



Kane
County
Department of
Employment and
Education



TO: Potential Service Providers

FROM: Lisa Dussault
Chairman, River Valley Workforce Investment Board (RVWIB)

Sheila McCraven, Executive Director, Kane County Department of Employment & Education
(KCDEE—WIA Title I-B Administrative and Fiscal Agent)

DATE: February 19, 2010

SUBJECT: Solicitation for Programs and Services for Youth under the Workforce Investment Act, WIA Title I-B Funding Stream, in Local Workforce Area #5 (LWA 5) – Kane, DeKalb and Kendall Counties

SECTION I -- BACKGROUND:

Proposals are being solicited from qualified sources to provide year-round services to eligible youth as defined by the Workforce Investment Act of 1998 (WIA). Funds made available through this Request For Proposal (RFP) are intended for the benefit of WIA Title I-B eligible youth of the Local Workforce Investment Area #5 (LWIA #5) which includes Kane, DeKalb, and Kendall Counties. (Not more than 10% of any provider's enrollments can reside outside the three-County boundaries.)

The services offered to youth under this legislation are overseen by the Youth Council of the River Valley Workforce Investment Board (YC-RVWIB) in conjunction with the Kane County Board Chief Local Elected Official, and administration of the grant by the Kane County Department of Employment and Education (KCDEE), Administrative and Fiscal Agent for WIA Title I-B funds for LWIA #5.

Council Mission:

To develop and maintain a system to prepare youth for current and future career opportunities.

For additional background information, the bidder is requested to review the following resources:

- ✓ The LWIA #5 River Valley Workforce Investment Board/Youth Council 5 Year Plan and Strategic Youth Goals available on the following website: www.rivervalleywib.org.
- ✓ Section 664.405 and Section 664.410 of the WIA regulations, describing service and design elements that must be provided through the local workforce area's youth services and programs.

Qualified bidders are requested to submit proposals that articulate their ability to deliver comprehensive educational, developmental, and employment preparation services to WIA eligible low-income youth age sixteen through twenty-one (16-21), serving either in-school high school seniors or out-of-school youth, with activities that prepare the WIA eligible youth for employment through job readiness activities, work experience, hands-on and classroom training, and/or through the provision of Individual Training Accounts (ITAs) in short-term occupational skill training. Pre-assessment and post assessment of job readiness and basic academic skills, as well as career exploration activities are to be conducted with the youth. It is expected that these activities funded through the grant will result in the positive outcomes prescribed in the WIA performance measures. Emphasis will be on programs that will provide youth the proper tools to attain the education and skills needed to find and keep a job and advance in the workforce.

Priority of services is given to covered persons under the “Jobs for Veterans Act” that are eligible for WIA. Programs need also link students to services satisfying local labor market needs and necessary support services which aid the youth in their development as citizens and workers in our communities.

A. DESCRIPTION OF ELIGIBLE POPULATION

The eligible youth population under this grant opportunity must be between the ages of sixteen and twenty-one (16-21); meet low-income guidelines as defined in the Workforce Investment Act (total family income at or below 70% of the Federal Lower Living Standard Income Levels); and reside in Kane, DeKalb, or Kendall Counties. In addition to meeting the age and low-income status, youth served must also have a barrier to employment, which may include one or more of the following:

- Deficient in basic literacy skills,
- A school dropout,
- Homeless,
- Runaway,
- A foster child,
- Pregnant,
- A parent,
- An offender, or
- An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Documentation must be obtained and provided to prove the above factors.

B. REQUIRED PROGRAM OUTCOMES:

Qualified program providers are requested to submit proposals that deliver specific activities for the eligible population of youth which will result in the expected outcomes listed below:

U. S. Department of Labor Common Measures for Youth

1. Placement in Employment or Education (first quarter after exit)
2. Attainment of a Degree or Certificate (diploma, GED, or certificate by end of 3rd quarter after exit)
3. Literacy and Numeracy Gains (defined by DOL in Educational Functioning Levels)

For all out-of-school youth, - Students that are basic skills deficient must increase one educational functioning level in reading and/or math within 12-months of first registration. This is for the U. S. Department of Labor Literacy/Numeracy measure.

Following attainment of the above objectives and exit criteria, bidder must provide students with follow-up services for a period of 12 months.

C. WIA PROGRAM ELEMENTS

Eligible youth will need to have access to the following ten (10) WIA required program elements (*20 CFR 664.410* Final Regulations). No single provider needs to provide all ten (10) elements, however, these must be options available to youth based on their individual needs, determined through their objective assessment and written into their individual service strategy (ISS). The Bidder’s proposal must address specific partnerships developed to link youth to these various services and resources and how the bidder intends to follow students’ progress in the linked activities. A matrix is provided on Page 21 to be completed by the Bidder addressing the elements below.

Improving Educational Achievement

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;

Preparing For and Succeeding in Employment

3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including internships and job shadowing, as provided in 20 CFR 664.460 and 664.470;
5. Occupational skill training;

Supporting Youth

6. Supportive services, which may include the services listed in 20 CFR 664.440;
7. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
8. Follow-up services, as provided in 20 CFR 664.450; and
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual.

Developing the Youth as Citizens and Leaders

10. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors.

In completing the matrix on Page 21 for the above elements, describe partnership relationships that will be relevant to the delivery of the specific program element. Explain how participants will link to these partners' service element and how the Bidder will monitor the student's progress within these linkages. Describe each partner's role and responsibilities. Explain how partners' services will be funded and/or paid for.

D. PROGRAM ACTIVITIES:

Qualified bidders must address each of the following components (i.e. Outreach, Recruitment, etc.) in a Narrative submission. See Section II-Part A. Proposal Narrative Instructions.

Outreach, Recruitment, Eligibility Determination, Assessment and Testing, and Development of Individual Service Strategy –

Outreach, Recruitment, Eligibility: The bidder must have a comprehensive plan and approach to identifying and recruiting eligible youth. KCDEE program staff involvement in outreach, recruitment, eligibility determination, assessment, and development of the student's individual service strategy may vary by selected providers. The bidder's proposal should be clear as to the level of involvement they are proposing they will have in the delivery of these components. The level of involvement will be negotiated based on the selected provider's demonstrated experience. KCDEE provides periodic training and refresher meetings with providers on eligibility determination. KCDEE will have final approval of student eligibility.

