



REQUEST FOR PROPOSALS
FOR

YOUTH EDUCATIONAL ADVANCEMENT SERVICES
FOR DISADVANTAGED YOUTH

PY 2010 - 2011
July 1, 2010 to June 30, 2011

Release Date: Friday, April 16, 2010

BIDDERS' CONFERENCE:
Monday, April 26, 2010 @ 1:00 PM
Conference Room A, 3rd Floor
350 Fairfield Avenue
Bridgeport, CT 06604

PROPOSAL DUE DATE: Monday, May 17th, 2010 by 12:00 Noon

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SECTION I - BACKGROUND AND GENERAL INFORMATION

The WorkPlace, Inc. is a private, not-for-profit 501(c) (3) corporation that coordinates job training, employment, and educational services in a region composed of twenty (20) municipalities¹. It develops working partnerships with local community leaders, elected officials, business, labor, and education leaders to create a competitive economic environment by improving the area's workforce education, employment and training opportunities. The WorkPlace, Inc., as the administrative entity for the Workforce Investment Act (WIA), serves more than 32,000 individuals each year. In addition, a Youth Council has been established as a subcommittee of the Board of Directors. This Council is established to: provide expertise in youth policy, assist the Board in developing and recommending local youth employment and training policy and practice, assist the Board in broadening the youth employment and training focus in the community to incorporate a youth development perspective, and assist the Board in establishing linkages with other organizations serving youth in the local area.

Through this **Request for Proposals (RFP), The WorkPlace, Inc. is seeking providers to deliver educational assessments, instruction and work readiness skills to youth who are basic skills deficient, ages 14-21 living in the Southwestern Connecticut (SWCT) Service Delivery Area (SDA) which includes the Bridgeport-Norwalk-Stamford-Valley areas.** Funds for this program will be allocated from WIA funds. Contracts will be for educational advancement services, beginning no earlier than July 1, 2010 and ending no later than June 30, 2011.

The WorkPlace, Inc. will only fund educational programs that prepare and advance youth in basic skills (reading & math). For a definition of "Basic Skills" for youth programs funded by WIA, see Attachment F. Programs should reflect an age continuum of services that prepares youth for adulthood, successful careers and lifelong learning. Programs must demonstrate that educational services will result in educational advancements for youth in areas of basic skills (mathematics & reading) and high school or general educational development (GED) attainment. Work readiness skills should provide youth with basic employment soft skills such as effective communication and time management skills. Additionally, the youth should have a resume, cover letter and the ability to complete an employment application.

The WorkPlace, Inc. is seeking entities that can provide programs that:

- Provide innovative and interactive experiences that help youth gain skills;
- Help youth become competitive in the workplace;
- Increase connections to employers and occupations in demand;
- Make clear connections between education and career choices;
- Provide or link youth to positive development experiences;
- Result in marked gain on the Comprehensive Adult Student Assessment System (CASAS). Connecticut's statewide assessment system which includes the available tests, relevant policies, reporting requirements, and professional development together is referred to as the Connecticut Competency System (CCS).

Funding - Approximately \$300,000 in WIA funding is projected to be available to provide Educational services to prepare and advance both in-school and out-of-school youth deemed basic skills deficient in reading and/or math and work readiness. The program dollars currently available for PY 2010-11 (July 1, 2010 to June 30, 2011) are:

- Approximately \$300,000 in total;
- Approximately \$200,000 to serve out-of-school youth;
- Approximately \$100,000 to serve in-school youth;
- Allocations throughout the twenty towns will be considered;
- One or more programs will be selected;

Note: The selected vendors will be required to serve currently enrolled in- and out-of-school youth who are basic skills deficient. The current number of carry-over youth in need educational advancement services is 50 out-of-school and 25 in-school youth.

¹ Ansonia, Beacon Falls, Bridgeport, Darien, Derby, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Oxford, Seymour, Shelton, Stamford, Stratford, Trumbull, Westport, Weston and Wilton.

SECTION II - GENERAL RFP PROCESS AND PROCEDURES

A. ELIGIBLE PROPOSERS

Who can respond: All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations, properly organized in accordance with State and Federal law and in business for at least one (1) year, may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Each proposer is advised that The WorkPlace, Inc. shall hold the awardee totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP.

All organizations with the knowledge, experience and capacity to provide services throughout the Southwestern Connecticut Region, as described in this RFP, are encouraged to apply.

Who cannot respond: An organization shall not be considered if:

- It has been debarred by an action of any governmental agency;
- It owes Federal and/or State taxes
- It owes Unemployment Insurance taxes;
- It has had a previous contract with any governmental entity in Connecticut terminated for cause;
- It 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 its conduct of projects or services.

