



CAPITAL WORKFORCE PARTNERS
ONE UNION PLACE
HARTFORD, CT 06103

REQUEST FOR PROPOSALS (RFP)

INITIAL PERIOD OF PERFORMANCE:
July 1, 2025 - June 30, 2026

WIOA Youth Programs

FUNDED UNDER
THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT

ISSUED ON

March 27, 2025

TIMELINE

RFP Released	Thursday March 27, 2025
Letter of Intent	Thursday, April 10, 2025
Bidder's Conference	Monday, April 14, 2025
Deadline for Questions	Monday April 14, 2025
Q & A Published	Wednesday April 16, 2025
RFP Deadline	Monday April 28, 2025
Funding Decision	Friday, May 30, 2025
Contract Start Date	Tuesday, July 1, 2025

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

B. Program Goals and Guiding Principles

WIOA Goals: WIOA establishes six primary indicators of performance. Proposers should read the WIOA performance and accountability guidance published June 11, 2024 in TEGL 10-16 Change 3; the TEGL contains detailed definitions, operating parameters, and calculation methodologies for each measure.

CWP goals for 2025-2026 are:

Performance Measure	Goal
Employment (Second Quarter after Exit) Percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit	78.5%
Employment (Fourth Quarter after Exit)	75.5%

Percentage of youth who are in education or training activities or in subsidized employment during the fourth quarter after exit	
Median Earnings Median earnings of participants in unsubsidized employment during the second quarter after exit	\$5,700
Credential Attainment Rate Percentage of youth who obtain a recognized post-secondary credential during participation or within one year after exit or who earn a GED or high school diploma and are also employed or in enrolled in a training program leading to a post-secondary credential within one year after exit	76.5%
Measurable Skill Gains Percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skills gains	70.5%
Effectiveness in Serving Employers Retention with same employer: percentage of participants employed in 2 nd quarter after exit still employed with same employer in 4 th quarter after exit	N/A – statewide measure

CWP establishes service provider goals designed to ensure that these goals are met and exceeded at the regional level.

CWP WIOA – Opportunity Youth Program Goal: To provide intensive case management, career exposure, career training, and job placement to opportunity youth with the purpose of closing the middle skills gap for young adults in North Central Connecticut.

Guiding Principles: In order to accomplish the program goal, all CWP funded Opportunity Youth programs are guided by the following principles:

1. Opportunity Youth programs will align with CWP’s vision and mission of closing the middle skills gap through partnerships between employers, training providers, and community- based organizations that integrate key aspects of whole person approach and occupational training through a work-based learning model.
2. Opportunity youth programs will allow for youth to learn about careers within in-demand sectors.
3. Opportunity Youth programs will be framed around training and subsidized work experiences that provide hands-on/work-based learning.
4. Opportunity Youth programs will create a program in line with Connecticut’s expected job growth sectors.
5. Opportunity Youth programs will put youth on a career pathway that leads to sustainable, full-time employment in an in-demand sector with a starting wage of \$18.00 an hour or higher.
6. Opportunity Youth programs will demonstrate a culturally competent and trauma-responsive program model, ensuring that all staff are adequately trained in culturally competent/trauma-informed case management.

C. Services Solicited and Program Requirements

CWP is soliciting proposals for the delivery of WIOA youth programming that will implement the design detailed in the Program Design Section of this RFP. WIOA requires that 14 program elements be made available to all participants.

Proposers must offer access to all 14 program elements. The following table lists the elements that must be provided directly, the elements that may be provided directly or through subcontracts, and the elements that may be provided through referral agreements with community partners. Proposers that subcontract with partners will remain solely accountable for meeting performance goals, for financial management and for its own and its partner(s)' compliance with all CWP contract terms and with federal and state laws and regulations.

Program Element & Services	Elements to be provided directly by the Proposer	Elements to be provided directly by the Proposer or through subcontracts	Elements that may be provided directly or through referral agreements with community partners
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a recognized secondary school diploma or its recognized equivalent or for a recognized post-secondary credential			X
2. Alternative secondary school services or dropout recovery services			X
3. Paid and/or unpaid work experiences	X		
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved. ¹		X	
5. Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster	X		
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.	X		
7. Supportive services	X		

¹ Proposers that do not directly provide occupational skills training must partner and/or subcontract with a postsecondary institution, approved union or certified training program for the provision of training.

Program Element & Services	Elements to be provided directly by the Proposer	Elements to be provided directly by the Proposer or through subcontracts	Elements that may be provided directly or through referral agreements with community partners
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months			X
9. Follow up services for not less than 12 months after the completion of participation, as appropriate	X		
10 a. Comprehensive guidance and counseling: - Case management services - Career guidance	X		
10 b. Comprehensive guidance and counseling: - Drug and alcohol abuse counseling services - Mental health counseling services			X
11. Financial literacy education		X	
12. Entrepreneurial skills training			X
13. Services that provide labor market and employment information about in-demand industry or occupations available in local area, such as career awareness, career counseling, and career exploration services	X		
14. Activities that help youth prepare for and transition to postsecondary education and training activities and training for a specific occupation or occupational cluster	X		

D. Additional Program Requirements

WIOA REQUIREMENTS

WIOA includes specific requirements that must be included in program design. These include assessments, program strategies, program activities, and program linkages to employers. Barrier Reduction is critical to successful WIOA Youth programs. Youth are eligible for WIOA programs because they have barriers to education and employment. All CWP programs must demonstrate the capacity to address the barriers faced by their target population in the form of necessary support services, both on-site and through referral. In addition to the 14 elements, Proposers must:

1. Provide a youth-friendly environment with extended, flexible hours of operation.
2. Provide dedicated, innovative, recruitment, assessments, comprehensive case management, and employer engagement services;

3. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant. This assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways for participants.
4. Develop Individual Service Strategies for each participant that are directly linked to WIOA performance outcomes and that identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessments (as previously mentioned).
5. Provide career interest, aptitude, and academic assessments inclusive of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests in and aptitudes for nontraditional jobs), supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways.
6. Provide career-based, contextualized learning (sequential, concurrent, coordinated, or integrated) in reading, writing and math skills.
7. Provide career exploration activities such as tours with employers or training/post-secondary institutions, employer speakers, career interest projects, and career assessments;
8. Align work-preparedness to the 12 Work Based Learning Competencies²;
9. Provide work readiness training aligned to the needs of local employers and CWP's work-based learning competency framework.
10. Align program to career pathways in in-demand sectors that have a starting wage of \$18.00 an hour or higher;
11. Provide preparation for postsecondary educational and training opportunities;
12. Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
13. Integrate employment readiness and education through a work-based learning component such as a pre-apprenticeship or apprenticeship program, internship, cooperative education program, or on-the-job training, as evidenced in a program provider/employer partnership agreement;
14. Provide occupational training and/or postsecondary education throughout the entire program year for occupations that lead to self-sustaining wages in one of CWP's high growth/high wage sectors.
15. Have a partnership with an approved union or certified training program or post-secondary institution with capacity to provide occupational training at any time within the program year. If Proposer is a post-secondary institution, they must have a partnership with an entity with experience/expertise in workforce development case management services;
16. Establish strong linkages between academic instruction and occupational education that lead to the attainment of postsecondary credentials;
17. Provide a connection to a high school completion option recognized by employers and the state of Connecticut for youth without high school diplomas.
18. Provide preparation for unsubsidized employment opportunities;
19. Have proven relationships with employers in in-demand sectors;
20. Demonstrate effective connections to employers, including small employers, in in-demand industry sectors and occupations;
21. Align with CWP's employer engagement strategy, including coordination with CWP sector partnerships, initiatives, and employers.
22. Have proven awareness of community resources;
23. Offer training and education related to labor market demand in Connecticut;
24. Offer Computer Literacy training to every participant;
25. Allocate a significant portion of WIOA Youth funds to activities supporting paid and unpaid work experience that have as a component academic and occupational education;
26. Have proven experience with services that require extensive data collection and management.
27. Provide activities providing leadership development opportunities;

² See <https://capitalworkforce.org/work-based-learning-network/> for detailed information on the work-based learning competencies.