Testing and Assessment, and Development of Individual Service Strategy: (Academic and Career Interest) – Students will need to be pre and post tested utilizing TABE testing. Based on pre-test results, students may be determined deficient in basic skills (definition found in WIA eligibility guide). The bidder will need to describe how it will address student's academic needs, whether they include remedial instruction, tutoring assistance, or other means of assisting the youth to improve where needed. KCDEE provides access to the Skills Tutor internet-based instructional software if the provider does not have an alternative offering for students. KCDEE can arrange training on this software for providers. In addition, career Interest testing is important to the overall service strategy, and will be required in developing students' service strategy for work-related activities and/or occupational training. See sections below.

Work Preparation/Work Readiness – For students needing connection to employment, the bidder's program will need to prepare students accordingly. An orientation to the wage and hour laws as well as hazardous occupations information should be provided. In addition, some form of career exposure and interest exploration should be provided.

Work-Based Learning – These activities include paid or unpaid work experience, internships, job shadowing, or possibly On-the-Job Training for older youth. For programs that include work-related activities, a tool for identifying student's career interests will need to be implemented. Student's assessment results will be reported using an Individual Service Strategy format provided by KCDEE.

Occupational/Classroom Training – If the bidder's program includes occupational/classroom training, a tool for identifying student's career interests will need to be implemented in order to reinforce the training selected. Students will be required to apply for financial assistance before utilizing WIA funds for occupational training. The bidder may need to assist the youth in this process. Students should be encouraged to pursue training in the growing fields identified by the River Valley Workforce Investment Board which are: Healthcare, Manufacturing, Transportation/Warehousing/Logistics, Information Technology, Finance, Hospitality, Tourism, and Retail.

Individual Service Strategy / Program Referral – Youth must be provided information regarding the full array of applicable or appropriate services available through qualified providers through the One-Stop or affiliate sites; and will be referred to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis. The youth must be provided services that address their needs identified through the objective assessment or discovered through the delivery of services to the youth. Note: youth may access some services available through the One-Stop or affiliate sites preceding their referral to a bidder's program.

If the bidder's program does not directly provide programming to meet all of the referred youths' needs, the bidder must then identify how they plan to connect the youth to community services, through which providers, and how the bidder will coordinate and monitor these services with the youth. **For example:** A youth may be appropriate to be referred to a Selected Provider's program that focuses on work preparation and job placement, however, the youth is deficient in their basic skills. The Selected Provider will need to develop a plan with the youth to set goals to improve the deficiency and link that youth to a source through which that service can be provided. Youth must be referred to and/or have access to year-round programming, be provided linkages between academic and occupational learning, and be connected to the job market and area employers. The Selected Provider will be responsible for continued communication with the participant, continually assessing where the student is in their progress toward their goals, re-developing and reassessing their situation and re-developing plans and goals with the youth as appropriate and necessary.

Subsequent adjustments made to the youth's individual service strategy will be required to be submitted to the assigned KCDEE representative from the selected provider not less than every thirty (30) days.

Tracking the Youth through Services – This will be the responsibility of the Selected Providers. The ISS identifies achievements, objectives, appropriate employment goals and appropriate services for the individual. It is a living, breathing document that must be reflective of the student's progress through the sub-awarded program services. The selected provider must update the ISS not less than every thirty (30) days during the entire program's time span. These updates serve as progress reports that must include goal attainment, post-tests, services provided, case management notes, and customer satisfaction feedback from the youth. The selected provider will agree to accepting technical assistance if deemed necessary to ensure positive outcomes for the youth.

Case Management and Counseling – This will be the responsibility of the Selected Providers. Case Management is a required program element under the Workforce Investment Act. Each youth enrolled in the program must be provided with a case manager/counselor who is expected to have frequent and regular contact with the youth during the entire program's time span. At a minimum, monthly contact must be made, documented, and recorded as to the student's progress, plans, needs, etc. Given the high-risk nature of this population, much more frequent contact is likely to be necessary to ensure the youth remains engaged in the program and the program is meeting their individual needs and objectives. Continued communication and continued assessment with the youth is essential to their success. This continued interaction is often referred to as following up with the participant. This type of follow-up is not to be misconstrued with WIA required follow-up services described below. The bidder should review the WIA legislation and Federal regulations as a resource. The Bidder should describe how they will keep students active and engaged. As a part of the case management activities, the student should be made aware of

their role and responsibilities in participating in the Selected Provider’s program, including a structured exit activity that leads to the development of the required 12-month follow-up activities referred to below.

Student Stipends and Incentives – This will be the responsibility of the Selected Providers

Stipends and incentives are allowable expenses given appropriate utilization and available budget. If the bidder intends to provide these, a specific plan is needed that identifies how students will earn and be awarded incentives and/or stipends, amount of each incentive and/or award, and identify what documentation will be provided to support attainment of the incentive award. Incentives and/or stipends should support specific objectives leading to positive attainment of WIA performance outcomes.

Support Services – This will be the responsibility of the Selected Providers

Selected providers should conduct an assessment of the students’ supportive service needs and address how these needs will be met directly by the selected provider and/or through other linkages. A copy of the bidder’s specific policies will be required.

Job Search and Placement Assistance - This will be the responsibility of the Selected Providers

Selected providers should conduct structured job preparation activities, preferably in a group setting, to assist youth in preparing and searching for employment. A description of these activities and expected placement outcomes is to be provided.

Exit Strategy and Follow-Up Procedures – This will be the responsibility of the Selected Providers

The selected provider will need to work with KCDEE performance management staff to determine the best and most appropriate time to exit students from WIA services and begin provision of follow-up services. KCDEE provides periodic training and refresher meetings on performance measures for WIA participants. All youth must receive some form of follow-up services for a minimum duration of 12 months **following the date of exit from the program**. These activities may include, but are not limited to: leadership development activities, contact with the youth’s employer and assistance with addressing work-related problems that may arise, assistance in securing better jobs, career development and further education; work-related peer support groups, adult mentoring, and tracking the progress of the youth in employment after training. The provision of these follow-up services should be discussed with the participant as they exit the program and the scope and intensity of these services must be developed into a written follow-up plan for services centered on the specific needs of the youth.