B. PERIOD OF PERFORMANCE

The period of performance under this RFP will be for **twelve (12) months**. The initial contract period will begin as soon as possible after July 1, 2010 and end no later than June 30, 2011. The WorkPlace, Inc. shall have the option, at its sole and absolute discretion, to renew the contract(s) for one (1) additional term of one (1) year. This option may be invoked by The WorkPlace, Inc. based upon the quality of service provided, the availability of funds and other relevant criteria as determined by The WorkPlace, Inc.

C. PROPOSAL SUBMISSION INSTRUCTIONS

FORMAT: Proposals must be assembled in the following order:

- Attachment B -Cover Page. This should be the cover page of the proposal.
- Table of Contents
- Executive Summary providing a brief outline of the proposal (not to exceed Two (2) pages)
- Proposal Narrative/ Statement of Work
- Budget Summary
- Budget Narrative
- Staffing Chart
- Attachments
- Copy of the most recent audit

Proposals should be formatted on 8½ by 11-inch paper, with one (1)-inch margins using the minimum of 12 point type.

To be considered for funding, proposal should be submitted by either of two options:

(a) Electronic: email as attachments (no larger than 2MB) to Info-RFP@workplace.org

(b) Hard Copy: At least one (1) copy of the proposal should be in loose-leaf form, that is, not stapled or bound and easily accessible for photocopying., Proposers are required to submit one (1) signed original proposal and four (4) copies of the proposal along with a CD with a copy of the proposal in MS Office Word 2003 or higher version.

D. QUESTIONS AND BIDDERS' CONFERENCE

The WorkPlace, Inc. will conduct a **Bidders' Conference**, which will be held at The WorkPlace Inc., 350 Fairfield Avenue, 3rd Floor, Bridgeport, CT on Monday April 26, 2010 at 1:00 P.M. in Conference Room A (Directions are included as Attachment A.) The WorkPlace, Inc. staff will be present at that time to discuss the RFP and to answer questions.

You are strongly encouraged to attend the Bidders' Conference as The WorkPlace, Inc. staff will not be able to answer questions about the RFP after this conference unless they pertain specifically to apparent contradictions in the RFP or the RFP format. All proposers are asked to thoroughly **READ THE RFP PRIOR TO THE CONFERENCE** and to RSVP your intention to attend to David Harris at dharris@workplace.org

E. GENERAL CONDITIONS:

- The award of a contract for any proposed educational services and or assessments is contingent upon:
 - Favorable evaluation of the proposal in relation to other proposals;
 - Approval of the proposal by The WorkPlace, Inc. Board of Directors;
 - Successful negotiation of any changes to the proposal.
- The WorkPlace, Inc. reserves the right to negotiate the final terms of all contracts with the successful proposer. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, service delivery timelines, target groups, management and staffing configurations, location of service delivery and service levels.
- The WorkPlace, Inc. 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.
- This RFP does not commit The WorkPlace, Inc. to award a contract to any proposer. The WorkPlace, Inc. shall not pay any costs incurred by any proposer in the preparation of a proposal. The WorkPlace, Inc. may accept or reject any or all proposals received as a result of this RFP or cancel, in part or in its entirety, this RFP if it is in the best interest of The WorkPlace, Inc. to do so.
- The WorkPlace, Inc. may request additional data or an oral presentation in support of written proposals.
- The WorkPlace, Inc. may require the proposer selected to participate in negotiations and to submit any price, technical or other revisions of their proposal as may result from negotiation.
- The WorkPlace, Inc. is responsible for final review and evaluation of proposals and selection of Youth Providers and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in the Proposal Submission Instructions. The WorkPlace, Inc. may incorporate site visits and/or applicant interviews into the proposal review process.
- By submission of a proposal, the proposing organization certifies as to its legally constituted status and that status in connection with this proposal:
- The costs in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposer or with any competition;
- Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and shall not be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and
- No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- Selection of the Youth Educational Advancement Services Provider shall be conducted in accordance with federal and state provisions which regulate the funds. The WorkPlace, Inc. may choose not to fund the proposer who has the proposal with either the lowest cost or the highest score on the proposal. In addition to the scores obtained through the rating process, The WorkPlace, Inc. may take into account previous experience the proposer has had in implementing similar projects as well as the proposer's capability of initiating services throughout the region in a timely fashion.
- All contract awards are subject to the availability of federal and/or state funds and the execution of a contract acceptable to The WorkPlace, Inc. and the selected proposer.
- Drug Free and Smoke Free Workplace: Proposing organizations should note that if awarded a contract under this RFP, a drug free and smoke free workplace for both employees and customers must be maintained.
- Non-Discrimination: No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this solicitation on the basis of race, sex, national origin, religion, age, disability and/or any other rights protected under Title VII of the Civil Rights Act. Each individual shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination. 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.
- Job Vacancies: Any proposer contracted with in response to this RFP shall be expected to list all of their organization's job vacancies with the CTWORKS One-Stop Career Center.

- The WorkPlace, Inc. shall perform contract compliance, programmatic and financial monitoring in connection with all provisions of this RFP.