28. Provide services within follow up to assist with retention in employment or post-secondary placement.
29. Commit to on-going professional development of program staff, including training on business engagement, workforce and youth development competencies and best practices.
30. Connect to “on ramps” – programs that serve the target population, provide stabilization and supports, and allow youth to demonstrate motivation and readiness.
31. Establish multiple entry and exit points to ensure access for youth with varied needs and goals, with the potential to earn stackable credentials prior to final completion.
32. Connect to the local American Job Center including but not limited to the Youth Liaisons and career and job search resources.
33. Develop engagement strategies to assure participant retention and ultimately participant success.
34. Demonstrate a comprehensive and reliable approach to data collection and management.

D. Planned Procurement Timeline

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E. Period of Performance

Contracts will be awarded for a one-year period, July 1, 2025 through June 30, 2026. Contracts may be renewed for up to three additional one-year periods, contingent upon funding availability and satisfactory performance. Contract renewals will be at the sole discretion of CWP.

F. Funding Levels

The WIOA Youth program is made possible in part by CWP and supported by the Workforce Innovation & Opportunity Act through the US Department of Labor. CWP projects that a total of \$1 million to \$1.2 million will be awarded through this RFP, with 100% of that amount financed with federal funds. The funding projection is based on information available at the time of this issuance.

A minimum of 25% of funds awarded to providers must be spent for participant wages, fringe benefits, and supports needed to enable participation in work experience such as transportation, uniforms and work equipment.

G. Definitions

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

1. American Job Center (AJC): The AJCs are part of the national One-Stop career center network, designed to help job-seekers build their careers, and to help employers find qualified candidates for jobs. There are six AJCs in the CWP region, in Hartford, New Britain, Manchester, Enfield, East Hartford, and Bristol.

2. Basic Skill Deficiency: Reading and/or math skills below the Low Adult Secondary Education Functioning Level, as measured by CASAS scores below 236.
3. Career Competencies: Twelve skill areas identified by CWP and the Work based Learning Network as necessary for employment and career advancement. The competencies are: academic, technology/digital literacy, interpersonal (collaboration and teamwork), communication, critical thinking/problem solving, general professional, time/self-management, adaptability/continuous learning, employment management (job-seeking), financial literacy and integrity/ethical decision-making. For detailed information, visit <https://capitalworkforce.org/wp-content/uploads/2020/07/Hartford-Work-Based-Learning-Readiness-Standards.pdf>.
4. Career Pathway: A program design incorporating proven intervention strategies and best practices that connect systems, programs, and services to better serve and meet the needs of Opportunity Youth.
5. CASAS: Comprehensive Adult Student Assessment System, the required tool for pre- and post-testing of participants' math and reading skill levels. Proposers must be, or become, qualified to administer CASAS.
6. Credential: This indicator measures attainment of two types of credentials: either a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent. A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are generally based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.
7. CTDOL: The Connecticut Department of Labor.
8. ETA: Employment & Training Administration, the unit within the U.S. Department of Labor that administers WIOA.
9. Low Income: For purposes of WIOA youth, low income is 70% of the Lower Living Standard Income Levels. Current levels can be found on the CTDOL website at: <http://www.ctdol.state.ct.us/wia/memos/policy/admin.htm>.
10. Opportunity Youth: A youth who is between the ages of 16-24 and who does not have a high school diploma, or who has a high school diploma but is not in school and not working.
11. Out-of-School Youth (OSY): A youth who is not attending any school (as defined by state law) AND is one or more of the following: 1) a school dropout; 2) has received a diploma or GED and is low income, but is basic skills deficient or an English Language Learner; 3) a homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (Chafee Foster Care Independence Program), or in an out-of-home placement; 4) an individual with a disability; 5) pregnant or parenting; 6) a low income individual who needs assistance to enter or complete an educational program or to secure or hold employment. *Youth enrolled in postsecondary education are not eligible OSY.*
12. TEGL: Training and Employment Guidance Letter, sub-regulatory operational guidance published by ETA.
13. USDOL: The United States Department of Labor.
14. WIOA: The Workforce Innovation and Opportunity Act of 2014
15. Work-based Learning: A structured work experience program that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability. Work-based learning programs are targeted to bridge the gap between the learning and the doing. Examples of this include Registered Apprenticeship and On-the-Job Training (OJT).
16. Youth: For purposes of WIOA eligibility, a youth is an individual between the ages of 16 and 24.

17. Youth Liaison: The Youth Liaisons are AJC staff located in the Hartford and New Britain centers, where they identify job-seekers age 18 to 24, provide initial assessment, information on available AJC and WIOA Youth services, and referrals to WIOA Youth providers. The Youth Liaison also certifies all WIOA Youth applications and manages a caseload of youth who were receiving services from providers who are no longer funded by WIOA Youth.

PART II. GENERAL CONDITIONS & TERMS

A. General Conditions

1. 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.
2. 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.
3. Before preparing proposals, proposers should note that:
 - a. 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.
 - b. All proposals in their entirety will become the property of CWP upon submission.
 - c. The award of a contract for any proposed service is contingent upon:
 - 1) Adequate financial resources or the ability to obtain them;
 - 2) The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
 - 3) A satisfactory record of past performance;
 - 4) A satisfactory record of integrity, business ethics and fiscal accountability;
 - 5) The necessary organization, experience, accounting and operational controls;
 - 6) The technical skills to perform the work;
 - 7) Favorable evaluation of the proposal in relation to other proposals;
 - 8) Approval of the proposal by CWP; and
 - 9) Successful negotiation of any changes to the proposal required by CWP.
4. It is important that proposers have substantive knowledge and understanding of WIOA Youth program requirements and the related state and federal rules and regulations; accordingly, CWP will make WIOA Youth related documents available to proposers during the course of this solicitation.
5. CWP reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include but are not limited to: type and scope of services, costs and prices, schedule of services, target groups, geographic goals and service levels.
6. 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.
7. 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.
8. By submission of the proposal, the proposer certifies that in connection with this proposal:
 - a. 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;
 - b. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and
 - c. 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.