E. MINIMUM SUBAWARD GOALS:

Bidders will need to clearly describe how their proposed program will contribute to the local workforce area’s attainment of the minimum WIA performance measures.

| | Minimum Sub-Award Goals |
|---|--------------------------------|
| Placement in Employment or Education (first quarter after exit) | 56% |
| Attainment of a Degree or Certificate (diploma, GED, or certificate by end of 3 rd quarter after exit) | 44% |
| Literacy and Numeracy Gains (defined by DOL in Educational Functioning Levels) | 33% |

Complete Section I-E in addition to addressing this in the Narrative.

The Youth Council and KCDEE as the administrative entity are responsible for ensuring there is a mixture of available programs that will net expected performance in all performance measures applicable to WIA youth. Bidders must identify and describe their specific program design in detail, outlining how the programming will result in the expected performance outcomes.

The Bidder's progress toward attaining program goals and WIA performance measures will be evaluated on a monthly basis. It is the expectation set by the Youth Council that not less than 75% of prior year students have completed the bidder's program activities and are included in the performance pools for the three (3) WIA performance measures. Unsatisfactory progress may trigger action up to and including deobligation and/or termination of the sub-award. Consideration for funding extensions or renewals will be contingent upon a number of factors, including but not limited to the availability of funds, the program's demonstrated successful performance in meeting the minimum program goals and objectives described above within the time span of the program year and/or sub-award period, and other factors deemed appropriate by the Youth Council RFP Committee and KCDEE as administrative entity.

A table is provided in Section I-E for bidders to supply the planned number of students to achieve these goals.

F. PROGRAM DESIGN

The bidder's program for eligible youth under the Workforce Investment Act should be age and developmentally appropriate based on each individual's assessed needs and goals. Programs to be considered will offer students the link to long-term interventions for youth through ongoing partnerships with local one-stops, area agencies, high schools, community colleges, townships and employers. Programs for the youth will emphasize identifying an appropriate career path, assisting youth improve basic skills deficiencies (as needed), preparing and providing youth with skills for success in the workplace (work readiness skills), placement assistance into employment, dropout prevention strategies for older in-school youth, program retention services for students in GED, and/or occupational certificate training through the issuance of an ITA (Individual Training Account). Programs with demonstrated outcomes that mirror the WIA performance measures will be given greater attention.

Bidders will need to describe their ability to deliver programs leading to the above stated expected outcomes. The Youth Council seeks new and innovative program delivery methods that will engage youth. Other program concepts, strategies, and approaches will be given consideration, however, the proposal must articulate strategies for keeping the youth engaged, how they will identify potential quitters, and the strategies to be used to motivate and re-engage them for successful completion.

F. PROPOSAL REVIEW AND SELECTION CRITERIA:

The first step in the review of proposals will consist of a preliminary check to ensure all required documents have been submitted. If not, the proposal will be rejected from consideration.

The second step will be a review of the bidder's qualifications, financial and management systems, and past performance. If the bidder's qualifications are not satisfactory or past performance has not been acceptable, the bidder's proposal may be rejected from consideration.

The complete proposals will be reviewed, scored, and rated by representatives of the River Valley WIB Youth Council (Youth RFP Committee) and an Administrative review team of KCDEE. Questions or items requiring clarification in any proposal will be documented by the reviewers and compiled into one summary for the bidder to address. The review team will jointly interview each Bidder and meet to discuss the proposals. The Evaluation rating sheets will be finalized and subawards will be negotiated with those bidders that are recommended for approval. A copy of the evaluation rating tool is attached. In-kind contributions are not a requirement of this award solicitation, and they are not an element in the evaluation rating. Subaward negotiations will be with representatives of KCDEE.

PROPOSAL SUBMISSION AND REVIEW TIMELINE:

| | | |
|--------------------------------|--|--|
| Friday, February 19, 2010 | | • RFP announced and issued |
| Friday, March 5, 2010 | | • Bidder's Conference to Discuss RFP |
| Friday, April 9, 2010 | | • Proposals Due - Must be Received by 12 NOON |
| Week of April 12th | | • Preliminary check for required documents (Admin.) |
| Week of April 19 th | | • Proposal Review |

| | | |
|--------------------|--|---|
| Week of April 26th | | <ul style="list-style-type: none"> • Bidder Interviews with Review Team, Proposal Rating, Program Approval Recommendations (pending successful negotiations) |
| Week of May 3rd | | <ul style="list-style-type: none"> • Negotiations |
| May 12, 2010 | | <ul style="list-style-type: none"> • Program Approvals on WIB Agenda |
| May 13 – June 30 | | <ul style="list-style-type: none"> • Final Contract Development |
| July 1, 2010 | | <ul style="list-style-type: none"> • Contract Start Date |

NOTIFICATION OF BIDDER’S CONFERENCE (all interested bidders welcome)

The Bidder’s Conference is an opportunity to discuss the Request for Proposal and the solicitation process, as well as requirements for WIA youth services in Kane, DeKalb and Kendall Counties.

Friday, March 5, 2010

9:00 a.m. – 11:00 a.m.

Kane County Department of Employment & Education
ENTER AT: 1 Smoke Tree Office Complex
North Aurora, IL 60542

KCDEE Conference Room

For questions prior to the Bidder’s Conference, contact: Deborah Banker, Assistant Director of Workforce Operations, debbanker@kcdee.org

BIDDER’S CONFERENCE TENTATIVE AGENDA

- Review of RFP Document – questions and answers
- Review of Program Elements and Program Design
- Review of Subaward Document
- Discussion of Allowable Expenses and Required Documentation
- Roles and Responsibilities of Sub-Recipients
- Reporting Requirements
- Questions / Other

