

REQUEST FOR Application
Workforce Development Services
For The Chenango-Delaware-Otsego Workforce Region
Issued on April 13, 2009 by:
The Chenango-Delaware-Otsego Workforce Investment Board

12 Dietz Street
Oneonta, New York 13820

Submission Deadline:
May 15, 2009 (4:00 PM)

REQUEST FOR QUALIFICATIONS

Workforce Development Services

REQUEST FOR Application

Workforce Development Services

For The Chenango-Delaware-Otsego Workforce Region

Issued on April 13, 2009 by:

The Chenango-Delaware-Otsego Workforce Investment Board

**12 Dietz Street
Oneonta, New York 13820**

**Submission Deadline:
May 15, 2009 (4:00 PM)**

I. Purpose of the Request for Application

Youth between the ages of 16 and 21 often face enormous challenges seeking, obtaining, or retaining employment, whether they are still in school, have received their high school diploma or GED, or chosen to drop out of school. Local Workforce Investment Areas (LWIA) must appropriately address all such challenges in order to effectively serve this special group. One strategy for enhancing services for young individuals who have not completed high school and/or who do not have a strong work history is the employment of a **Youth Work Specialist** to increase employment opportunities and the self-sufficiency of young people by linking them to employers and facilitating access to programs and services that impact successful entry or reentry into the workforce.

The Chenango, Delaware, Otsego (CDO) Workforce Investment Board administers funds for the local area for the provision of services to youth under the Workforce Investment Act of 1998 (WIA). A portion of these funds will be used to support one full-time **Youth Work Specialist** for the CDO Workforce Investment Area.

The purpose of this Request for Application (RFA) is to qualify an organization to assist the Chenango-Delaware-Otsego (CDO) Workforce Investment Board with provision of job development services within Chenango, Delaware, and Otsego Counties to Out-of-School youth enrolled in the CDO Workforce Youth Services Program, as funded by the New York State Department of Labor and the Federal Government.

This solicitation makes up to \$48,000 available to support one full-time **Youth Work Specialist** for the CDO Workforce Investment Area from July 1, 2009, through June 30, 2010. The **Youth Work Specialist** will be expected to provide services in all three counties within the LWIA and work closely with the Youth Services case managers in the Out-of-School program. The **Youth Work Specialist** will possess and demonstrate comprehensive knowledge and skills to assist WIA-enrolled youth to provide appropriate employment placements to help each enrolled participant reach his/her goals. The **Youth Work Specialist** will serve as a job coach to the WIA-enrolled youth participants, as necessary, and will

function as a liaison between employers and the CDO Workforce Out-of-School Youth Services Program's case management staff in terms of fulfilling individual youth employment plans and meeting business needs. The **Youth Work Specialist** will leverage the CDO Workforce One-Stop Career Centers' resources and relationships in the local labor market to facilitate outreach, effective employment linkages, and seamless service delivery for WIA-enrolled youth participants. See Appendix G for a detailed description of the YOUTH WORK SPECIALIST position.

II. Eligible Applicants

Eligible applicants under this RFA:

- Are organizations whose mission in part or whole is to serve youth.
- Are organizations with staff that have demonstrated experience functioning in the capacity of a Youth Work Specialist and possess the comprehensive knowledge and skills to assist individuals between the ages of 16 and 21 to obtain and maintain employment.
- Are organizations able to function and provide services within the Counties of Chenango, Delaware, and Otsego.
- Have existing staff capable of serving as a job coach, functioning as a liaison between employers and the CDO Workforce Out-of-School Youth Services Program's case management staff, business community, School Districts and able to leverage the CDO Workforce One-Stop Career Centers' resources and relationships in the local labor market to facilitate outreach, effective employment linkages, and seamless service delivery for individuals between the ages of 16 and 21 who are either in-school or out-of-school.
- Have staff able to fulfill the **Youth Work Specialist** job description outlined in Appendix G.

III. Details of Services

Details of services required are outlined in Appendix C.

IV. Funding

A maximum of \$48,000 is available to support one **Youth Work Specialist** and required travel from July 1, 2009 through June 30, 2010. Funds under this Proposal must be used in accordance with WIA Title I purposes. All applicants must meet the requirements of this RFA to receive an award. It is the intent of CDO Workforce Investment Board to utilize its existing cash management system and reimburse the awarded applicant on monthly invoice basis.

V. Use of Funds

Activities funded by this grant must support one full-time **Youth Work Specialist** position to achieve the outlined Program Outcomes (Section VI) and meet the service expectations (Appendix G). The **Youth Work Specialist** will be required to function within the Counties of Chenango, Delaware and Otsego to provide and/or facilitate the provision of services to WIA-enrolled youth, as defined in WIA Section 101(13). Under this section an eligible youth means an individual who:

- A. is not less than age 14 and not more than age 21;
- B. is a low-income individual; and
- C. is an individual who is one or more of the following:
 - i. Deficient in basic literacy skills.
 - ii. A school dropout.
 - iii. Homeless, a runaway, or a foster child.
 - iv. Pregnant or a parent.
 - v. An offender.
 - vi. An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

VI. Program Outcomes

Awarded Provider will be required to meet the following outcomes, including but not limited to:

- Enhanced relationship between the CDO Workforce Out-of-School Youth Services Program and businesses.
- Increased placement rates, earnings and employment retention of WIA-enrolled youth participants.
- Increased access of training in areas that offer increased salaries and long-term career growth for WIA-enrolled youth participants.
- Increased identification and development of Career Pathway/Ladder opportunities within the LWIA.