9. 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 WIOA funds.
10. 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 Section II, A.8. as stated above.
11. Proposals will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information contained in all proposals received. However, proposers should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from. It will not be sufficient for proposers merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties.
12. Any proposer 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 Part 2900, the WIOA statute, regulations and policies. Contractors must ensure that programs are administered with safeguards against fraud and abuse as set forth in the WIOA regulations; that no portion of the WIOA 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.
13. Proposers are encouraged to read this entire Request for Proposals (RFP) before preparing and submitting a proposal. Proposals that do not follow the general format, do not include all the minimum requirements specified, including the required documentation and certifications in this RFP, may not be considered for funding.
14. Proposals that 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 March 27, 2025, on the CWP website at www.capitalworkforce.org. Additional reference material can be obtained from the following web sites: www.doleta.gov, www.workforcegps.org, and https://portal.ct.gov/dol/divisions/workforce-innovation-and-opportunity-act-wioa-administration-unit?language=en_US

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 April 10, 2025. The letter must be submitted via email to rfp@capitalworkforce.org; proposers are responsible for confirming delivery and receipt. 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 virtual Bidder's Conference on Monday April 14th from 9:00 a.m. to 11:00 a.m. Only organizations that submit a Letter of Intent will receive a link to the Bidder's Conference. 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.

CWP will accept written questions via email only to rfp@capitalworkforce.org through 5pm EDT April 14, 2025; "WIOA RFP Question" must be written in the subject line. Questions received by April 11th may be addressed at the Bidders' Conference. CWP will publish all questions and answers on its website, www.capitalworkforce.org, by April 16, 2025. No information will be provided to individual proposers.

D. Proposal Delivery and Specifications

All proposals and modifications must be received no later than **Monday April 28, 2025 at 5:00 p.m. EDT.**

The proposer is solely responsible for assuring 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 unopened 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, Manager of Youth Services
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 Federal and/or State funding availability.

F. Eligible Proposers and Proposal Acceptance Criteria

All governmental and private organizations, whether for profit or nonprofit, may apply. Non-governmental 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.).

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

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

These provisions include any related entities of the Proposer.

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 Certifications and Assurances 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 WIOA Youth proposals based on USDOL projections and historical financial data, with the expectation that it will receive notification of its WIOA Youth funding allocation in May 2025. The number and size of contracts awarded will be dependent upon available WIOA Youth funding.

The CWP Board of Directors will select proposals and approve funding and service levels in May 2025; proposers will be notified of the decision on or around May 30, 2025. Contract operations will begin July 1, 2025, contingent upon successful contract negotiations. If an award is made, the contract will be cost reimbursement. Contracts may be renewed for up to three years after the initial year, contingent upon funding availability and satisfactory performance.

As stated, prospective proposers must submit a Letter of Intent by April 10, 2025, 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

The contract awarded to the proposer selected through this procurement will include terms and conditions required to ensure compliance with WIOA statute and regulations and state and federal law and regulations. Proposers are encouraged to review CWP's current standard contract language to ensure that they understand and can accept the general, non-WIOA 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 2025-2026 to reflect changes in law, regulation, and/or CWP policy.

K. Conflict of Interest

CTDOL policy for conflict of interest for local Board membership:

1. No member of any Board shall cast a vote on the provision of services by that member or organization which that member directly represents, or vote on any matter, which would provide direct financial benefit to that member.
2. There will be no vendor representation on Board committees that make funding recommendations.
3. 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. PROGRAM DESIGN AND SPECIFICATIONS

In order to implement its guiding principles for Opportunity Youth programming, CWP is seeking innovative program designs that prepare youth for today's workforce through employer-driven career readiness training, and technical training combined with paid hands-on learning that leads to credential(s) and placement in employment and/or postsecondary education while also addressing barriers to employment.

CWP is soliciting proposals to provide the 14 program elements listed in the table at Section I. C. and the WIOA requirements listed at Section I. D.

A. Eligible Youth (WIOA Title I B, Section 129) and CWP Target Populations

To be eligible to participate in WIOA youth activities an individual shall, at the time the eligibility determination is made, be an out-of-school youth.

The term "out-of-school youth" means an individual who is:

- (i) Not attending any school (as defined under State law);
- (ii) Not younger than age 16 or older than age 24; and
- (iii) One or more of the following:
 - (I) A school **dropout**.
 - (II) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
 - (III) A recipient of a secondary school diploma or its recognized equivalent who is a **low-income individual and** is:
 - a. Basic skills deficient; or
 - b. An **English language learner**.
 - (IV) An individual who is subject to the **juvenile or adult justice system**.
 - (V) A **homeless** individual (as defined in section 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2 (6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a **runaway**, in **foster care or has aged out of the foster care system**, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out of- home placement.
 - (VI) An individual who is **pregnant or parenting**.
 - (VII) A youth who is an individual with a **disability**.
 - (VIII) A **low-income individual who requires additional assistance** to enter or complete an educational program or to secure or hold employment.

Proposed programs should target the populations prioritized by CWP:

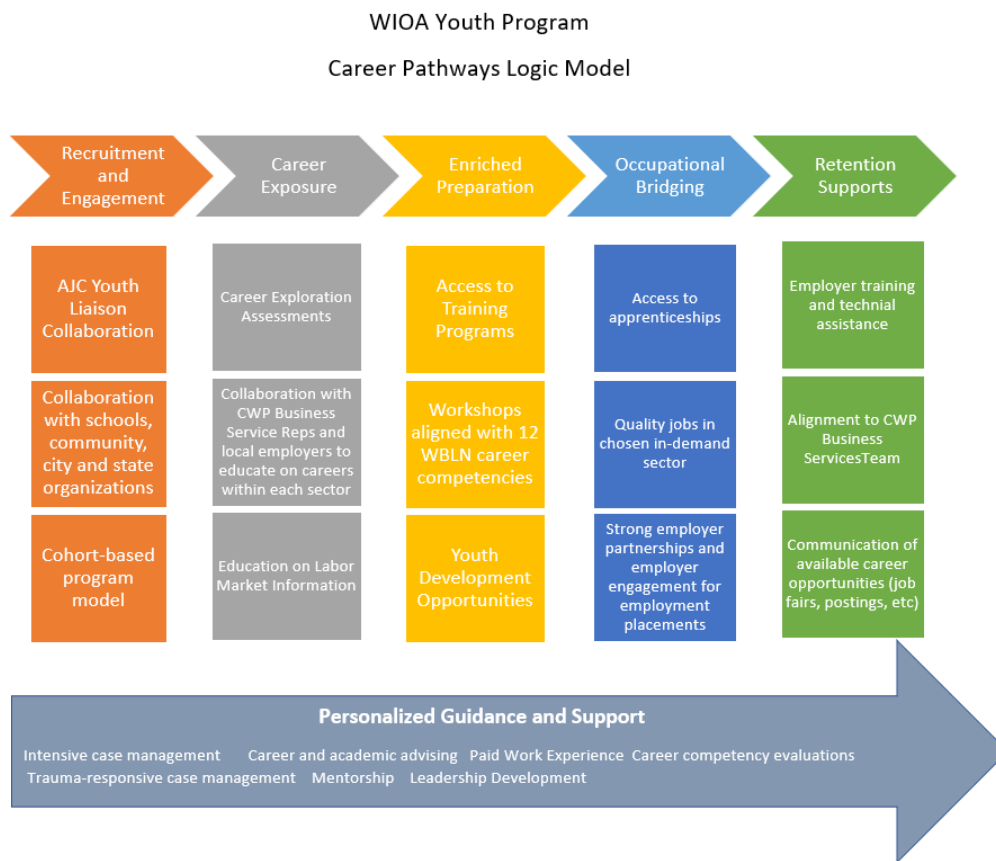
1. Youth with disabilities
2. Justice-involved youth
3. Young parents
4. Young expectant parents
5. Homeless youth
6. Not enrolled in school and not employed