COMPETITIVE SELECTION PROCEDURE – REQUEST FOR PROPOSAL
TERMS AND CONDITIONS

1. **Proposal Acceptance.** Proposals will be received at the North Aurora office of the Kane County Department of Employment & Education until the date and time specified – see specifics noted in RFP document. Late proposals shall be rejected and returned to the sender. Incomplete proposals will be rejected from consideration.
2. **Proposal Preparation.** Proposals must be submitted on this form and all information and certification called for must be furnished. Proposals submitted in any other manner, or which fail to furnish all information or certification required, may be summarily rejected. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal. The proposal shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
3. **Errors in Proposals.** Bidders are cautioned to verify their proposals before submission. Negligence on the part of the bidder in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been received.
4. **Reserved Rights.** The Kane County Department of Employment & Education and the Youth Council of the River Valley Workforce Investment Board reserves the right at any time and for any reason to cancel this Request for Proposals, accept or reject any or all proposals or any portion thereof, or accept an alternate proposal. The Kane County Department of Employment & Education reserves the right to waive any immaterial defect in any proposal. The Kane County Department of Employment & Education and the Youth Council of the River Valley Workforce Investment Board may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection.
5. **Incurred Costs.** The Kane County Department of Employment & Education and the Youth Council of the River Valley Workforce Investment Board will not be liable for any costs incurred by bidders in replying to this Request for Proposals.
6. **Right to Make No Awards.** The Kane County Department of Employment & Education and the Youth Council of the River Valley Workforce Investment Board are under no legal requirement to execute a contract on the basis of any proposal. Proposals will be evaluated by appropriate committee of the Youth Council of the River Valley Workforce Investment Board with representatives of the Kane County Department of Employment & Education. This Review Team shall have the authority and discretion to determine the qualifications, responsibility and capabilities of the bidders and other factors. The Committee's final recommendation and reports shall be forwarded to the River Valley Workforce Investment Board for consideration and approval of sub-awards.
7. **Contingency of Awards.** Awards resulting from review and evaluation of proposals will be contingent upon successful negotiation of a sub-award.
8. **Interpretation or Correction of Bidding Documents.** Bidders shall promptly notify the Kane County Department of Employment & Education of any ambiguity, inconsistency or error that they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.
9. **Negotiations.** The Kane County Department of Employment & Education and the River Valley Workforce Investment Board reserves the right to negotiate specifications, terms and conditions that may be necessary or appropriate to the accomplishment of the purpose of this RFP. The entire proposal shall be made an integral part of the resulting sub-award. This implies that all responses, supplemental information, and other submissions provided by the bidder during discussions or negotiations will be held by the Kane County Department of Employment & Education as contractually binding on the successful bidder.
10. **Notice of Unacceptable Proposal.** When the Review Team determines a bidder's proposal to be unacceptable, such bidder shall not be afforded an additional opportunity to supplement its proposal. The decision of the Review Team shall be final.
11. **Law Governing.** This RFP and any sub-awards shall be governed and construed according to the laws of the State of Illinois.
12. **Resolution of Compliance Issues.** A sub-award with the selected bidder may be withheld, at the sole discretion of the River Valley Workforce Investment Board, if the bidder currently has outstanding issues of questioned/disallowed costs or non-compliance with relevant statutes, regulations, or sub-awards, until such issues are satisfactorily resolved. The River Valley Workforce Investment Board may withdraw sub-awards if resolution of these issues is not satisfactory to the Board.
13. **Conflict of Interest/Code of Conduct.** Any members, officers, employees or agents of the River Valley Workforce Investment Board or any of its committees, including the Council, involved in the procurement process is prohibited from accepting gifts, favor or anything of monetary value from existing or potential sub-recipients or parties to sub-agreements. Any situation that suggests that a decision was influenced by prejudice, bias, special interest, or personal gain, shall be avoided. If an individual has a conflict of interest, they must declare a conflict on the official record, and abstain from voting on, and/or participating in, the procurement.
14. **Program / Sub-award Duration.** The YC-RVWIB is soliciting only for programs that provide year-round programming for youth. The sub-award will be written with Selected Providers for an initial twelve month period. Renewal of the Sub-award may be available for up to two (2) additional one-year periods, contingent upon the Sub-recipient's performance, available funding, demonstrated need to extend services, and/or other criteria deemed appropriate by the Grantee or River Valley Workforce Investment Board. Automatic extensions should not be assumed by any provider receiving an

award as a result of this solicitation. The Bidder must plan its program delivery in a way to ensure required performance outcomes can be achieved within the contracted time span of the program.

15. **Fund Availability.** While funding from the Department of Commerce & Economic Opportunity has not been made available to the LWIA yet for Program Year 2010, an estimated amount of approximately \$1,000,000 is planned to be available for delivery of year-round youth programs across the three-County area of Local Workforce Area #5 – Kane, DeKalb, and Kendall Counties from July 1, 2010 through June 30, 2011.

The Youth Council of LWIA #5 is committed to ensuring there will be proportionate distribution of funds to the three Counties within the Local Workforce Investment Area because they are responsible for providing services throughout both the urban and rural areas of Kane, DeKalb and Kendall Counties.

The Youth Council of the River Valley Workforce Investment Board and the Kane County Department of Employment & Education reserve the right to accept, deny, or negotiate proposals above or below amounts requested, in order to provide adequate programming within the geographic regions of the local workforce area, as well as meet the funding priorities set forth in the law (i.e. priority for out-of-school youth).

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KANE COUNTY
DEPARTMENT OF EMPLOYMENT AND EDUCATION
and
RIVER VALLEY WORKFORCE INVESTMENT BOARD/YOUTH COUNCIL

| |
|---|
| REQUEST FOR PROPOSAL (RFP) For WIA Title I-B Youth Funding |
|---|

Legal Name of Service Provider Organization _____

Name of Project _____

Project Contact Person and Title _____

Address _____

Phone _____ FEIN # _____

Fax _____ DUNS Number: _____

E:Mail: _____

Training Site Address (if different) _____

Phone _____ Fax _____

Start Date of Project: _____

End Date of Project: _____

Indicate if project will serve:

In-School

Out-of-School

Both In and Out-of-School

| | |
|---|--|
| Proposed Number of New Youth to be Served | |
| Breakdown by In-School | |
| Breakdown by Out-of-School | |
| If the bidder is a current subrecipient for LWIA #5, complete below: | |
| Projected Number Of Current Participants Carrying Into New Program <i>(includes non-exited youth and exited, but in follow-up)</i> | |
| Breakdown by In-School | |
| Breakdown by Out-of-School | |

| | |
|-------------------------|----|
| TOTAL FUNDING REQUESTED | \$ |
|-------------------------|----|

| | |
|---|----|
| Cost per Participant (# new students + carry-in students, divided into total funds requested) | \$ |
|---|----|

| | |
|---|----|
| Funding from Other Sources or Matched Funding | \$ |
|---|----|

Local Workforce Area/Residents Project is to Service (check all that apply):

| | | | |
|--------------------------|--------------------------------------|--------------------------|--|
| <input type="checkbox"/> | Southern Kane / IETC at North Aurora | <input type="checkbox"/> | DeKalb County / IETC at DeKalb |
| <input type="checkbox"/> | Northern Kane / IETC at Elgin | <input type="checkbox"/> | Kendall County / IETC Satellite at Yorkville |