F. NOTIFICATION OF AWARDS

The WorkPlace, Inc. Executive Committee will make initial funding decisions no later than at its June 2010 meeting. All Executive Committee decisions are subject to full Board ratification. The WorkPlace, Inc. staff will then provide all approved applicants with a "Notice of Award." Applicants whose proposals were not selected will also be notified at this time.

G. NON-APPROPRIATION AND CANCELLATION.

The WorkPlace, Inc. may cancel any resulting executed agreement upon thirty (30) days written notice and any said agreement shall be subject to Federal and/or State funding availability.

H. PROPRIETARY INFORMATION

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 therein. 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. The particular pages, which the proposer believes to be proprietary, must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1–9 of the Connecticut General Statutes must accompany the proposal. The rationale and explanation must be stated in terms of: 1) the prospective harm to the competitive position of the proposer that would result if the identified material were to be released, and 2) the reasons why the materials are legally exempt from release pursuant to the above-cited statute. If a proposal contains any information that the proposer considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin. If portions of pages are considered proprietary, those portions should be so indicated in the right-hand margin. Rationale and explanation of the proprietary nature of all such pages or portions thereof, as described above, should be included as an attachment.

SECTION III - PROPOSAL INSTRUCTIONS

Bidders are advised to read this entire RFP before preparing and submitting a proposal. Bidders that do not follow the format or fail to provide all the required documentation and/or have not submitted the appropriate documentation by the proposal due date and time will not be considered for funding.

A. NOTIFICATION DISTRIBUTION

A notice of this RFP has been e-mailed to applicable organizations who have requested, in writing, that The WorkPlace, Inc. provide their organization notice of applicable procurements. The RFP is available via our website: www.workplace.org The RFP is available for pickup between the hours of 9:00 AM and 4:00 PM through the date proposals are due at The WorkPlace, Inc. administrative offices located at 350 Fairfield Avenue, 3rd Floor, Bridgeport, CT. 06604. The WorkPlace, Inc. may change scheduled due dates if it is to the advantage of The WorkPlace, Inc.

B. PROPOSAL DELIVERY:

The format for proposals is provided in this solicitation. This format must be used. Additional copies of pages may be made but must be kept in the proper order. Proposers **may not** submit extraneous material such as brochures or newspaper articles. Proposers also **may not bind proposals** in any way. All extraneous material and/or bindings will be removed prior to the rating process. Please type proposals, single spaced, and use a **12-point font (minimum)**. Please use affirmative language (will, shall) in the proposal.

A proposer may submit a proposal in a format utilizing our forms or recreate the forms on a word-processor that match the original format.

Please indicate the RFP name (Youth Educational Advancement Services) and the name and address of the proposer on the front of the envelope(s) or box(s) [hard copy option] or in the Subject [electronic option].

The proposal and all attachments are to be on standard size paper (8 1/2 x 11), with 1-inch margins, page numbers and a minimum of 12 point type. A table of contents is required.

Proposals may be withdrawn by written notice. Withdrawals will be accepted any time up to execution of a contract.

Issuance of this RFP is coordinated by: Nestor Leon, Assistant Vice President of Programs
The WorkPlace, Inc.
350 Fairfield Avenue
Bridgeport, CT 06604

To be considered for funding, all proposals and modifications **must be received no later than Monday May 17th, 2010 at 12:00 noon** at the above office. **For Electronic Option, email proposal as attachments (no larger than 2MB) to Info-RFP@workplace.org**. **For Hard Copy Option, proposers are required to submit one (1) signed original proposal and four (4) copies of the proposal along with a CD containing a copy of the proposal in MS Office Word 2003 or higher version.**

C. PROPOSAL REVIEW

The WorkPlace Inc. staff and members of the WorkPlace's Youth Council will evaluate proposals. Proposals will be rated according to the criteria outlined in the Evaluation Factors section below.

Recommendations will be submitted to the WorkPlace, Inc. Executive Committee for approval. Final approval is subject to full Board of Directors ratification.

D. EVALUATION FACTORS - PROPOSAL RATING CRITERIA

Proposals will be rated according to the following criteria:

	<u>Point Value</u>
▪ Performance History	10
▪ Design, Outcomes and Performance	60
○ Method of preparing youth for educational advancements;	
○ Structure to provide CASAS testing (assessment, pre and post);	
○ Completion of WIA basic skills goal;	
○ Attainment of GED;	
○ Attainment of Work Readiness Goal;	
○ Other (See Section VI,A.).	
▪ Staff Qualifications, Past Client Performance Outcomes and Financial Capacity, i.e. Audits	10
▪ Budget	10
▪ Cost/Price, Completeness;	5
▪ Cost Reasonableness, Allocability, and Allowability.	<u>5</u>
TOTAL	100 points

Evaluation on the above criteria is intended primarily to determine whether proposers meet the basic requirements for delivery of service, and selection of educational providers. Primary consideration in the selection of educational providers takes into account whether the organization has:

- The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance;
- The ability to provide educational/ work readiness services that can lead to the achievement of competency standards for participants with identified deficiencies;

- A satisfactory record of integrity, business ethics, and fiscal accountability;
- The necessary organization, experience, accounting and operational controls; and
- The technical skills to perform the work.