7. Youth of color
8. Youth aged or aging out of foster care

B. Career Pathways

Career Pathway programs offer job seekers a comprehensive program that will lead to self-sufficiency. CWP has endorsed an evidence-based career pathway model, incorporating proven intervention strategies and best practices that connect systems, youth, and employers to prepare and place Opportunity Youth in middle skill jobs. The adopted career pathway model integrates several systems and simultaneously addresses education and employment.

The five phases of the career pathway model are



Recruitment and Engagement: This phase focuses on outreaching to eligible youth and engaging certified youth in programs and services to identify their short-term and long-term goals, creating an individual service strategy and encircling them with supportive services to address barriers to their success such as basic (housing, health, food security) and other (child care, transportation, etc.) needs.

Services must include the following:

1. Assessment of Career Interest and Aptitude, Basic Skills, Life Domain Factors and industry specific assessments as identified by local employers
2. Creation of an individual service strategy that outlines short-term and long-term goals, action steps to accomplish identified goals and referrals for barrier reduction
3. Career awareness and identification of a career path in an in-demand industry
4. Guidance and counseling including referrals, as needed

Career Exposure: This phase focuses on providing career exploration services to participants to expand their knowledge of occupations within their career interest. Furthermore, this phase focuses on providing eligible youth knowledge regarding in-demand industries available within the northcentral region of CT.

Services must include the following:

1. Labor market research regarding in-demand occupations within in-demand industries
2. Guest speakers of different in-demand occupations and industries.
3. Exposure to in-demand industries during recruitment through career assessments
4. Career exploration through employer-related activities such as industry tours, job shadowing, etc.

Enhanced Preparation: This phase provides basic education and skill development for secondary or post-secondary training. In preparation for secondary and post-secondary training proposer will create individualized service strategies for each participant outlining services and supports needed to reach career goals. These plans will ensure access to the WIOA Youth 14 elements and will be reviewed and updated regularly and no less than every 90 days. Successful outcomes can include: high school diploma or GED (if needed), basic skill remediation, occupational skills training, and career readiness training based on the 12 career competencies.

Services must include the following:

1. Connecting youth to a GED or high school equivalency program
2. Enrollment in an in-demand occupational training that leads to credential attainment
3. Tutoring
4. Leadership Development
5. Financial Literacy Education
6. Continued work on barrier reduction including follow-up referrals and support services
7. Continued guidance and counseling

Occupational Bridging: This phase provides enrollment assistance in post-secondary education for further education, assistance with employment placement, and a work-based learning experience. Successful outcomes include: accredited post-secondary education and/or employment in a job related to training that leads to careers with sustaining wages.

Services must include the following:

1. Subsidized work-based learning through internships, on-the-job training, apprenticeships, and other subsidized employment
2. Placement in employment at \$18.00 per hour or higher or in post-secondary education
3. Continued guidance and counseling including referrals, as needed
4. Development of a business plan for participants interested in entrepreneurship

Retention Support: This phase provides supports to ensure employment and post-secondary education persistence and success. Examples include just-in-time supports, peer and professional networks, and youth leadership. Goals are employment retention or ongoing enrollment in post-secondary education confirmed at regular intervals.

Services must include the following:

1. Job retention support
2. Job clubs
3. Peer and Professional networking
4. Youth leadership
5. Post-secondary education support

C. Employer Agreement(s) and Target Industries

Employer participation is integral to a program that meets employer needs, from involvement in program design to job placement and retention. To ensure employer participation, proposals must include employer agreement(s) that establish a clearly articulated role and benefit for employers and youth.

Employer Agreements should include at a minimum:

1. A clearly defined role for the employer during the program design and implementation phases.
2. Proposer commitment to create assessment and screening strategies based on employer feedback.
3. Strategy for work-based learning for the youth jobseeker including but not limited to pre-apprenticeship, internships, job shadowing, and on-the-job training.
4. Employer commitment to interview youth for open positions upon completion of training.

Employer Agreements must be submitted with the proposal as Attachment J.

Work-based Learning Component

WIOA emphasizes paid work experiences coupled with an academic and/or occupational education component. CWP requires that a minimum of 25% of expenditures be dedicated to participant wages, either paid directly or as reimbursements to employers, plus fringe benefits and supports that enable participation in the work experience. All proposals must include a work-based learning component such as, but not limited to, the following:

1. Apprenticeship
2. On-the-Job Training
3. Paid Internship
4. Subsidized Employment

The chosen work-based learning component must be developed in collaboration with the employer(s) and clearly defined in the employer agreement(s).

D. Performance Measures

Programs must be designed to achieve the WIOA performance goals stated in Part I of this RFP. The proposer is asked to consider these long-term performance measures in any program strategy, data collection, and management design decisions they make. All activities and performance measures are documented in both CWP and CTDOL online data systems.

CWP will also establish contract-level performance measures for each service component.

Part IV. STATEMENT OF WORK

A. Proposal Narrative: Attachment G

The Narrative is the body of the proposal and should give reviewers a clear picture of the organization's capacity to operate the proposed program, the design and cost of the project, activity or service, the anticipated outcomes, and the provider's capability of delivering the services being proposed. Details must be clearly described in the narrative and included in organizational charts, staff resumes, work plan, and budget. **It must be formatted in 12 point Calibri font in standard portrait layout (8 ½ x 11), single spaced, with 1-inch margins, must include page numbers, and must adhere to the page limitations for sections 1, 2, and 3.**

The questions below must be answered in the Narrative; proposals are required to include the headers and questions in the body of the narrative. Also, proposers should use affirmative language (will, shall) to demonstrate commitment.

1. Executive Summary – 1 page

Begin the narrative with an executive summary including the following:

- 1) Proposer name
- 2) Proposer location (headquarters)
- 3) Proposed program location(s)
- 4) Proposed target sector(s), with brief description of the rationale for selecting the sector(s)
- 5) Employer partner(s) in each sector, proposed occupations for training in each sector, occupational credentials to be earned by participants
- 6) Proposed target population(s) with number to be served
- 7) Proposed work-based learning component(s)
- 8) Budget Summary:
 - a) Total budget
 - b) Total personnel costs
 - c) Participant wages, fringe & work-based support costs
 - d) Administrative costs
 - e) Profit (if a for-profit company)
- 9) Proposed number of FTE positions and staff to participant ratio
- 10) Proposed subcontractor name(s), amount of subcontract, training to be provided, and type of contract (cost reimbursement or fee for service/tuition payments)

The Executive Summary will immediately follow the Cover Page of the proposal.