Type of Service Provider/Institution/Organization (check all that apply):

| | | | |
|--------------------------|------------------------------|--------------------------|---|
| <input type="checkbox"/> | Non-Profit Organization | <input type="checkbox"/> | Educational Institution/Organization Type |
| <input type="checkbox"/> | For Profit Organization | <input type="checkbox"/> | Public High School |
| <input type="checkbox"/> | Community Based Organization | <input type="checkbox"/> | Alternative School |
| <input type="checkbox"/> | Faith Based Organization | <input type="checkbox"/> | Private High School |
| <input type="checkbox"/> | Government Unit | <input type="checkbox"/> | Private Charter School |
| <input type="checkbox"/> | Other: | <input type="checkbox"/> | Community College |
| | | <input type="checkbox"/> | University |
| | | <input type="checkbox"/> | For Profit Trade School |
| | | <input type="checkbox"/> | Other: |
| | | | |

Authorized Signatures of Service Provider for Subaward Agreement with Kane County Dept. of Employment and Education:

_____ Date _____
 Signature and Position of Authorizing Person Representing the Organization

Above Person designates the following persons (if any) as authorized signatories for any documents that pertain to the proposal or proposed subaward:

| | |
|------------|--|
| Typed Name | _____ of Program Operator / Program Manager for the proposed program |
| Signature | _____ |
| Typed Name | _____ of Financial Manager for organization |
| Signature | _____ |
| Typed Name | _____ Other: |
| Signature | _____ |

The following Indemnification/ and Warranties/Assurances/Certifications must be signed and returned with proposal submission.

**INDEMNIFICATION and WARRANTIES/ASSURANCES/CERTIFICATIONS
(MUST BE SIGNED AND RETURNED WITH RFP RESPONSE)**

INDEMNIFICATION

- A. It agrees to indemnify and hold Kane County, the Kane County Department of Employment and Education and their officers, agents, or employees harmless from and against any and all losses, claims, and actions, including but not limited to attorneys' fees, costs and interest, audit deficiencies, disallowed expenses, disallowed costs, lost incentives, loss of prospective grant dollars and other direct and/or indirect losses based upon acts or omissions by the Subrecipient and its officers, employees, agents, independent contractors, subcontracts, volunteers or other associates and/or arising out of any services performed under this Agreement by the Subrecipient and its officers, employees, agents, independent contractors, subcontracts, volunteers or other associates, or disbursements of grant funds provided hereunder by the Subrecipient and its officers, employees, agents, independent contractors, subcontractors, volunteers, or other associates. The Subrecipient shall further indemnify and hold Kane County, the Kane County Department of Employment and Education and/or their officers, agents and employees harmless from and against any and all liabilities, demands, claims, damages, suit costs, fees and expenses incident thereto, for injuries or death to persons and for loss or damage to or destruction of property because of negligence, intentional acts or omissions on the part of the Subrecipient, its officers, employees, agents, independent contractors, subcontractors, volunteers or other associates, arising out of any services performed under this Agreement.
- B. The Subrecipient further agrees to indemnify, save and hold harmless Kane County, the Kane County Department of Employment and Education, its officers, agents and employees against any liability, including costs and expenses associated with the violation by the Subrecipient and its officers, employees, agents, independent contractors, subcontracts, volunteers or other associates of general, proprietary rights, copyrights or rights of privacy of third parties arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data developed or furnished under this Agreement or any libelous or any unlawful matter contained therein.

WARRANTIES /ASSURANCES/ CERTIFICATIONS

The Subrecipient hereby warrants, assures and certifies that as a condition to the award of financial assistance under Title 1 of WIA that:

- A. It concedes its role as a Subrecipient of the Kane County Department of Employment and Education. The Subrecipient will use KCDEE as its liaison to the Illinois Department of Commerce and Economic Opportunity, Bureau of Workforce Development, and other agencies with oversight of WIA Title 1 services in LWIA 5.
- B. It is lawfully organized and constituted under all federal, state and local laws, ordinances and other authorities of its domicile and otherwise in full compliance with all legal requirements of its domicile.
- C. It possesses the legal authority and capacity to enter into this Sub-Award and to perform the program proposed under this Sub-Award.
- D. It is duly authorized to operate and do business in the State of Illinois.
- E. It will comply fully with the nondiscrimination provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, disability, political

affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination in Employment Act of 1975 as amended, which prohibits discrimination on the basis of age and Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; the Illinois Human Rights Act, as amended; Civil Rights Restoration Act of 1987; Americans with Disabilities Act of 1980, as amended; Nontraditional Employment for Women Act of 1991, as amended; Equal Pay Act of 1963, as amended; Executive Order 11250; U.S. DOL regulations at 29 CFR Parts 31 and 32; 28 CFR 42 Subparts F&H. The Subrecipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Subrecipient's operation of the WIA Title 1-financially assisted program or activity, and to all agreements the Subrecipient makes to carry out the WIA Title 1-financially assisted program or activity. The Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.

- F. This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority of service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of the veterans priority statute and its effect on current employment and training programs.
- G. No funds received under this Sub-Award will be used to fund any activities prohibited under WIA, federal, state or local laws.
- H. No funds received under this Sub-Award will be used to pay for the same services that have already been paid for through Pell/Supplemental Educational Opportunity Grants (SEOG) or any similarly funded grant.
- I. No funds appropriated under this Sub-Award will be directly used to support inherently religious activities such as worship, religious instruction or proselytization. Participants in the program will not be employed on the construction, operation, or maintenance of any part of any facility that is used or to be used for religious instruction or as a place for religious worship.
- J. Appropriate standards for health and safety in work and training situations will be maintained. Where participants or employees under this Sub-Award are engaged in activities not covered under the OSHA of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions that are unsanitary, hazardous or dangerous to their health or safety.
- K. The program will not result in the displacement of employed workers, or impair existing contracts for service.
- L. It will not knowingly employ unauthorized aliens, which is considered a violation of section 274A (e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this Sub-Award by the KCDEE.

