, and begin paid work activities by July 8, 2024. A later start date may be requested and approved at the discretion of CWP.
8. No later than July 12, 2024, 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.
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 120 hours of paid work and learning 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 Tier II and Tier III participants, maintain compliance with all labor laws and regulations, and administer participant payroll.
14. Establish a Worksite Agreement with each worksite, including Proposer's organization, and submit to CWP for review and approval before placing participants at the worksite.
15. Develop and manage time sheet and record-keeping system for the purpose of participant payroll.
16. Operate on a cost reimbursement basis.

C. Cost Standards and Allowable Costs

CWP intends that providers will earn a fixed benchmark payment for each participant enrolled. This benchmark payment must be expended on the costs of service delivery, including staff salaries and fringe benefits, staff travel, participant supports, 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 for Tier II and III participants, including FICA and unemployment insurance when applicable; costs of these benefits is estimated at 10% of wages.

Contracts will include a cost reimbursement budget for participant stipends, wages and fringe benefits. Providers will be reimbursed based on actual costs incurred up to the approved budget. Payment for services rendered will be made only when costs have been incurred and performance met.

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 benchmark payments will be spent, and successful negotiation of the contract scope of services.

PART IV. PROPOSAL NARRATIVE

The Narrative is the body of the proposal and should give reviewers a clear picture of the proposer's experience with and capability to deliver the services requested in this solicitation. **The narrative should be no longer than 18 pages.**

The Narrative should demonstrate the capacity of the proposer to deliver proposed services. The Narrative consists of the proposer's responses to questions below, in sequence, supplemented with requested attachments.

Narrative: please respond to the following questions.

A. Organizational Capacity and Performance History (35 points)

1. What is the mission statement of your organization?
2. Describe the size of your organization. How many FTEs do you have? What is your annual budget for fiscal year 2024, and what percentage of funding is from CWP contracts, if any?
3. Provide a high level organizational chart including the proposed CWP program as Attachment D.
4. 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.

5. Do you have a division or department dedicated to serving youth?
6. How many youth does your organization serve annually, excluding SYELP? What type of services do you provide to youth? Describe your experience working with Opportunity Youth.
7. Describe your experience with the development and oversight of worksites and/or internships.
8. Describe the methods and frequency of worksite monitoring that you conduct to ensure compliance with labor laws, adherence to workplace safety and labor laws, and that meaningful work is taking place.
9. 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.
10. Identify the leveraged liaison who will be assigned, from the time of award, to SYELP by name and job title, and list additional key staff involved in SYELP planning, implementation and oversight.

NOTE: Proposer may not leverage staff assigned in whole or in part to any CWP WIOA Youth contract.

11. Describe your organization's experience with businesses in CWP's target industries and in other sectors aligned with public career academies.
12. Identify any current linkages with businesses and organizations that will host worksites.
13. 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.
14. Describe the technology that will support SYELP, including computer network capacity, number of computers, type of software available, audio and video equipment.
15. 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.
16. Describe your financial management structure. List all positions that will be involved with SYELP contract administration and provide job descriptions and resumes of incumbents as Attachments E and F.
17. 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.
18. 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 include a description of your time and attendance procedures.
19. Describe how you will ensure that youth will create or have access to a bank account for direct deposit.

20. Complete the Organizational Status and the Administrative and Financial Capabilities Checklists and provide the required documents.
21. Provide the Reference and Performance History Report (Attachment G) to three references that can describe your organization's capacity and ensure that they submit the report to CWP by the October 24th deadline.

B: Program Design (35 points)

1. State the priority towns that you propose to serve. 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 plan for pre- and post- SYELP training for participants. Include any workshops you will provide and competencies this training will target.
3. Describe your plan for assessing (including career interest and competency assessments) and placing youth into the appropriate level of service. 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.
4. Describe how you will ensure that a signed worksite agreement is submitted to and approved by CWP before participants are placed at a worksite.
5. Describe the process you will use to match participants with worksites.
6. Describe how you will ensure that worksites provide meaningful work to participants, and how you will partner with employers to develop detailed job descriptions.
7. Describe how you plan to provide interactive financial literacy training including access to direct deposit.
8. What supports will you provide to companies that host worksites and the employees who supervise youth to ensure satisfaction of both employer and youth?
9. Describe how you will collect information on participants' employment and/or school status at the end of the program.
10. Describe how you will collaborate with employers to gain their input on the Work-Based Learning Assessment.
11. Describe how you will incorporate mental wellness services or access to services within your program.