2. Organizational Capacity – up to 5 pages (excluding forms)

Attach the following documents to the proposal; the same documents must be submitted for cost reimbursement subcontractor(s) if proposed:

1. Attachment D: High level organizational chart for the proposer’s organization
2. Attachment E: Organizational chart for the proposed program
3. Attachment F: Job Descriptions for all proposed positions, labeled with proposed employee name or “to be hired”, paired with resume of each identified staff member, labeled with the proposed job title.

Organizational Capacity Narrative

1. What is your organization’s mission and how does it align with this funding opportunity and its goals? Why is your organization in the best position to deliver an innovative career pathway program?
2. Describe your organization’s knowledge, expertise, and experience working with youth facing challenges, and your work within the workforce development industry.
3. Describe your organization’s previous experience administering federal grants and previous funding received from CWP.
4. For each subcontractor, briefly describe their role and how they were selected.
5. Identify community partner relationships that you will leverage to support the proposed program and its participants and describe their projected contributions.
6. Do you have experience in managing subcontracts for services including monitoring of subcontractors?
7. How do you ensure proper fiscal oversight and accountability of subcontractors?
8. Describe your experience with cost reimbursement contracts. How will you provide start-up activities and fund the start-up costs of the program? How will you manage the upfront financial costs of the work experience activities (i.e. meeting internship payroll prior to reimbursement, etc.)?
9. Describe your organization’s previous experience using data tools to track activities and performance, including quality assurance processes. Give examples of how you have used data to guide midcourse corrections in order to ensure successful outcomes.
10. How will you provide professional development in business engagement, workforce and youth development practices to ensure that staff members improve their skills and capacity, and continuously improve services to WIOA youth? Include competencies to be developed and certifications to be attained by position, time frames and anticipated costs.

Organizational capacity will also be evaluated based on Attachment L, Parts I and II, the Organizational Status and Administrative and Financial Capabilities Checklists and related documents, and on the organizational and staffing plan demonstrated by Attachments D, E, and F.

3. Program Design – up to 15 pages

1. Describe your plan to outreach to and recruit youth participants. Where will your staff be located, and where will you target recruitment efforts? How will your plans differ if you are proposing to serve more than one target population? How will you coordinate recruitment with the Youth Liaisons at the American Job Centers?
2. Describe the facilities where your services will be located, and how will you ensure that the program is accessible to the target population, including residents within the Northcentral region of CT. This includes Hartford, New Britain, East Hartford, Bristol, Enfield, and Manchester.
3. Describe your approach to case management. What strategies and supports will you incorporate to ensure that youth remain engaged in your program until they achieve program outcomes?
4. Describe your plan to address the specific barriers faced by the proposed target population(s). How will you help participants overcome non-education and non-employment barriers, such as housing and food

insecurity? What non-education and non-employment partners can you make formal referrals to if needed.

5. How will you assess participants' preparedness level and ability to take advantage of the career pathway program? Identify the tools that you will use to assess career interests, aptitudes, fit, and suitability.
6. Describe your experience administering CASAS pre- and post- tests, or your planned timeline for CASAS training for WIOA program staff.
7. How and when will basic skills instruction be provided? Detail how you will use career-based, contextualized learning (sequential, concurrent, coordinated, or integrated) instructional methods to improve reading, math and language skills.
8. How will opportunities for career exposure be created to help participants explore different industries and gain practical knowledge of potential career paths?
9. Describe your innovative approach to providing work-based learning competencies to youth in a hands-on setting.
10. How will the program provide postsecondary preparation skills (test taking, time management, study skills, etc.)?
11. How, when and where will occupational skills training be provided? If occupational skills training will not be provided directly, identify the specific postsecondary training programs that will be targeted and describe your organization's partnership with the postsecondary institution or registered apprenticeship provider. Will participants earn college credits relevant to the targeted sector or occupation during the program?
12. If occupational skills training is reliant on classroom enrollment how will the proposer provide training if a class is cancelled due to the lack of enrollment? What training provider partnerships do you have other than state colleges?
13. How will you ensure that participants access all available financial aid resources? Do you anticipate that participants will enroll in training programs for which financial aid is not available? If so, will tuition costs be paid with WIOA youth funds? If not, how will tuition costs be paid? CWP does not intend that enrolled youth will bear any financial burden for training.
14. Identify the recognized credential(s) that youth will earn through the program, including the name of the credential and the issuing entity.
15. Describe your organization's approach to employer engagement. How many FTEs will be assigned to provide employer engagement?
16. Describe how each employer named in the Executive Summary will partner with your program, and the type of work-based learning component the employer will offer. State your rationale for the duration and timing of the work experience activities. State the anticipated job titles and wages. All Employer Agreements must be attached to the proposal.
17. How will you incorporate exposure to the proposed sector(s) and occupations throughout career pathway programming?
18. How will the targeted credentials and work-based learning activities relate to the proposed sector(s) and occupations?
19. Describe the paid work-based learning model that you will implement including but not limited to on-the-job training, internships, and subsidized employment.
20. Demonstrate your organization's track record for successfully placing out-of-school youth ages 16 to 24 in employment with private sector employers with a starting wage at least 10% higher than minimum wage, and for placement in post-secondary education.
21. Describe your plan to achieve job placement for all participants. Include anticipated job titles and wages.
22. Describe how you will partner and collaborate with your local American Job Center(s) to connect participants with the workforce system and its resources.
23. Describe retention services that will be offered to program exiters.

4. WIOA Elements – Attachment H

Per Section 129(c) (2) of the Act, the fourteen (14) elements listed at Section 1. C. must be included in youth programs. These services must be accessible to participants (based on need) and can be offered through collaborative partnerships utilizing community resources. If a proposer does not directly provide the services listed, it must demonstrate the ability to collaborate with other organizations to provide such services. The proposer will be responsible for ensuring that each participant receives the full continuum of services necessary to address their needs and achieve their education and employment goals. Proposer must complete Attachment H to indicate its plan for providing all 14 elements.

Attachment I: Work Plan

The proposal must include a work plan for implementation that details all of the activities necessary to implement and operate the program, from start-up through completion, including time frames for each activity, identification of the partner (if applicable) and key staff positions responsible for each activity, plans for hiring & training as needed and strategies to achieve performance goals.

Additionally, provide a description of your overall management plan that includes:

1. The title of the staff person who will be responsible for ensuring data collection & management in compliance with WIOA requirements
2. The title of the staff person that will attend each of the following meetings: WIOA Youth Bi-monthly meetings, One Stop Partners meetings (AJC meetings), professional development meetings, youth partner meetings and program-requirement/technical assistance meetings.
3. The title of the staff person who will be responsible for oversight of daily operations, contract performance and the contract budget.
4. A description of the systems and procedures for quality assurance and controls that will ensure contract compliance, delivery of high-quality services, and achievement of program objectives.

Attachment J: Employer Agreements

The Employer Agreements must include the information described at Section III. C. of this RFP, and must be signed by an authorized representative of the employer.