SECTION IV - GENERAL REQUIREMENTS OF OPERATION

The following are general requirements from the Workforce Investment Act of 1998 that apply to the operation of Youth programs.

The proposer must have a satisfactory record of past performance and the capacity and stability to deliver the educational services and account for funds. They must have a satisfactory record of integrity and business ethics. Proposer's previously awarded grants must not have any outstanding reports due, including close-out reports or follow-up reports.

All activities proposed must meet the specifications contained in this section of the RFP. The WorkPlace, Inc. is seeking providers to deliver educational assessments and instruction to youth who are basic skills deficient, both in-school and out-of-school ages 14-21 living in the Southwestern Connecticut (SWCT) Service Delivery Area (SDA) which includes the Bridgeport-Norwalk-Stamford-Valley areas. Contracted services must lead to advancement in basic skills and the attainment of a work readiness goal.

SECTION V - PROGRAM REQUIREMENTS

A. POPULATION TO BE SERVED

Program participants will be selected and referred to the successful Bidder(s) by The WorkPlace, Inc. Bidders should construct curriculum designed to provide educational advancement services and work readiness skills for youth with the following characteristics:

- In-School and Out-of-School youth, between the ages of 14-21 and legal citizens and residents of SWCT Region service area;
- Low income, as defined by WIA regulations with at least one of the following :
 - **Deficient in basic literacy skills;**
 - **A school dropout ;**
 - Homeless, runaway, foster child;
 - Pregnant or a parent;
 - Offender ;
 - **Youth requiring additional assistance because of either at-risk of dropping out of school, limited English proficient, involved in the juvenile justice system, substance abuse, or disability.**

B. WIA TEN REQUIRED PROGRAM ELEMENTS

Listed below are the 10 WIA youth program requirements.

WIA identifies ten (10) elements that must be included in youth programs. These elements will be accessible to participants (based on need) and offered through collaborative partnerships with community resources.

- **Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;**
- **Alternative secondary school offerings;**
- Summer employment opportunities directly linked to academic and occupational learning;
- Paid and unpaid work experiences, including internships and job shadowing as listed in §664.460 and 664.470 of the WIA regulations;
- Occupational skill training in demand occupations For more information can be found at: [Labor Market Information - Occupations in Demand](#)
- **Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities as provided in §664.420 and 664.430 of the WIA regulations;**
- Supportive services, which may include services listed in WIA §664.440;
- **Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;**
- Follow-up services as provided in §664-450 of the regulations; and
- **Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.**

C. WIA YOUTH PERFORMANCE MEASURES

All youth served under WIA will be measured as part of a comprehensive youth program assessed by the core performance measures for youth. There are seven core performance measures for youth; three apply to younger youth (ages 14-18) and the other four apply to older youth (ages 19-21). In addition Program Year 2010-11 will also include the Common Measures. The outcomes for younger youth focuses on youth attaining their high school diploma or equivalent, demonstrating basic skills attainment and moving on to post-secondary education, an apprenticeship or long-term occupational skills training, employment or military services. The outcomes for older youth focus on youth entering employment, keeping their employment, increasing their earnings, and attaining credentials that include a high school diploma or equivalent.

The U.S. Department of Labor, the Connecticut Department of Labor and The WorkPlace, Inc. negotiate WIA performance measures. The proposer is asked to consider these long-term performance measures in any service strategy, data collection or management design decision that are made in order to assist the WorkPlace, Inc. in meeting performance requirements.

The performance measures for the Southwestern Region for PY 2010-11 are as follows:

Younger Youth Performance Measures (14-18)

<u>Skill Attainment Rate</u> ;	85%
<u>Diploma or Equivalent Attainment rate</u> of younger youth who register without a diploma or equivalent;	66%
<u>Retention Rate of younger youth</u> in one of the following activities: Post-secondary education advanced training employment, military service, Qualified apprenticeships at program completion.	80%

Older Youth Performance Measures (19-21)

<u>Entered Employment Rate</u> of those not employed at registration and who are not enrolled in post-secondary education or advanced training in the third quarter after exit;	75%
<u>Employment Retention Rate</u> of those who are employed at program completion and who are not enrolled in post-secondary education or advanced training at program completion.	84%
<u>Earnings Change</u> of those who are employed at program completion and who are not enrolled in post-secondary education or advanced training.	\$3,850
<u>Credential Rate</u> of older youth who were in employment, post-secondary education or advanced training at program completion and received a credential by the end program completion.	64%

In addition, **WIA Common Measures will also be in effect for PY 2010-11. They are as follows:**

- Placement in Employment or Education: Percentage of WIA-registered youth in post-secondary education, advanced training, occupational skills training, employment, or military service, during the FIRST quarter after program exit.
- Attainment of Degree or Certificate: Percentage of WIA-registered youth who attain a diploma, GED, certificate by the end of the THIRD quarter after program exit.
- Literacy and Numeracy Gains: Percentage of WIA-registered youth who increase one or more Educational Functioning Levels. (see Attachment F for definitions)

The WorkPlace has not negotiated performance standards for common measures at this point in time. It is anticipated that awards for WIA Youth Educational Advancement will be issued prior to negotiating common measures performance outcomes with the State.

