



**REQUEST FOR PROPOSALS
FOR**

**YOUTH TRAINING SERVICES
TRAINING SERVICES FOR DISADVANTAGED YOUTH**

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

Release Date: April 16th, 2010

**BIDDERS' CONFERENCE:
Monday, April 26th @ 10:00 am
Conference Room A, 3rd Floor
350 Fairfield Avenue
Bridgeport, CT 06604**

PROPOSAL DUE DATE: Tuesday, May 18th, 2010 by 12:00 pm (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 22,000 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 training providers to provide instruction to youth who are out-of-school or in-school, ages 16-21 and 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 training services, beginning no earlier than July 1, 2010 and ending no later than June 30, 2011.

The WorkPlace, Inc. will only fund training programs that prepare youth for a credential. For a definition of "credential" for youth programs funded by WIA, see Attachment E. Programs should reflect an age continuum of services that prepare youth for adulthood, successful careers and lifelong learning. Programs must also illustrate how case coordination will happen with WorkPlace Youth Specialist. Programs must demonstrate that training for youth are in areas of high growth/high demand occupations. Emerging areas such as "Green Collar" or environmentally focused, health care and technology training are being requested under this proposal. Further information can be located at: [Labor Market Information - Occupations in Demand](http://www.ctdol.state.ct.us/lmi/misc/occsindemand.htm) <http://www.ctdol.state.ct.us/lmi/misc/occsindemand.htm>

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;
- Develop relationships with youth, staff and employers;
- 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 a nationally recognized degree/certificate or State recognized credential;

Funding - Approximately **\$700,000** in WIA funding is projected to be available to provide training services to both out-of-school and in-school youth. The program dollars currently available for PY 2010-11 (July 1, 2010 to June 30, 2011) are:

- Approximately **\$500,000** in total for the Out-of-School programming;
- Approximately **\$200,000** in total for In-School programming;
- Allocations throughout the twenty towns will be considered;
- One or more programs will be selected;

There is a maximum payment cap of \$3,000 per 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 has had a previous contract with any governmental entity in Connecticut terminated for cause;
- It owes Federal or State taxes
- It owes Unemployment Insurance taxes;
- 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 26th**, 2010 at **10:00 a.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 training 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 Training 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 opportunities. 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 to match the original format.

Please indicate the RFP name (Youth Training Services) and the name and address of the proposer on the front of the envelope(s) or box(es) [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 Tuesday, May 18th, 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 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
○ Training preparing youth for high growth/high demand job opportunities;	
○ Completion of WIA credentialing goals;	
○ Case coordination;	
○ 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 training providers. Primary consideration in the selection of training 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;
- The ability to provide training 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 training 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 training activities proposed must meet the specifications contained in this section of the RFP. The WorkPlace, Inc. is seeking training services for low-income youth between the ages of 14 and 21, who are either Out-of-School or In-School and reside in SWCT region, (which includes the Bridgeport, Norwalk, Stamford, and Valley areas). Training activities must lead to a nationally recognized degree/certificate or state recognized credential.

SECTION V - PROGRAM CONSIDERATIONS

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 training for youth with the following characteristics:

- In and Out-of-School youth, between the ages of 14-21, 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 limited English proficient, involved in the juvenile justice system, substance abuse, or disability.

B. IA TEN REQUIRED PROGRAM ELEMENTS

Listed below are the ten (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 (See [Labor Market Information - Occupations in Demand](http://www.ctdol.state.ct.us/lmi/misc/fastest.htm) <http://www.ctdol.state.ct.us/lmi/misc/fastest.htm>)
- Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities as provided in §664.420 and 664.430 of the WIA regulations;
- Supportive services, which may include services listed in §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 WIA 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 WIA Common Measures. The outcomes for younger youth focus on youth attaining a 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 is made in order to assist The WorkPlace, Inc. in meeting performance requirements.

The performance measures for the Southwestern CT 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, G.E.D., or 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.

The WorkPlace, Inc. has not negotiated performance standards for Common Measures at this point in time. It is anticipated that awards for WIA Youth training will be issued prior to negotiating Common Measures performance outcomes with the State.

This RFP seeks to secure training that will successfully transition youth into competitive employment or post-secondary schooling. Your proposal should be written in a manner that guides the readers through why your proposed training will enable youth to either enter post-secondary schooling or competitive employment. The selection of your training track must demonstrate clearly that it is both appropriate for youth and will result in the desired goals.

Please be innovative in both the selection of your training offerings and the delivery of services. For example, emerging industries such as “Green Collar”, one of the top thirteen projected occupations for Southwestern Connecticut requiring on job training or environmentally focused, health care, and technology training could position youth for careers. Additionally, be creative in the delivery of services. Many out-of-school youth are not looking to enter a classroom setting. Moreover, many in-school youth could benefit from a clear track to post-secondary schooling.

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)

Please answer questions in section A-D.

A. PERFORMANCE HISTORY – (10 POINTS)

PERFORMANCE HISTORY AND ORGANIZATIONAL CAPACITY

Describe your past experience in providing training services to the target population. Were you funded by The WorkPlace, Inc. in the past? If previously funded, how many youth attained the certification/credential? 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, 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 training must prepare participants for a nationally recognized degree/certificate or state recognized credential. (See Attachment F for a definition of credential/certificate)

Please make sure to address all of the questions under each heading as points will be deducted if no answer is submitted.