Program Specific Elements

Tier I Project Based Learning

- a. Identify the curriculum that you will use to provide youth with the knowledge and ability to demonstrate basic social responsibility, interpersonal communication, problem solving, critical thinking and job-seeking skills, aligned to the 12 Work Based Learning Competencies. Describe how you will deliver that curriculum.
- b. Describe your strategies for providing career exploration for Tier I participants.
- c. Describe the project-based/service-learning activities that you will provide.

Tier II Career Preparation

- a. Identify the curriculum that you will use during the first week of the program to enhance youth knowledge and career-readiness. Describe how you will deliver that curriculum.
- b. Describe how you will provide paid work experience that includes career exploration opportunities such as company tours, job shadowing and mock interviews.

Tier III Career Bridging

- a. Describe how you will conduct employer outreach and engagement to develop private sector worksites and ensure that CWP remains updated of your efforts.
- b. 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.

Opportunity Youth

- a. Describe how you will provide additional support to youth who are not currently in school or working.
- b. Describe how you will ensure that Opportunity Youth are assessed and placed in the correct tiered level of support, regardless of age.
- c. Describe how you will connect Opportunity Youth to training/workforce services upon completion of the program.

D. Employer Collaborations (20 points)

- a. Describe your approach to industry-diverse worksites and innovative placement opportunities. Attach letters of commitment from the collaborating businesses.
- b. For collaborations that include career exploration activities, describe the industries and career paths that will be explored.
- c. Identify the businesses with which you will partner to deliver career exposure.
- d. Describe the activities to be provided by each collaborating employer.
- e. Identify the CWP strategic collaboratives with which your organization is affiliated. These include CWP's industry sector partnerships in healthcare, IT/technology, manufacturing, and TDL, as well as the Work-Based Learning Network, Community of Practice, and Hartford Opportunity Youth Collaborative.

PART V. SUBMISSION REQUIREMENTS

A. Proposal Instructions

Proposals will be submitted electronically through CWP's secure portal. A link will be issued to proposers that attend the Bidders' Conference. The proposal submission will consist of the following elements:

1. Cover page
2. Certifications and Assurances, signed electronically in Adobe, or signed in blue ink and scanned.
3. Complete Proposal Part I in PDF format, in the order specified, with page numbers.
4. Complete Proposal Part II in PDF format, in the order specified.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or issuance of a formal Letter of Intent. Please be advised that CWP monitors all programs at least once during a contract period. Contractors may be required to provide documentation of expenses as related to the negotiated budget. Proposals may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

Format/Required Attachments

Proposals must be assembled in the following order. Items that are **not** a form provided with the RFP are underlined.

Proposal Part I:

1. Attachment A – Cover Page. This should be the cover page of the proposal and must be filled out completely.
2. Table of Contents
3. Attachment B – Signed Assurances and Certifications
4. Attachment C – Submission Checklist Form must be completed and signed.
5. Attachment D - High Level Organizational Chart - proposer's entire organization including CWP program.
6. Attachment E – Job Descriptions for all funded and in-kind positions, labeled with name of incumbent when known.
7. Attachment F – Resumes of individuals who have been identified to staff the proposed program, labeled with job title. The leveraged employee must be included and identified.
8. Proposal Narrative (maximum 18 pages)

Proposal Part II

1. Attachment H - Organizational Status and Administrative and Financial Capabilities Checklists
2. Copies of required documents
 - a. Printout of current business registration from CT Secretary of State
 - b. Proof of 501(c) 3 for non-profit organizations

- c. Proof of current insurance
- d. Audit or Financial Statement
- e. Approved Cost Allocation Plan for any organization that currently receives state or federal funding

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

- a. Attachment A Cover Page
- b. Attachment B Assurances and Certifications
- c. Attachment C Proposal Checklist
- d. Attachment G Reference and Performance History Report (*note: proposer provides this form to its references who must submit it directly to CWP at rfp@capitalworkforce.org*)
- e. Attachment H Organizational Capacity and Administrative and Financial Capabilities Checklists

B. Proposal Evaluation Criteria

Proposals from organizations that meet the standards outlined above will be rated based on the following evaluation factors:

<u>Criteria</u>	<u>Point Value</u>
1. Organizational Capacity and Performance History	35
2. Program Design	35
3. Employer Collaboration	20
4. References	10
TOTAL	100 points

ATTACHMENT A Proposal Cover Sheet

Capital Workforce Partners
2024-25 SYELP Request for Proposal
Due Date: October 24, 2023 - 5:00 pm EDT



Name of Proposer Organization:

Proposer Organization FEIN:

SAM Unique Entity ID:

Contact Person Information

Name:

Title:

Telephone:

Email Address:

Organization Status

☐

Public Non-Profit Corporation

☐

Private For-Profit Corporation

☐

Government

☐

Other: (specify)

Proposer Location (headquarters)

Street:

City:

State:

Zip:

Proposer Mission Statement

Proposer Capacity

Number of Years in Operation:

Total FY23 Budget:

Total FY23 FTE:

Maximum expenditure prior to reimbursement:

Towns to be served:

CERTIFICATIONS

On behalf of the proposing organization named on Attachment A (Proposer)

Proposer Name:

1. The individual signing certifies that they are authorized to contract on behalf of the Proposer listed on Attachment A.
2. The individual signing certifies that all information in this proposal is true and correct, the document has been duly authorized by the governing body of the Proposer, and the Proposer will comply with the attached assurances if a contract is awarded.
3. The individual signing certifies that they have read and understand all the information in this Request for Proposal, including the cost reimbursement payment schedule and the programmatic and service delivery requirements.
4. The individual signing certifies that any financial or other relationships with CWP Board Members or Staff are disclosed below. Check here if there are none: ☐

Disclosures: List the name and title of each person that has a relationship with a CWP Board or staff member and list the name and role of the person associated with CWP or Board member.

Name and title of Proposer's staff or board member who has or who's immediate family member or partner has a relationship with CWP Board or staff member.

Name of the CWP board or staff member and nature of the relationship (e.g., spouse, parent, child, sibling).

Name, Title

Name, Relationship

1.

1.

2.

2.

3.

3.

4.

4.

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 have not had a contract terminated for cause by any State of Connecticut government entity.
4. We will provide records to show that we are fiscally solvent, if needed.
5. 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.
6. **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, 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 State of CT Cost Standards.
 - 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.
7. **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 attest that these certifications, disclosures and assurances are true.

Signature of Authorized Representative

Date

Print name of Authorized Representative

Title of Authorized Representative

ATTACHMENT C**PROPOSER SUBMISSION CHECKLIST: 2024-25 SYELP RFP**

Proposer:

ITEM	YES	NO
Part I		
1. Completed Cover Sheet – Attachment A Proposer Information	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed and signed Certifications and Assurances – Attachment B	<input type="checkbox"/>	<input type="checkbox"/>
3. Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed Submission Checklist - Attachment C	<input type="checkbox"/>	<input type="checkbox"/>
5. High Level Organizational Chart - Attachment D	<input type="checkbox"/>	<input type="checkbox"/>
6. Job Descriptions for all funded and in-kind positions, Attachment E	<input type="checkbox"/>	<input type="checkbox"/>
7. Resumes of staff identified to staff proposed program, labeled with job title - Attachment F	<input type="checkbox"/>	<input type="checkbox"/>
8. Proposal Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Part II		
1. Organizational Capacity and Administrative and Financial Capacities Checklist- Attachment H	<input type="checkbox"/>	<input type="checkbox"/>
2. Copies of Required Documents Listed in Attachment H Checklist		
a. Printout of current business registration from CT Secretary of State	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of 501(c)(3) for non-profit organizations	<input type="checkbox"/>	<input type="checkbox"/>
c. Proof of current insurance	<input type="checkbox"/>	<input type="checkbox"/>
d. Audit or Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>
e. Approved Cost Allocation Plan for any organization currently receiving state or federal funding	<input type="checkbox"/>	<input type="checkbox"/>

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

Completed by:

Date:

Email address:

**Summer Youth Employment & Learning Program RFP
Reference and Performance History Report Form**

Instructions: To be completed and submitted by each reference. The report should be completed only for the most recent contract period since July 1, 2022, and submitted no later than October 24, 2023.

The organization providing the reference should complete, sign and submit the report. The signed report may be scanned and sent to RFP@capitalworkforce.org. The report may be submitted by email to rfp@capitalworkforce.org with the subject line "SYELP Reference for [Contractor Name]".

Proposer Name: _____

1. Organization Providing the Reference:

Organization Name			
Organization Address			
Person Completing Form	Name:	Title:	
	Email Address:	Phone Number:	

2. Contract Information: If proposer has had multiple contracts during the most recent contract period, reference may complete a single combined report or separate reports for each contract.