SECTION VI – PROGRAM NARRATIVE/STATEMENT OF WORK

Include a brief Executive Summary including an organization history, program history and overall scope of agency. (Not to exceed two (2) pages)

This RFP seeks to secure both educational advancement and work readiness skills for disadvantaged youth. Your proposal should be written in a manner that guides the readers through why your proposed services will enable youth to move the functioning education level and attain the basic skills needed to be successful in today's competitive job market.

Please differentiate services dedicated for in-school youth and those dedicated to out-of-school youth. You may bid to serve both in- and out-of-school youth, but you must clearly demonstrate how you will provide services to each population.

Please answer questions in section A-D.

A. PERFORMANCE HISTORY – (10 POINTS)

PERFORMANCE HISTORY AND ORGANIZATIONAL CAPACITY

Describe your past experience in providing educational services to the target population. Were you funded by The WorkPlace, Inc. in the past? What were your outcomes? What services did you provide? What is your previous track record in providing services to youth, under WIA or other funding sources? Include your protocol for safeguarding program record and retention.

Describe your organization's previous experience in providing programs and services for youth, particularly at-risk youth. If you are a new provider to youth, please detail your agency's capacity to deliver services to the at-risk youth population. What administrative capacity does your organization currently possess? Describe your disciplinary procedures for both staff and youth, and include a grievance procedure as an attachment.

B. DESIGN, PROGRAM SERVICE, PERFORMANCE OUTCOMES – (60 POINTS)

All WIA youth educational services must demonstrate that educational services will result in educational advancements and the attainment of a work readiness skill for youth. For the educational advancement services, the attainment of a functioning level and/or a high school or general educational development (GED) attainment is desired. For the work readiness skills, a pre- and post-test to demonstrate that youth have the necessary soft skills to undertake either training or employment.

This RFP seeks to provide at-risk youth with educational advancement services. The first step is the appraisal and the pre-test needed for WIA eligibility. The second step is the longer term educational advancement services which include work readiness and a post-test.

ASSESSMENT TESTING

Proposer must assess all WIA youth utilizing the CASAS system to determine basic skills deficiency. Proposer must have capacity to deliver testing Monday through Friday and during non-business hours. A majority of the testing will have to be coordinated with the Youth Training vendors. Testing must also be available in the 4 labor market areas served by the WorkPlace, Inc. (see footnote on page 3). For more information on Comprehensive Adult Student Assessment System (CASAS) see: <https://www.casas.org/home/index.cfm>

Describe the system you are proposing to provide testing to youth. Approximately 320 youth will be served for program year 2010-11. 220 of the proposed 320 will be out-of-school youth. The balance, 100 will be in-school youth. Detail the frequency of appraisals as well as pre-test and post testing needed to process approximately 320 WIA youth for program year 2010-11. Explain how you will serve multiple youth with various levels of educational deficiencies. For those youth who require more than the month long educational advancement services please provide the curriculum to move them to the appropriate functioning level.

EDUCATIONAL ADVANCEMENT SERVICES

Understanding that youth will need varying levels of educational services, providers must describe the system they intend to utilize to continually deliver skill advancement to either in- or out-of-school youth during the program year. The chart below illustrates the CASAS functioning educational levels.

Adult Basic Education (ABE) Levels:

Education FunctionLevel	CASAS Scale Score Range in Reading and Math	CASAS Scale Score Range in Writing
1. Beginning Literacy	200 and below	200 and below
2. Beginning Basic Education	201-210	201-225
3. Low Intermediate	211-220	226-242
4. High Intermediate	221-235	243-260
5. Low Adult Secondary	236-245	261-270
6. High Adult Secondary	246 and above	271 and above

A successful outcome is achieved only when the youth transitions from one functioning educational level to the next in accordance with National Reporting System (NRS). Current youth data for the Southwest region indicates that the majority of youth score 220 in reading and 200 in math. Therefore, a proposer must demonstrate the capacity to advance youth one functioning educational level in either reading or math within an appropriate time period.

Prior program years required a minimum of two weeks for remediation services in which youth received educational services in math and reading. Recent data shows that the successful minimum average hours of remediation in class time to be 50 hours. During this time of educational services youth who enter remediation having tested below the standards for basic skills were required to show educational gain to the next functioning level. The 2010-11 program will require that remediation services be extended to one month (four weeks) of services to include both educational advancement services and work readiness services.