TRAINING SERVICES

Create the rationale as to why the proposed certification/credential is in a high growth industry. How does this proposed certification/credential transition at-risk youth into successful outcomes (employment, post-secondary education)? Describe the type(s) of training that will be made available to either in- or out-of-school youth; the frequency of the training cycles; duration of each training cycle; entry criteria needed to enroll into training; number of successful completions and number of youth per training cycle. Describe the approach your organization will take in attracting and retaining at-risk youth in your program. Service providers will be required to provide participants with opportunities for job shadowing or internships thereby exposing them to various career opportunities within their area of training and exposure to post-secondary education advancement opportunities. Please detail the ability of your organization to provide job shadowing or internship opportunities to participants? Describe how your organization will involve the local colleges or community colleges into your program as a way of exposing youth to the benefits of life long learning.

MENTORING Youth mentors are needed in today's society in order to provide guidance to at-risk youth. Family issues and financial problems can leave many youth without the needed support of adults. Youth who receive mentoring support are more likely to improve their academic performance, through better decision-making skills, self-confidence and sense of belonging. Youth mentors help the youth to set goals, solve problems and make good choices.

Please describe the approach your organization will take to provide mentors to youth in your program. Detail the activities to take place between youth and mentor; the frequency of youth and mentor interaction and your mentor selection criteria.

CASE COORDINATION

How often will program staff revisit the established goals with participants? Briefly describe the case coordination model proposed to track, monitor and provide follow-up services to WIA youth. What protocols will be followed to reengage youth who have become disconnected from your training program? What incentives will be issued to keep youth engaged? How will your program develop participant accountability among the participants? What protocols are in place to support youth facing barriers to program engagement (i.e. housing, child care, domestic violence, substance abuse)? What protocols are in place to provide youth with disabilities the needed time and structure (i.e. partnership with BRS or other social service agency) for training and obtainment of credential/certification? What strategies are in place to assist youth with criminal history, limited educational history and/or who are not proficient in the English language?

CERTIFICATION AND/OR CREDENTIAL

Describe the credential for which your training protocol will prepare the participant. Identify the certifying agency. State the process for posting for the examination and the frequency of certification testing. Describe how participant progress during training will be measured to ensure successful outcomes. Describe how your training will promote a learning community among the youth which will allow them to form tutoring and study groups among their peers. Indicate what level of performance you intend to achieve for the attainment of a credential goal. Describe the remediation that will be made available to youth who do not pass the certification/credential testing. Detail any additional certifications/credentials youth may acquire on the way to your proposed training.

FACILITIES

Describe the facilities you will be using for training services. 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.

INSTRUCTIONAL METHODS AND MATERIALS

Understanding that this population has failed under traditional settings, describe, in detail, the **instructional methods** and materials to be used and provide a comprehensive curriculum. Service providers are encouraged to include project-based learning methods in the delivery of training. 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.

If your organization will be implementing a project-based learning model, please describe how model would 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.

SUBCONTRACTING

If you plan to subcontract with others for training or certification 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 April 1, 2010.

C. MANAGEMENT AND SUPERVISION – (10 POINTS)

STAFFING

Describe the staff involved in the project. **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, Inc. on all appropriate staff. The WorkPlace, Inc. will conduct criminal background checks under separate funding for identified staff. Detail the organizational structure of this program. If the program is to be a stand alone or part of a larger organizational platform, please provide an agency organizational chart. Describe the management structure for the proposed program.

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, Inc. will not reimburse administrative costs. All WIA funds must focus on direct service (training) 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 Region 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.

USDOL 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 TRAINING SERVICES BIDDERS' CONFERENCE

April 26, 2010 at 10:00 A.M.

350 Fairfield Avenue, 3rd Floor
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, take a right and proceed down the hall way, the conference room is on the right. The conference is being held in Conference Room A on the 3rd Floor.

ATTACHMENT B

The WorkPlace, Inc. - Southwestern Connecticut's Regional Workforce Development Board
Program Year 2010-11 Request for Proposals for Youth Training Services (WIA)
Due Date: **Tuesday, May 18th, 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: (Separate proposals must be submitted for each option)

Out-of-School Youth Training _____
In-School Youth Training _____

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

Advanced Training/Occupational Skills Training – To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).

Basic Skills Deficient – The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade 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.

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machine Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Credential – A nationally recognized degree or certificate or state recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalent, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older 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).

Out of School Youth – An eligible youth who is a school dropout, or who has received a secondary 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, (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 Center or affiliate site) or remotely through electronic technologies.

Physical Location – A physical location means a designated One-Stop Center, an affiliated One-Stop partner site, including a technologically linked access point, where services and activities funded by the program are available, or other specialized centers and sites designed to address special customer needs, such as company work sites for dislocated workers.

Training Services – These services include WIA-funded and non-WIA funded partner training services. These services include: occupational skills training, including training for nontraditional employment; on-the-job training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skills upgrade and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.