Attachment M: Reference and Performance History Report

Each proposer must provide at least two references from organizations other than CWP to demonstrate the organization's prior experience serving the target population(s) and delivering the proposed services. The reference and performance history report must be submitted directly to CWP by the referring organization, and the individuals providing the references should be advised that they may be contacted by CWP staff to discuss the report.

The Reference and Performance History Reports should be submitted via email to rfp@capitalworkforce.org and must be received no later than April 25, 2025.

PART V. BUDGET

The budget package includes six worksheets, which should be assembled in the following order:

1. Budget Detail
2. Narrative justification
3. Staff Chart
4. Staff Allocations
5. Facilities Worksheet
6. Participant Wage Worksheet

A. Attachment K: Budget

Line Item Budget: When preparing your budget, please be sure to include only those costs that are necessary, allowable, and reasonable, consistent with OMB Uniform Guidance at 2 CFR part 200 and the State of Connecticut Office of Policy Management Cost Standards. Use the budget forms provided as Attachment K.

On the worksheet within the budget file, provide a budget narrative to describe how your organization arrived at the program costs being proposed. For each cost within each line item, specify the quantity and unit cost as well as the total cost. For services purchased from a third-party vendor, identify the vendor and basis for selection, i.e., competitive bid, request for quotes, etc. The cost data in the budget forms must be consistent with, and supported by, the budget narrative.

The budget will be evaluated based on cost-effectiveness, accuracy and completeness. The method of cost calculation must be provided for each budget line item. Proposers are encouraged to provide as much detail as possible to demonstrate that all costs are necessary, reasonable and allocable.

Limitation on General Overhead & Administrative Costs or Indirect Costs: General Overhead and Administrative or Indirect costs will be reimbursed on a monthly basis at a rate of no more than 10% of direct personnel expenditures (salary and fringe benefits) only. Administrative costs include those costs associated with performing the following administrative functions: 1) accounting, budgeting, financial and cash management functions; 2) procurement and purchasing functions; 3) property management functions; 4) personnel management functions; 5) payroll functions; 6) coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; 7) audit functions; 8) general legal services functions; and 9) developing systems and procedures, including information systems, required for those administrative functions. These costs may not be included in the direct cost line items.

Limitation on Profit: For-profit providers may earn profit in an amount of no more than 5% of direct personnel expenditures (salary and fringe benefits) only. Payment of profit will be tied to contract performance benchmarks.

Minimum Expenditure for Paid Work Experience: The combined costs of participant wages, fringe benefits, and supports required for participation in work experience must comprise at least 25% of the budget. The budget narrative must clearly identify and detail the costs of supports that enable participation in work experience.

Facilities: The costs for space, including rent, utilities, and technology costs, should be calculated on the facilities worksheet. Facilities costs should be calculated based on proportionate use of the space, utilities, and technology in accordance with the proposer's cost allocation plan. Rental and/or leasing costs for copiers and other office equipment are facilities costs.

Subcontractors: If a subcontract with a subrecipient is proposed, a complete budget for the subcontract must be provided, including all of the required budget forms. The proposer will be responsible for holding its subrecipient accountable for all of the requirements, terms and conditions contained in its contract with CWP.

Use of Vendors: Any services to be provided by third-party vendors must be identified, and the narrative must describe how the vendor was selected. CWP contractors must demonstrate compliance with state and federal procurement regulations in their own purchasing of goods and services. Vendor contracts between related parties may not include profit.

Personnel Costs: Costs for each staff position should be presented on the Staff Chart included in the budget package. When the individual who will fill the position has been identified, please list the name. Fringe benefits must be itemized and calculated on the Staff Chart. The Proposer's standard full-time weekly hours should be entered at Row 2 Cell B on the chart.

Staff Travel: CWP reserves the right to approve contractor's travel expenses. Local travel reimbursement may not exceed the IRS approved rate of \$0.70 per mile for 2025. All out of state travel expenses, including air fare and accommodations, must be purchased at the lowest available cost.

Line Items and Calculation

The Budget Narrative should clearly detail all costs within each line item, including the quantity and method of calculating the cost.

Work Experience Costs

Participant Wage & Fringe: Complete the participant wage worksheet

OJT Employer Reimbursements: If OJT contracts are planned, specify the number of contracts and planned cost per contract in the budget narrative.

Work Experience Support: Include costs of direct supports necessary to enable participation in work experience activities, such as transportation to worksites, work attire or uniforms required by the worksite, and equipment required by the worksite.

Program Costs

Staff Salaries: complete the Staff Chart provided.

Note: complete the Staff Allocations Chart for any staff who will be charged partially to the proposed contract and partially to other CWP contracts and/or to non-CWP sources.

Fringe Benefits: list each fringe benefit item and calculation on the staff chart.

Staff Travel:

- Local travel: indicate number of employees x number of miles x mileage rate. In the narrative specify the positions that will travel.
- Out of state travel: indicate the positions that will travel and the purpose and destination of travel, and show the calculations for transportation, accommodations, and meals.

Consumable Supplies: Consumable supplies are all tangible property items with a per-unit cost below \$10,000, including computing devices, software licenses and subscriptions. List the type of supplies and cost calculation per participant or per month for each item. Differentiate between supplies for staff use and participant use.

Participant Training: List the costs of training, including curriculum materials, tuition payments, proposed subcontracts, online learning subscriptions, and related books, supplies and fees.

Participant Support: Include costs of direct supports to participants, such as transportation, short-term childcare, and basic needs necessary to enable program participation, and licensing fees, equipment, and clothing needed for job search and employment.

Miscellaneous: All other costs must be detailed and justified in the budget narrative.

General and Administrative or Indirect Costs: Up to 10% of salary and fringe benefit costs may be budgeted.

Profit: Up to 5% of salary and fringe benefit costs may be budgeted by for-profit proposers only. Payment of profit will be contingent upon achievement of negotiated performance benchmarks.

PART VI. SUBMISSION REQUIREMENTS

A. Proposal Instructions

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

1. Complete Proposal Part I in PDF format, in the order specified, with page numbers.
2. Complete Proposal Part II in PDF format, in the order specified.
3. Budget in Excel format.

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.

B. 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. Executive Summary.
3. Table of Contents.
4. Attachment B – Assurances and Certifications, must be signed by the proposer's authorized contract signatory.
5. Attachment C – Submission Checklist Form must be completed.
6. Attachment D – High Level Organization Chart – proposer's entire organization including CWP program
7. Attachment E – Program Level Organization Chart – proposed staffing structure for CWP contract including all levels of management and front-line staff
8. Attachment F – Program Staff Job Descriptions labeled with employee name, when known, or "to be hired", paired with Program Staff Resumes labeled with job title
9. Attachment G – Proposal Narrative
10. Attachment H – WIOA Elements
11. Attachment I – Work Plan
12. Attachment J – Employer Agreements
13. Attachment K – Budget

Proposal Part II

1. Attachment L - Organizational Status and Financial and Administrative Capabilities Checklist
2. Copies of required documents
 - a. Printout of current business registration from CT Secretary of State or comparable agency from Proposer's home state
 - b. Proof of 501(c)3 for non-profit organizations
 - c. Proof of current insurance
 - d. Most recent Audit or Financial Statement

- e. Approved Cost Allocation Plan for any organization that currently receives state or federal funding.