Describe the type(s) of educational services that will be made available (**project based learning, tutoring, alternative secondary school offerings, leadership development, adult mentoring**); the frequency of the educational cycles; duration of each cycle and number of youth per training cycle. Please describe how educational services will be provided to individuals with moderate to significant disabilities? What methods are in place to provide youth with disabilities the needed time and structure (i.e. partnership with BRS or other social service agency) for educational advancement? What strategies are in place to assist youth with little educational history and/or who are not proficient in the English language?

Understanding that many of these youth have not done well in the traditional school setting; describe in detail the **instructional methods** and materials to be used. Attach a copy of the proposed curriculum. How will youth that do not attend the program regularly be reengaged into educational services? What **incentives** (stipends, rewards and recognition methods) will be put in place to keep youth engaged? How will your program keep youth engaged?

WORK READINESS SKILLS

Many of today's youth lack the soft skills needed to both secure and retain employment. Moreover, these soft skills are beneficial for youth transitioning into the vocational training. Therefore, work readiness skills should be delivered to youth prior to attending any occupational skills training programs. Below is the definition of work readiness.

Work Readiness Skills: "Work readiness skills" include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, financial literacy and job search techniques (resumes, interviews, applications and follow-up letters). It should also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image. The WorkPlace, Inc. anticipates that proposers will utilize a work skills pre/post test that will be administered at the start and completion of the Work Skills component to measure gain.

Describe how work readiness skills will be delivered to youth. Provide a copy of the curriculum and the pre/post test. Please provide a schedule detailing the services provided during the proposed hours of service. How will work readiness services be offered to youth who miss some of the scheduled hours of service? Please provide the tools you will use to assess the professional skill level and needs of the youth? Please describe how your organization will incorporate the *CTWorks* One-Stop centers and its offerings into your programming.

By the close of the educational/work readiness cycle it is expected that all participating youth will have a hard copy and electronic portfolio that includes a finished resume, thank you letter to employer, completed job application and a listing of potential employer sites pertaining to their job training. Please provide a sample portfolio for review.

PROJECT BASED LEARNING

This program year all educational providers are required to incorporate project-based learning into their curriculum. Project-based learning will require providers to create tasks that address both educational and work readiness needs and whose complexity and openness mimic problems in the real world. Participating youth will be able to see the interdisciplinary nature of these tasks and see that each task may have more than one solution. Study shows that participants who have the freedom to choose different strategies and approaches may become more engaged in the learning process and more likely to approach other problems with an open mind. Teaching with a project-based method enables participants to work cooperatively with peers and mentors in a student-centered environment. Projects that have depth, duration and complexity will challenge students and motivate them towards constructive knowledge and are designed to teach participants problem-solving, communication, collaboration, planning and self-evaluation skills.

Please describe how project-based learning will be incorporated into your program. Please provide a summation of your plans to deliver a project-based learning method that incorporates real world work experience, soft skill and educational development and a sample curriculum outline for review.

FACILITIES

Describe the facilities you will be using for educational services. What will make the facility inviting to youth who are not excited about education? Where will the facilities be located? **Fire Marshal approval** must be provided as evidence of on-site inspection of the proposer's facility by the Fire Marshal of the municipality in which the facility is located and that the facility complies with the Connecticut Fire Safety Code. **Zoning Officer Approval** must be provided as evidence that the proposer's facility meets all applicable zoning requirements of the municipality in which it is located. Proposer must certify that the facility is **ADA accessible**. **The above stated documents MUST be current (duration of grant) and included in your proposal.** A representative of The WorkPlace, Inc. may carry out a site visit to confirm this certification.

SUBCONTRACTING

If you plan to subcontract with others for educational services (**tutoring, alternative secondary school offerings, leadership development, adult mentoring**) using WIA funds, provide the name of the subcontractor, describe the nature of the subcontract, the services and/or activities to be provided and all other pertinent information. You must include a Letter of Agreement between the proposer and the subcontractor. The Letter of Agreement must specify exactly how they will be involved in the program. Letters of Agreement must be on business/organization letterhead. Letters of Agreement must be specific to the nature of participation planned and *dated on or after March 1, 2010.*

C. MANAGEMENT AND SUPERVISION – (10 POINTS)

STAFFING

Describe the staff involved in the project. Describe the philosophy that staff will be charged in delivering. **Provide a job description for each position to be funded by this proposal.** What related experience or training are staff expected to have? How will staff be selected for this project? Include resumes of existing staff or job descriptions for staff to be hired. List your teacher to youth ratio. The ideal ratio is 1:12 and justification will need to be supplied to exceed this ratio. Provide copies of staff licensure or certificates required to provide proposed training service(s) in the State of Connecticut. Include any schedule of professional development provided for staff. A criminal background check for employees working with youth under the age of 18 is required and must be on record at The WorkPlace, Inc. within ninety (90) days after contract execution. The proposer must provide information to the WorkPlace on all appropriate staff. The WorkPlace will conduct criminal background checks under separate funding for identified staff.