- M. No funds will be used to train participants to fill a job opening created by the action of an employer in laying off or terminating the employment of any other employee of the Subrecipient in anticipation of filling the vacancy so created by the hiring of a WIA Title 1 participant.
- N. No participant is a member of the family of the Subrecipient or an employee of the Subrecipient who is engaged in an administrative capacity. The term "family" means wife, husband, son, daughter, mother, father, brother, sister, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. The term "administrative capacity" includes those persons who have overall administrative responsibility for a program, including employees who have selection, hiring, placement, or supervisory responsibilities for the participant.
- O. Any further requests for participant information other than requests from potential employers regarding a participant's training background and progress shall be referred to the Kane County Department of Employment & Education.
- P. Participants will not be involved in any manner in labor disputes presently existing or that may subsequently arise at the time of execution of this agreement. Nor will the funds provided through this Sub-Award be used in any pro or anti-labor union activities.
- Q. All required records and reports to be completed by the Subrecipient pursuant to the Sub-Award must be accurate, true and correct to the best knowledge of the Subrecipient. Any misrepresentation of a material fact concerning the eligibility, accomplishment, or placement of a program participant, may result in funds being withheld by the Kane County Department of Employment & Education, or legal action to recover funds paid to the Subrecipient as a result of such misrepresentation.
- R. It will establish safeguards to prevent its staff members, subcontractors, employees, board members and volunteers from using their positions for a purpose that is, or gives the appearance of, being motivated by desire for private gain for themselves or others.
- S. It will be bound by determinations arising from the County of Kane's debt collection and audit resolution procedures.
- T. It will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulation (29 CFR Part 3).
- U. It will comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
- V. It will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) as supplemented by Department of Labor regulations (29 CFR Part 5).
- W. It will comply with all State of Illinois and U.S. government policies regarding lobbying restrictions.
- X. It Subrecipient will comply with any state or federal requirements or regulations pertaining to patent rights with respect to any discovery or invention that arises or is developed in the course of or under this Sub-Award.
- Y. It will comply with any state or federal requirements and regulations pertaining to copyrights and rights in data pertaining to information generated under this Sub-Award.

- Z. It will comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. Sections 7401 et seq.; and the Federal Water Pollution Control Act, as amended (33 U.S.C. Sections 1251 et. seq.) and Environmental Protection Agency regulations.
- AA. It will comply with any mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163).
- BB. It must be in compliance with all applicable local, state and federal regulations and ordinances regarding business licensing, taxation and insurance requirements.
- CC. It will seek to enroll a mix of participants in its programs and will comply with any diversified enrollment goals established for the program by the Kane County Department of Employment & Education, including, but not limited to providing priority of service to covered persons under the "Jobs for Veterans Act."
- DD. It will not subcontract, transfer or assign any of the services or training outlined in this Sub-Award and all attachments and addenda thereto without prior consent from the Kane County Department of Employment & Education.
- EE. It agrees that this Sub-Award shall be governed by and construed according to Illinois law as that law would be interpreted by an Illinois court. Where there is no Illinois law on a particular subject or issue, then the applicable law, will be applied as it would be if interpreted and applied by an Illinois court.
- FF. It will make its staff available to the Kane County Department of Employment & Education for ongoing training and technical assistance.

I hereby acknowledge that I have read, understand and agree to the Indemnification and Warranties/Assurances and Certifications.

NAME Date

SECTION II -- PART A. PROPOSAL NARRATIVE INSTRUCTIONS

This Part A. becomes the proposal narrative and needs to be labeled as Section II – Part A. The proposal narrative must describe the proposed project in detail sufficient to demonstrate an understanding of the services needing to be performed in order to achieve the expected performance results, and demonstrate the ability to attract and retain WIA eligible youth participants by appropriately meeting their needs.

Executive Summary – The Bidder must complete the attached Executive Summary format for inclusion in their proposal. This summary should highlight details and basic program approach.

Main Purpose of Program and Program Design Concept: The narrative should begin with a brief description of the bidder's program design and what the proposed program intends to accomplish with the students.

Target Group(s): The Bidder should identify the age and target group(s) the program proposes to serve.

Program Description: The Bidder must provide an overall plan of service that will be provided directly by the Bidder for the target youth. This plan of service needs to include the total planned number to be served, identify the projected number of youth (if applicable) that will carry into the PY'10 project, and indicate how many youth (if applicable) will be in follow-up services at the start of the program year. The Bidder's plan description needs to address each of the Program Activities listed on pages 3-5 in the Background Section D. The plan description should be organized around how participants will flow through the program services to be provided by the Bidder. The Bidder must complete the checklist attached herein noted as Section I-C identifying which of the WIA 10 program elements are provided directly by the bidder and which elements are available via linkages the bidder has established. The Bidder must complete the performance matrix reflecting planned performance outcomes on the form provided and labeled as Section I-E attached. The Bidder must also attach the following items to their narrative and label these appropriately:

- A description and copy of program curriculum to be used.
- A description and copy of any testing or assessment materials to be used (in addition to TABE already referenced – no need to attach copy of TABE).
- A description and copy of any tools the Bidder will use to measure and document student progress toward their goals and objectives.
- A description of the Bidder's approach on dealing with student progress deficiencies and means of addressing program adjustments to meet individual student needs.
- A description and copy of any program orientation materials, rights and responsibilities and corrective action and disciplinary procedures to be implemented by the Bidder.
- If incentives are proposed, a description of the Bidder's incentive plan must be provided.

Program Goals and Objectives and Performance Levels:

New Youth: In the narrative, the Bidder should describe how attainment of goals and objectives will be measured and achieved leading to the specific WIA performance outcomes / DOL Common Measures. In addition, the bidder will be completing the matrix referenced above.

The two items below would not be applicable to bidders that have not been a WIA Title I subrecipient in the prior year. If the bidder is a current subrecipient, the following needs to be addressed.

Youth Carrying Into New Program from Prior Program: If the Bidder has been a WIA Title I subrecipient and is working with participants that will not be exited by the end of their subaward, the Bidder must provide:

- ✓ A list of students (by name) they anticipate will carry into the new project.
- ✓ A separate statement of the plan for services for each of the individual youth to carry into the next project, and describe how they will or will not be incorporated into the new program design proposed. At a minimum this should include a description of how each student will be reassessed,

barriers identified, goals set in line with the program design proposed for PY'07, expected performance outcomes and projected exit date for each individual student.

Youth in Follow-Up: If the Bidder has been a WIA Title I subrecipient and is working with participants that were exited from the prior program and are still in the 12-month follow-up period, the Bidder must provide:

- ✓ A list of students (by name) for which the bidder intends to provide follow-up services after July 1, 2010.
- ✓ A description of the follow-up services to be provided specific to each of the individual youth in follow-up activities.