C. Proposal Evaluation Criteria

Primary consideration in the selection of service providers takes into account whether the organization has:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
3. A satisfactory record of past performance;
4. A satisfactory record of integrity, business ethics and fiscal accountability;
5. The necessary organization, experience, accounting and operational controls; and
6. The technical skills to perform the work.

Evaluation on the above criteria is intended primarily to determine whether proposers meet the basic requirements for management of state and federal funds and service delivery.

CWP may request additional documentation as necessary to confirm that these criteria are met, including:

1. List of all state and federal grants and contracts for FY24 and FY25
2. Copies of fiscal and administrative policies & procedures for procurement, internal controls, conflict of interest
3. Human Resources policy and procedures
4. Copy of Articles of Incorporation
5. Copy of By-Laws
6. Copy of most recent 990 tax return (for non-profits)
7. Name and description of accounting system
8. Name and description of system used to track and account for employees' time

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

Evaluation Criteria	Points
Overall organizational, administrative and financial capacity	25
Budget, competitive/reasonable cost	10
Staff qualifications, credentials, experience	10
Experience with target population	10
Integration of work-based learning with career readiness and occupational training	15
Demonstrated relationships with employers in target sector(s)	15
Plan for placement and retention services	5
Plan for occupational training and credentialing	5
Plan for paid work activity	5
Maximum Score	100

Proposals will be selected for funding based on the score, satisfactory references, and satisfactory performance history in previous CWP programs.

Appendix A:

RFP Attachments

Proposal Part I		
Attachment	CWP Form	Created by Proposer
A – Cover Page	X	
B – Certifications and Assurances (requires signature)	X	
C – Proposal Checklist (requires signature)	X	
D – High Level Organizational Chart		X
E – Program Level Organizational Chart		X
F – Job Descriptions paired with Staff Resumes		X
G – Proposal Narrative		X
H – WIOA Elements	X	
I – Work Plan		X
J – Employer Agreements		X
K – Budget	X	

Proposal Part II		
Attachment	CWP Form	Created by Proposer
L – Part I: Organizational Status Checklist	X	
L – Part II: Administrative and Financial Capabilities Checklist (requires signature)	X	
Supporting Documents:		
Proof of business registration in CT or home state		
Proof of 501 (c) 3 status		
Proof of current insurance		
Audit or financial statement		
Cost allocation plan		

Submitted by Other Parties		
Attachment M: Reference and Performance History Request	X	

ATTACHMENT A Proposal Cover Sheet

NOTE: Fillable forms will be provided upon receipt of Letter of Intent

**Capital Workforce Partners
2025-26 WIOA Youth for Proposal
Due Date: April 21, 2025 - 5:00 pm EDT**



Name of Proposer Organization: _____

Proposer Organization FEIN: _____ SAM Unique Entity ID: _____

Contact Person Information

Name: _____ Title: _____

Telephone: _____ Email Address: _____

Organizational Status

Private Non-Profit Corporation Private For-Profit Corporation Government Entity

Other: (specify) _____

Proposer Location (headquarters)

Street: _____

City: _____ State: _____ Zip: _____

Proposed Program Location(s):

Proposer Mission Statement:

Proposer Capacity

Number of Years in Operation: _____ Total FY25 Budget: _____ Total FY25 FTE: _____

Proposal Budget Summary

<u>Category</u>	<u>Amount</u>	<u>% of Budget</u>	<u>Amount Subcontracted</u>
<u>Work Experience Costs</u>	_____	<u>N/A</u>	<u>N/A</u>
<u>Other Program Costs</u>	_____	_____	_____
<u>General Administration/Indirect Costs</u>	_____	_____	_____
<u>Profit (if for-profit entity)</u>	_____	_____	_____
<u>Total</u>	_____	_____	_____

NOTE: Fillable forms will be provided upon receipt of Letter of Intent

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.

ASSURANCES

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

The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We 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

NOTE: Fillable forms will be provided upon receipt of Letter of Intent

ATTACHMENT C Proposer Submission Checklist 2025-2026 WIOA Youth RFP

Proposer: _____

Item – Proposal Part I	Yes	No	
Attachment A – Cover Page	<input type="checkbox"/>	<input type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment B – Signed Certifications and Assurances	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment C – Submission Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment D – High Level Organization Chart – proposer’s entire organization including CWP program	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment E – Program Level Organization Chart – proposed staffing structure for CWP contract including all levels of management and front-line staff	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment F – Program Staff Job Descriptions labeled with employee name, when known, paired with Program Staff Resumes labeled with job title	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment G – Proposal Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment H – WIOA Elements	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment I – Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment J – Employer Agreements	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment K – Budget	<input type="checkbox"/>	<input type="checkbox"/>	
Item – Proposal Part II	Yes	No	N/A
Attachment L part I – Organizational Status Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Attachment L part II – Financial and Administrative Capabilities Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Business Registration in CT or home state	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of 501 (c) 3 Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Current Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Allocation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete Attachment L and supporting documents for subcontractor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachment M – Reference and Performance History Report sent to at least 2 organizations that can attest to Proposer’s experience.	<input type="checkbox"/>	<input type="checkbox"/>	

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

Prepared by: _____
Name, Title

 Date

Email address: _____

NOTE: Fillable forms will be provided upon receipt of Letter of Intent

Attachment H: WIOA Elements

WIOA requires that all programs make 14 program elements available to program participants. Proposers must indicate at least one resource for any element that will be provided through referral.

Element	Provided by:
1. Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies	Proposer <input type="checkbox"/> Partner(s):
2. Alternative secondary school offerings	Proposer <input type="checkbox"/> Partner(s):
3. Paid and unpaid work experiences	<i>Must be provided by proposer</i> <i>List additional partners/referral resources:</i>
4. Occupational skills training	<i>Must be provided by proposer and/or identified subcontractor or training partner</i>
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	Proposer <input type="checkbox"/> Partner(s):
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors	Proposer <input type="checkbox"/> Partner(s):
7. Supportive services	<i>Must be provided by proposer</i> <i>List additional partners/referral resources:</i>

Element	Provided by:
8. Adult mentoring for the duration of at least 12 months that may occur both during and after program participation	Proposer <input type="checkbox"/> Partner(s):
9. Follow-up services	<i>Must be provided by proposer</i>
10 a. Comprehensive guidance and counseling	<i>Must be provided by proposer</i>
10 b. Drug and alcohol abuse counseling, as well as referrals to mental health and other counseling appropriate to the needs of the individual youth	Proposer <input type="checkbox"/> Partner(s):
11. Financial Literacy Education	Proposer <input type="checkbox"/> Partner(s):
12. Entrepreneurial skills training	Proposer <input type="checkbox"/> Partner(s):
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area*, such as career awareness, career counseling, and career exploration services	Proposer <input type="checkbox"/> Partner(s):
14. Activities that help youth prepare for and transition to post-secondary education and training.	<i>Must be provided by proposer</i> <i>List additional partners/referral resources:</i>