D. BUDGET – (20 POINTS)

BUDGET/BUDGET NARRATIVE/INSURANCE

Describe how your organization arrived at the program costs being proposed. What services will be included in the budget for the proposed program and what will be provided for by in-kind contributions and/or public-private partnerships? **What will be the cost per youth served? Please note: for PY 2010-11, The WorkPlace will not reimburse Administrative costs. All WIA funds must focus on direct service costs and participant costs.** Budget information must be complete so determinations can be made with respect to the allowability of cost and cost effectiveness of proposals. Describe your planned insurance coverage and attach a certificate of insurance that verifies coverage, if one exists. Note: A “commitment of insurance” from a reputable carrier will be required as a part of the contract process.

BUDGETARY INFORMATION

When preparing your Budget please be sure to include only those costs that are necessary and reasonable, consistent with Federal OMB circulars A-21 for Institutions of Higher Education, OMB A-87 for State and Local Governments, OMB A-122 for Non-Profits, and 48 CFR Part 31 for Commercial Organizations.

When submitting a budget, **attach a separate line-item budget summary for each cost category to the Budget Form** provided. Use the Budget Form in Attachment C as the first page of your budget. The budget will be evaluated based on cost-effectiveness and completeness. Staff salaries should be competitive with salaries for comparable positions in Southwestern Connecticut. The method of calculation must be provided for each item.

In reviewing line-item budgets The WorkPlace, Inc. must verify the cost and pricing data submitted and evaluate the cost elements of that data. This includes judging the necessity for and reasonableness of proposed costs. It also includes evaluating the proposer’s cost trends on the basis of current and historical cost or pricing data. This analysis may require proposers to supply proof of proposed costs. An analysis of proposed costs in comparison with other proposers’ budgets for the same or similar items/costs will be prepared to determine the reasonableness of the final budget costs. An additional cost analysis function that must be performed is the verification that the proposer’s cost submissions are in accordance with applicable contract cost principles. These cost principles define and describe the meanings and limits of a variety of costs. Costs that do not conform to these meanings and limits are not allowable or place limits on costs in addition to those cited in OMB Circular A-122, Cost Principles for Non-Profits.

NOTE: The WorkPlace, Inc. does NOT pay for any expenses incurred prior to the execution of a contract. Be advised that the Southwestern Connecticut Workforce Development Board monitors all programs at least once during a contract period. Proposers may be required to provide documentation of expenses as related to the negotiated budget.

U.Ss.Department of Labor requires that property/ equipment purchased with WIA funds must be used for the purposes authorized under the Act and that all property/ equipment purchased by a proposer, with WIA funds shall become the property of The WorkPlace, Inc.

Fiscal Controls and Accounting Procedures must be described and the methods employed to safeguard contract funds, report expenditures against WIA cost categories, ensure adequate audit trails and expenditure levels. **Please remember to include a copy of your most recent audit.**

Describe your organization’s financial management system. Include the following:

- Organizational structure with respect to financial management including job titles and duties;
- Organizational payroll system for staff;
- Organizational payroll system for participants;
- Cash management system;
- Capability to report accrued expenditures to account for goods received and services rendered, and to report expenses separately between administration and program expenses;
- Organization’s bonding arrangements for all officers, directors, agents, and/or employees who will be authorized to receive or deposit funds into project accounts, or issue financial documents, checks, or other payments, including the type of bond, the bonding agent, amount of coverage, the staff covered and the dates of coverage.

A copy of the most recent audit must be attached or your proposal will be deemed non-responsive.

Travel Directions to The WorkPlace, Inc.

YOUTH EDUCATIONAL ADVANCEMENT SERVICES

Bidders' Conference – April 26, 2010 at 1:00 P.M.

350 Fairfield Avenue, 3rd Floor, Conference Room A
Bridgeport, CT 06604
Phone: (203) 610-8500

Interstate-95 (I-95)

I-95 North or South: Exit 27A for Rt. 25/Rt. 8. Bear to the right and take exit 2 (Golden Hill and Main Street). At the end of the exit, turn right onto Lafayette Square. The WorkPlace, Inc. is located at the corner of Fairfield Avenue and Lafayette Square (first building on your right). Turn left onto Fairfield Avenue for main entrance to garage.

Merritt Parkway (Rt. 15)

South: Exit 49 for Rt. 25 South

Follow the signs for Bridgeport Rt. 8/25 South (note: Route 8 and 25 are the same road at this point). Take Exit 3 (Washington Avenue and Main Street). On the exit, bear left to Main Street South. Continue under viaduct and straight onto Main Street. On Main Street, go to the fourth traffic light and turn right onto Fairfield Avenue. The WorkPlace is in the building located at the corner of Fairfield Avenue and Lafayette Square. The parking garage is located before the intersection on Fairfield Avenue.

North: Exit 52 for Rt. 8 South.