Failure to respond to and clearly describe the above points may result in rejection of the proposal from consideration or result in a delay in review process and subsequent delay in approval and grant award.

| |
|--|
| SECTION II -- PART B. PROVIDER QUALIFICATIONS, FINANCIAL AND MANAGEMENT SYSTEMS |
|--|

Prepare and attach a statement that describes the following, and label this attachment Section II—Part B:

- Description of the Bidder's organization, mission and how it supports the goals of WIA Title I-B youth services, and how the organization is currently funded.
- Description of the organization's past experience in delivering the project or similar projects, including ability to meet program performance objectives of this RFP. Include numbers served in past projects, number of successful completers, etc.
- Description of the organization's past experience with Federal, State, and other grant-funded programs.
- Description of the organization's past experience with fund accounting.
- Description of how this program differs from any existing services provided by the Bidder and does not duplicate already existing programs within the community.
- Description of the staffing plan, justifying each position, and describing elements and program components each position will be responsible for delivering. Describe percent of time attributed to the WIA project, and describe amount of time to be dedicated to each element and component described. If any position proposed is not 100% to the WIA project, provide explanation.
- Describe how the provider will stagger the hiring or assignment of positions to this project as the project gears up from 0 enrollments to enrolling the maximum number of youth to be served under the project. Identify planned staff/student ratio and amount of time each position will spend with participants. This section will be reviewed for cost efficiency and to ensure over-staffing does not occur.
- Provide job descriptions with minimum acceptable qualifications for each position. Attach resumes of existing staff that will be associated with the program, and length of time working for the organization and on similar projects.
- Describe programmatic and financial oversight of the proposed project, including internal monitoring systems to evaluate project delivery, program and cost effectiveness, and timely expenditure and billing procedures.
- Describe assurance of accessibility, equal opportunity, and nondiscrimination.
- Describe approach to resolve program and/or expenditure problems and/or deficiencies in timely manner.

Failure to respond to and clearly describe the above points may result in rejection of the proposal from consideration or delay in review process and subsequent delay in approval and grant award.

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| SECTION II -- PART C. ADDITIONAL PROVIDER INFORMATION / ATTACHMENTS |
|---|

Attach the following items under a section labeled Section II – Part C:

1. REFERENCES. Provide a list of three (3) references who can attest to the Service Provider's quality of performance and capabilities on this or similar projects (excluding KCDEE, its staff, or members of the River Valley Workforce Investment Board). Any documentation supporting provider's qualifications in this regard can be attached under this section.
2. ORGANIZATIONAL CHART. Attach organizational chart explaining lines of authority and responsibility related to the proposed project and its components, including administrative, project, supervisory, managerial, and other staff.
3. AUDIT. Submit one (1) copy only of most recent audit, and the most recent period's financial statements – balance sheet and profit and loss statement.
4. GRIEVANCE PROCEDURE. Attach bidder's grievance and complaint procedures pertaining to proposal submitted. If the organization does not have procedures, it must use procedures developed by, or required to be implemented by the Grantee.
5. DIRECTORS. Attach organization's Board of Directors and listing of Principals, including address and phone number of each individual.
6. INSURANCE. Attach organization's insurance policy. Minimum liability coverage required is \$1 million. If the bidder allows for the transporting of youth, a copy of the provider's policies and vehicle insurance will be required.

Failure to respond to and clearly describe the above points and/or provide requested attachments may result in rejection of the proposal from consideration or delay in review process and subsequent approval and grant award.

| |
|---|
| SECTION III -- SUBMISSION SPECIFICATIONS |
|---|

1. Deadline for submission of proposals is **Friday, 12:00 Noon, April 9th, 2010.**
2. Bidders shall submit Two (2) originals and six (8) copies of the proposal (one copy only of the Audit and Financials requested) to the Kane County Department of Employment and Education, Attention: Deborah Banker, KCDEE, 1 Smoke Tree Office Complex, Suite A, North Aurora, IL 60542. Proposals may be mailed or hand-delivered but must be received by **Noon on Friday, April 9th, 2010** for consideration. Proposals will not be accepted by fax or e-mail.
3. Organizations/Entities submitting proposals selected for funding must sign a contract for services, including assurances/certifications/warranties whereby compliance with all sub-award provisions will be assured and met.
4. Proposals submitted in response to a Request for Proposal (RFP) that are not selected for funding will not be returned to the bidder.
5. All proposals will be date and time-stamped upon receipt. Proposals submitted after the deadline noted above will not be accepted by the Grantee, KCDEE.

SECTION IV -- PART D. BUDGET DOCUMENT AND DETAIL

Budget Document and Detail: The Bidder must complete the attached budget document, and provide as much detail as requested including justification for staffing costs and other expenses, and methodology for arriving at budget line item amounts.

REQUEST FOR PROPOSAL CERTIFICATION

Signature of Authorized Service Provider

Proposal Date

Typed Name and Title of Authorized Service Provider

WIA TITLE I-B YOUTH PROGRAM PROPOSAL
EXECUTIVE SUMMARY

Directions: when entering information on table, keep summary to one (1) page only.

| | | | |
|-----------------------------|---|---|----|
| 1. | Name of Bidder's Organization | | |
| 2. | Name of Project | | |
| 3. | Location of Project | | |
| 4. | Targeted Population (ages, in-school or out of school, other) | | |
| 5. | Proposed Start and End Dates | | to |
| 6. | Participant Schedule / Contact Hours (# hrs, days, weeks) | | |
| 7. | Brief Program Description / Main Purpose of Program. | | |
| 8. | Proposal Amount | \$ | |
| 9. | Planned Number of New Participants to be Served | | |
| 10. | # of Youth From Prior Year Project – if applicable (note that this may include students that actually started 2 or more years ago if not yet exited or recently exited) | _____ # Youth Exited & still in Follow-up Services _____ # Youth Enrolled in Prior Year, but not Exited by End of Current Subaward | |
| 11. | Cost per Participant (# new participants + # carry-in participants, divided into total cost) | | |
| 12. | Identify Which 10 Program Elements to be Delivered Directly by Bidder (not through linkages) | | |
| FOR OFFICE USE ONLY: | | | |
| 13. | Past Performance of Provider: | % of New Enrollment Goal Met: _____ % of Original Grant Award Spent: _____ Attach a copy of provider performance from IWDS. | |
| 14. | Committee Recommendation | | |