ATTACHMENT K: BUDGET

Note: Excel template will be provided upon receipt of Letter of Intent

Proposer Name:

LINE ITEM	Total Amount
WORK EXPERIENCE COSTS	
Participant Wages from participant wage worksheet	\$ -
Participant Fringe from participant wage worksheet	\$ -
OJT Employer Reimbursements - must be detailed in budget narrative	\$ -
Work Experience Participant Supports - must be detailed in budget narrative	\$ -
Total Work Experience Costs	\$ -
Work Experience as % of Budget	0.0%
PROGRAM COSTS	
Personnel	
Staff Salaries: from staff chart	\$ -
Fringe Benefits: from staff chart	\$ -
Total Other Program Personnel	\$ -
Staff Travel - must be detailed in budget narrative	\$ -
Facilities - from facilities worksheet	\$ -
Supplies - must be detailed in budget narrative	\$ -
Participant Training - must be detailed in budget narrative	\$ -
Participant Support - must be detailed in budget narrative	\$ -
Participant Stipends - must be detailed in budget narrative	\$ -
Outreach - must be detailed in budget narrative	\$ -
Staff Development - must be detailed in budget narrative	\$ -
Miscellaneous other direct costs - must be detailed in budget narrative	\$ -
Profit (maximum 5% of personnel costs; for profit company only)	\$ -
General Overhead/Administration or Indirect (maximum 10% of personnel costs)	\$ -
TOTAL - ALL COSTS	\$ -

BUDGET NARRATIVE

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

FACILITIES WORKSHEET

Budget period in months: 12

Space Costs

Facility Address	Rented (Yes/No)	Owned (Yes/No)	Total square feet of facility	Cost per square foot per year ¹	# of months used by program	Square feet used by program	Total Cost to program	Percent of facility used by program
1 Union Place							\$0.00	0.00%
							\$0.00	0.00%
							\$0.00	0.00%
Total Facility Costs							\$0.00	

¹ Generally, payment schedules under standard businesses leases are based on a price per square foot per year. If there is a different payment schedule for the facility, please convert the cost to the price per square foot per year. The cost per square foot is used to determine that the facility cost is reasonable in the local real estate market.

Example 1: Payment is \$1,000 per month for 1,000 sq. ft. Annual cost is 12 x \$1,000 = \$12,000. Price per square foot is \$12,000/1,000 = \$12 per sq. ft.

Example 2: Payment is \$55,000 per year for 2,000 sq. ft. Price per square foot is \$55,000/2,000 = \$27.50 per sq. ft.

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
1 Union Place						\$0.00		\$0.00
0						\$0.00		\$0.00
0						\$0.00		\$0.00
Total Utilities Costs						\$0.00		\$0.00

Technology 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
Land - Lines					\$0.00
Internet					\$0.00
Copiers					\$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

PARTICIPANT WAGE WORKSHEET

WAGES	# of positions	# of weeks per position	# of hours per week	wage/hour	Total Wages	Fringe Rate	Total Fringe	Total Participant Costs
Participants					\$0.00	7.65%	\$0.00	\$0.00
Participants					\$0.00	7.65%	\$0.00	\$0.00
Participants					\$0.00	7.65%	\$0.00	\$0.00
Participants					\$0.00	7.65%	\$0.00	\$0.00
Total Participants	0			TOTAL WAGES:	\$0.00	TOTAL FRINGE:	\$0.00	\$0.00

FRINGE BENEFITS	Rate
FICA	7.65%
Workers Compensation	
UI (where applicable)*	
Total Fringe Rate	7.65%

Apply to total wages.

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	Work Experience Fringe	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	

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

NOTE: Fillable forms will be provided upon receipt of Letter of Intent

ATTACHMENT L: Part I

ORGANIZATIONAL STATUS CHECKLIST

A copy of each of the applicable documents listed below must be submitted with the original proposal. Proposers who have submitted certain documents to CWP on or after July 1, 2017 are not required to include the document with the proposal. The date of the submission should be noted as applicable.

1. Current Organization Status

Document	Attached	Date of submission
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"/>	<input type="text"/>
Non-Profit Organization: Proof of 501(c) 3 status.	<input type="checkbox"/>	<input type="text"/>

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

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

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 -		
Most recent financial audit and summary of revenue by source for past two fiscal years (non-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>
- OR -		
Most recent financial audit, financial review, or financial compilation (for-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT L: Part II

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 Part I, #3 of this 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



NOTE: Fillable forms will be provided upon receipt of Letter of Intent

**WIOA Youth Request for Proposal
Reference and Performance History Request**

Instructions: A copy of this report form should be provided to each reference by the proposer. This report should be completed only for the most recent contract period since July 1, 2023 and submitted no later than April 25, 2025.

The organization providing the reference should complete, digitally sign and submit the report to rfp@capitalworkforce.org. Questions or requests for technical assistance with the report may be sent to: Julie Watson, Compliance & Accountability Administrator at jwatson@capitalworkforce.org.

Name of WIOA Youth RFP proposer: _____

Information on the Organization Providing the Reference

Organization name	
Address of organization	
Name of individual completing the report	
Email address	
Telephone number	

Contract Information

If RFP proposer has had multiple contracts during the most recent contract period, reference may complete a single combined report or a separate report for each contract

Contract/program name	
Contract period	
Contract amount (total)	

Experience your Organization has had with the RFP Proposer

Please indicate services levels and outcomes for each target population.

Target Population of out-of-school youth age 16-24	# served	# placed	# at/above 110% of minimum wage
Youth with disabilities			
Justice -involved youth			
Young parents			
Youth of color			
Youth in/aging out of foster care			
Other:			
Other:			

Rate and Comment on Contractor's Performance

Rating	Description
4	The contractor's performance clearly exceeds contractual requirements.
3	The contractor's performance meets expectations, and no problems exist or only minor problems exist for which solutions are in place.
2	Problems exist which appear to be within the contractor's ability to solve, but no solutions have been identified.
1	Serious problems exist which the contractor demonstrates no ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.

Please check all services provided by the contractor on the list below. If a service was provided that is not listed below, write it on the "Other" line. Rate the contractor's performance using the scale of 1 – 4 described above.

✓	Services	Rating 1-4
<input type="checkbox"/>	Recruitment	
<input type="checkbox"/>	Assessment	
<input type="checkbox"/>	Case Management	
<input type="checkbox"/>	Recording participant activities/data entry	
<input type="checkbox"/>	Career Readiness	
<input type="checkbox"/>	Occupational Training	
<input type="checkbox"/>	Paid Work-Based Learning	
<input type="checkbox"/>	Job Placement	
<input type="checkbox"/>	Retention	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	

Administrative Capacity	Rating 1-4
Responsiveness to funder	
Meets contract deliverables	
Meets deadlines for submitting reports	
Meets deadlines for submitting invoices	
Accuracy of reports and invoices	
Hires and retains competent staff	
Audit and/or monitoring findings	
Administrative & financial management	

Comments:

Would you contract with this organization again? _____

Name of individual completing report: _____

Signature: _____

Date: _____