Routes 8 and 25 South: Exit 3 (Washington Avenue and Main Street). On the exit take the left fork for Main Street South. Continue under viaduct and straight onto Main Street. On Main Street go to the fourth traffic light and turn right onto Fairfield Avenue. The WorkPlace, Inc. is located at the corner of Fairfield Avenue and Lafayette Square. Take a right onto Lafayette and then a right onto Elm St. to enter the parking garage.

PARKING

You may park in the Fairfield Avenue Parking Corporation garage located across the street from our offices. The Main entrance to the garage is on Fairfield Avenue. Metered street parking is also available. **We do NOT validate parking.**

WHEN YOU ARRIVE: enter the building through the front door, facing Fairfield Avenue. Sign in with the guard to visit the WorkPlace, Inc., go to the third floor, and take a right. The conference is being held in Conference Room A.

ATTACHMENT B

The WorkPlace, Inc. - Southwestern Connecticut's Regional Workforce Development Board
Program Year 2010-11 RFP for Youth Educational Advancement Services (WIA)
Due Date: **Monday, May 17th, 2010 at 12:00 noon**

COVER SHEET

Name of Lead Agency/Organization: _____

Agency Status:

_____ Public Non-Profit _____ Corporation _____ Private Non-Profit _____ Other _____ Government

_____ Private For Profit _____ Years in Operation _____

Mailing Address: _____

Contact Person: _____ Phone # (____) _____ - _____, ext. _____

FAX # (____) _____ - _____ E-mail _____

Program Name: _____

Town(s) to be served: _____

Categories:

_____ Out-of-School youth in areas of basic skills (mathematics & reading) and high school or general educational degree (GED) attainment with work readiness skills.

_____ In-School youth in areas of basic skills (mathematics & reading) and high school attainment with work readiness skills.

Specific LMA to be served: _____ Bridgeport _____ Norwalk _____ Valley _____ Stamford

- Amount of WIA Funding Request: _____
- Proposed Cost per Participant: _____

Project Performance Goals:

Total Number of Youth/Trainees: _____ Number of Training Cycles: _____

Number of Training Hours Per Cycle: _____ Trainee: Instructor Ratio: _____ : _____

Successful Completions: _____ : _____ (_____ %)

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

Signature of Authorized Representative Telephone Number Date

Typed Name of Authorized Representative Title of Authorized Representative

BUDGET SUMMARY –

Itemize all expenses you expect to incur in the operation of your project:

Budget Line Item	Amount Requested
A. PROGRAM COSTS:	
1. Personnel & FTE's	
2. Fringe Benefits	
3. Travel	
4. Rent/Utilities	
5. Equipment – Lease/Maintenance/Purchase	
6. Other Direct Costs	
a. Supplies/Postage	
b. Telephone	
c. Staff Training	
d. Conferences/Meetings	
e. Marketing/Printing	
f. Participant Supplies/Training Needs	
7. Insurance & Bonding	
8. Contractual (Outsourced)	
9. SUBTOTAL PROGRAM COSTS	
B. PARTICIPANT COSTS	
1. Participants Wages	
2. Participants Fringe Benefits	
3 SUBTOTAL PARTICIPANT COSTS	
C. **Administrative Costs:	
D. Total Amount: (A9+B3)	

**** Please note: Administrative costs under WIA for PY 2010-11 will not be allowed. Attach the Budget Narrative Pages immediately following this form**

COMMON MEASURES AT-A-GLANCE

YOUTH MEASURES

Placement in Employment or Education

*Of those who are not in post-secondary education or employment
(including the military) at the date of participation.*

of youth participants who are in employment (including the military) or
enrolled in post-secondary education and/or advanced
training/occupational skills training in the first quarter after the exit quarter

of youth participants who exit during the quarter

Attainment of a Degree or Certificate

*Of those enrolled in education (at the date of participation or at any point
during the program):*

of youth participants who attain a diploma, GED, or certificate by the
end of the third quarter after the exit quarter

of youth participants who exit during the quarter

Literacy and Numeracy Gains

Of those out-of school youth who are basic skills deficient:

of youth participants who increase one or more educational functioning
levels

of youth participants who have completed a year in the program (i.e., one
year from the date first youth programs service) plus the # of youth
participants who exit before completing a year in the youth program

DEFINITIONS OF KEY TERMS

Basic Skills Deficient – The individual computes or solves problems, reads, writes, or speaks English at or below the eighth level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic skills determination.

Basic Skill Goal – A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

Diploma – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

Educational Gain – at post-test, participant completes or advances one or more educational functioning levels from the starting measured on entry into the program (pre-test).

Out-of-School Youth – An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Participant – A participant is an individual who is determined eligible to participate in the program and receives a service funded by the program in either a physical location (One-Stop Career Center or affiliate site) or remotely through electronic technologies.

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Post-test – A test administered to a participant at regular intervals during the program.

Pre-test – A test used to assess a participant's basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.