Contract/Program name(s): _____

Contract Amount: _____ Contract Period: _____ # of Youth Served _____

3. Type of funding: ☐ Private ☐ Municipal ☐ State ☐ Federal

4. Services provided by the contractor: (check all that apply)

- ☐ Career Exploration
 ☐ Employment Readiness Training
 ☐ Paid Work Experience/Internship
☐ Unpaid Internship
 ☐ Career Planning
 ☐ Employer Engagement

5. Services: Service levels and outcomes.

Service	# Served	Outcomes	#
Career Exploration		# successfully completing activity	
Paid Work Experience/Internship		# completing ≥ 85% of assigned hours	
Unpaid Internship		# completing ≥ 85% of assigned hours	
Employment Readiness Training		# successfully completing training	
Career Planning		# completing a career plan	

6. Employer Engagement

Indicate the number of employers engaged in each service, and the number of employers rating the service as satisfactory or better and/or the number of employers that retained the youth throughout the planned Work Experience or Internship.

Service	# of employers	# Satisfied	# Retained Youth
Career Exploration			
Paid Work Experience/Internship			
Unpaid Internship			

7. Rate contractor's performance in each area, using the ratings listed below

Rating	Description of Rating
Excellent	The contractor's performance clearly exceeds contractual requirements.
Satisfactory	No problems exist or only minor problems for which solutions are in hand.
Marginal	Problems exist for which the identified solution may be adequate, but the problem appears to be within the contractor's ability to solve.
Unsatisfactory	Serious problems exist which may be outside the contractor's ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.
N/A	Not applicable or unable to provide information

To place a check mark under applicable rating click on the cell in the column under the rating

Services	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Career Exploration					
Employability Training					
Paid Work Experience/Internship					
Unpaid Internship					
Career Planning					
Employer Engagement					
Administrative Capacity	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Responsiveness to funder					
Meets contract deliverables					
Ability to manage participant payroll and serve as employer of record					
Meets reporting/data deadlines					
Meets invoice deadlines					
Accuracy of reports and invoices					
Hires and retains competent staff					
Administrative & financial management					
Number and severity of audit and/or monitoring findings					

8. Would you contract with this organization again? ☐ Yes ☐ No

9. General Comments:

Signature: _____

Date: _____

ORGANIZATIONAL STATUS CHECKLIST

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

1. Current Organization Status

Document	Attached
Printout of current business registration from CT Secretary of State, or comparable agency from organization's home state, indicating type of business (corporation, LLC, LLP, etc.)	<input type="checkbox"/>
Non-Profit Organization: Proof of 501(c) 3 status.	<input type="checkbox"/>

2. Proof of Current Insurance

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

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

Document	Attached	Not Applicable
Most recent state and/or federal single audit (non-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>
- OR -		
Third-party financial audit and summary of revenue by source for past two fiscal years (non-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>
- OR -		
Third-party recent financial audit, financial review, or financial compilation for past two fiscal years (for-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

Please respond to each statement or question with a "yes" or "no" answer.

Administrative Requirements	Yes	No
1. Resumes for identified staff are attached, and job descriptions specifying minimum qualifications have been provided for positions not yet filled.	<input type="checkbox"/>	<input type="checkbox"/>
2. Proposer agrees that all staff and participants involved with the proposed program or will be covered by its insurance and bonding policies.	<input type="checkbox"/>	<input type="checkbox"/>
3. The books of account are auditable.	<input type="checkbox"/>	<input type="checkbox"/>
4. Administrative and internal accounting controls are adequate to safeguard program assets.	<input type="checkbox"/>	<input type="checkbox"/>
5. The accounting system adequately accounts for program funds.	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposer has a written accounting procedures manual and the procedures in the accounting manual are being followed.	<input type="checkbox"/>	<input type="checkbox"/>
7. Proposer has written human resources policies and procedures, including non-discrimination, and zero tolerance for drugs and violence in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
8. The organization has sufficient internal controls and procedures for the following:		
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 and time allocation	<input type="checkbox"/>	<input type="checkbox"/>
f) purchasing	<input type="checkbox"/>	<input type="checkbox"/>
9. Proposer has a written cost allocation plan approved by its governing body. A copy of the approved plan is attached.	<input type="checkbox"/>	<input type="checkbox"/>
10. Proposer has attached its audit or financial reports as specified at #3 of the Organizational Status Checklist.	<input type="checkbox"/>	<input type="checkbox"/>

For any "NO" responses, attach an explanation, including the number from the checklist.

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 ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard CWP program funds. I further understand that if CWP awards a contract to this organization, that these administrative and financial procedures and controls will be monitored to ensure compliance with all State and Federal requirements.

Typed Name, Title:

Signature _____

Date