For background information, refer back to:

SECTION I – C

WIA YOUTH PROGRAM ELEMENTS

Bidder must complete table below.

| Youth Program Element | Check if Bidder Program Will Provide this directly | Check if Bidder intends this to be provided through a linkage organization | Describe Linkage Relationship – Identify Linkage Partner |
|---|--|--|--|
| Tutoring, study skills training, and instruction leading to secondary school completion or enrollment in apprenticeship or post-secondary education | | | |
| Summer work experience linked directly to academic related work skills and occupational training | | | |
| Occupational skill training including academic, work readiness, and vocational | | | |
| Leadership development | | | |
| Alternative education, GED / High School Diploma | | | |
| Guidance and counseling | | | |
| Work Experience | | | |
| Supportive Services | | | |
| Mentoring | | | |
| Follow-Up Services | | | |

For background information, refer back to:

SECTION I - E.

BIDDER: _____

MINIMUM SUBAWARD GOALS:

Bidder must provide planned number of youth to achieve the goals below as a positive outcome of the services the bidder's program will provide:

| | Minimum Sub-award Goals | Projected Number of Current Enrolled Youth Carrying Into Project to Achieve Each Measure During PY'10 | Planned Number of New Youth During PY'2010 to Achieve Each Measure During PY'10 | Bidder's Total Combined Number of Youth to Achieve Each Measure During PY'2010 |
|---|--------------------------------|--|--|---|
| Placement in Employment or Education (first quarter after exit) | 56% | | | |
| Attainment of a Degree or Certificate (diploma, GED, or certificate by end of 3 rd quarter after exit) | 44% | | | |
| Literacy and Numeracy Gains (defined by DOL in Educational Functioning Levels) | 33% | | | |

WIA YOUTH PROPOSAL EVALUATION FORM

Proposal Reviewer _____

Date ____/____/____

Proposed Program _____

Total Points out of 200

Reviewer Overall Comments

- Accept narrative as proposed Accept budget as proposed Accept narrative with stated changes Accept budget with stated changes
 Reject

Use the following scale unless otherwise noted:

| | | | | | |
|---------------|----------------------|--------------|------------------------|--------------|-------------------|
| 0 | 1 / 2 | 2 / 4 | 3 / 6 | 4 / 8 | 5 / 10 |
| not described | adequately described | | sufficiently described | | clearly described |

| | | | | | | | | | | | |
|---|---|---|---|----|---|---|---|---|---|---|----|
| SERVICE PROVIDER EXPERIENCE / ORGANIZATIONAL CAPACITY | _____ points out of a possible 20 points | | | | | | | | | | |
| Provides a detailed description of prior program experience, populations served, and activities and services either directly related or similarly related to WIA program elements and performance objectives. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Describes specific program outcomes achieved in prior program experience demonstrating understanding of and ability to deliver activities and services leading to desired WIA outcomes. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Comments | | | | | | | | | | | |

| | | | | | | | | | | | |
|--|---|---|---|----|---|---|---|---|---|---|----|
| Program Narrative Response | _____ points out of a possible 60 points | | | | | | | | | | |
| Describes program design and concept with specific goals and objectives. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Outlines the overall approach to the delivery of youth services, including implementation schedule. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Describes youth progression through steps and activities. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Describes how each of the ten WIA program elements is present (either delivered directly by provider or through linkages or collaborations with other agencies and resources). | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Describes program connections with Youth Council strategic goals. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Describes how program activities will directly respond to at risk youths' needs and lead to expected WIA performance outcomes. | <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | | | | | | | |
| Comments | | | | | | | | | | | |

Use the following scale unless otherwise noted:

| 0 not described | 1 / 2 adequately described | 3 / 4 | 5 / 7 | 8 / 10 sufficiently described | 11 / 12 clearly described |
|---|--------------------------------------|--------------|--------------|---|---|
| Program Goals, Expected Outcomes, Performance Measures Attainment | | | | | _____ points out of a possible 60 points |
| Describes ability to attract and retain sufficient numbers of youth to meet enrollment goals | | | | | 1 2 3 4 5 6 7 8 9 10 11 12 |
| Describes the standards or expectations required of youth participating in the program and how deficiencies will be addressed | | | | | 1 2 3 4 5 6 7 8 9 10 11 12 |
| Describes the measurable objectives of the project and skills youth will attain through the proposed training, activities and/or services | | | | | 1 2 3 4 5 6 7 8 9 10 11 12 |
| Describes how the effectiveness of the training or activities and services will be evaluated and improved | | | | | 1 2 3 4 5 6 7 8 9 10 11 12 |
| Describes the manner in which the program will be managed to ensure that quality services and positive outcomes are achieved by youth through the program | | | | | 1 2 3 4 5 6 7 8 9 10 11 12 |
| Comments | | | | | |

Use the following scale unless otherwise noted:

| 1 Not adequately described OR marginally appropriate | 2 | 3 sufficiently described OR appropriate | 4 | 5 clearly described OR extremely appropriate |
|--|----------|---|----------|--|
| Budget/Costs | | | | _____ points out of a possible 20 points |
| Provides a clear, detailed, line-item budget | | | | 1 2 3 4 5 |
| Budget detail and methodology of how the proposed amounts were determined and calculated is clear | | | | 1 2 3 4 5 |
| Ratio of direct participant costs vs. indirect participant costs (consider staffing plan) | | | | 1 2 3 4 5 |
| Price per participant appropriate for like services in local area Price per NEW participant = \$_____ | | | | 1 2 3 4 5 |
| Comments | | | | |

| Bidder Interview / Responsiveness to Questions | _____ points out of a possible 40 points |
|---|---|
| Bidder's oral description of program correlates with written description. | 1 2 3 4 5 6 7 8 9 10 |
| Bidder expresses enthusiasm for the work to be performed and participants to be served, and shows confidence in ability to deliver program outcomes | 1 2 3 4 5 6 7 8 9 10 |
| Bidder articulates clear understanding of at-risk youth, types of barriers the youth are likely to experience, and programming needs to aid youth in overcoming barriers. | 1 2 3 4 5 6 7 8 9 10 |
| Bidder's responses provide necessary clarification of questions raised. | 1 2 3 4 5 6 7 8 9 10 |

Comments

Youth RFP '2010