VII. Application Process

All applicants must fully complete the following documents to be eligible for an award under this RFA:

Appendix A - Application Cover Sheet: This sheet must contain pertinent applicant information the signatures of the Agency Director.

Appendix B - Assurances: Applicant must attest to the assurances detailed in this appendix and include the signature of Agency Director.

Appendix C - Application Narrative: In no more than five pages, the applicant must respond to the questions regarding current knowledge and capacity, and planned activities for a **Youth Work Specialist**.

Appendix D - Budget Summary: The applicant must include a line-item budget detailing program costs. Administrative costs and costs for equipment and space or utilities will not be supported by this RFA. In addition, costs incurred by the awardee, related to reporting and data collection requirements for evaluation purposes, will be borne by the awardee and will not be reimbursed by this RFA.

Appendix E - Indemnification Agreement: This document must be signed by the Applicant Program Director to complete the application.

Appendix F - Application Package Checklist: The checklist is used to ensure a complete application package is submitted.

I. Reservation Clauses

The CDO Workforce Investment Board, in order to serve the best interests of the LWIA, reserves the right to:

1. Postpone or cancel this RFA upon notification to all bidders.
2. Amend the specifications after the release with appropriate notice to all bidders.
3. Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation.
4. Waive or modify minor irregularities in proposals received after prior notification to the bidder.
5. To correct any arithmetic errors in any proposal.
6. Reject any and all applications received in response to this RFA.
7. Make an award to other than the lowest bidder.
8. Make any payment contingent upon the submission of specific deliverables.
9. Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.
10. Reduce the amount of the award requested in any application where the requested funding is inconsistent with allowable activities or the RFA requirements.
11. Make multiple awards or no award.

12. Accept or reject any or all applications that do not completely conform to the instructions given in this RFA.
13. Stipulate that the submission of an application will be deemed to be the consent of the applicant to any inquiry made by CDO Workforce or third parties with regard to the applicant's experiences or other matters relevant to the proposal.
14. Require that news releases or any other public announcements regarding this application may not be released without prior approval from CDO Workforce.
15. Stipulate that all applications submitted become the property of the CDO Workforce.
16. Stipulate that this RFA does not commit CDO Workforce to pay the cost incurred in the preparation of a response to this RFA

VIII. Questions and Deadline for Submission

Questions may be directed to Audrey Benkenstein, Program Services Manager, CDO Workforce Investment Board via electronic mail, apbenken@cdoworkforce.org. No telephone inquiries will be accepted.

Application Due Date

Applications must be received no later than 4:00 PM on May 15, 2009. Any applications or unsolicited amendments to applications received after the due date and time will not be considered in the review process. No "faxed" or "e-mailed" documents will be accepted. The Board takes no responsibility for any third party error in the delivery of proposals (e.g. U.S. Post Office, Federal Express, UPS, courier, etc.).

A complete application package must be submitted in the order listed on the Application Package Checklist (Appendix F). All pages must be numbered. The Application Package Checklist must be attached.

A. Application Submittal Instructions and Format

1. Mail to:
Audrey Benkenstein
Program Services Manager
CDO Workforce Investment Board,
12 Dietz Street, Oneonta, NY 13820
2. One (1) original and four copies of the application must be received by the established due date and time.
3. Application narratives must not exceed 5 pages (double-spaced, 12 point font). Supporting documents are not included in this limit. All pages must be numbered.
4. Each application must be transmitted in a sealed package with the title of the RFA- CDO Workforce Investment Board Youth Work Specialist – Youth Services RFA.

B. Timetable

- RFA Release – April 13, 2009
- Application Due Date – May 15, 2009
- Tentative Selection – June 11, 2009
- Contract Development – June 2009

IX. RFA Appendices:

Appendix A - Application Cover Sheet

Appendix B - Assurances
Appendix C - Application Narrative: Application Requirements, Format, and Content
Appendix D - Budget Summary
Appendix E - Indemnification Agreement
Appendix F - Application Package Checklist
Appendix G - Position Description for the Disability Program Navigator
Appendix H – Selection Process and Criteria

General Information for Successful Bidders

Contracting Terms

If awarded a contract, you will be required to submit certain forms and comply with the following information.

a. Ownership of Materials:

All materials developed with funding provided under this RFA, work plans and budget become the property of The CDO Workforce Investment Board. All materials produced, either in whole or in part, through funding provided by The CDO Workforce Investment Board shall belong exclusively to the Board. The Board may use any of the materials developed with project funds for any Board purpose.

b. Equal Employment Opportunity:

By submission of its bid, the successful bidder warrants that it is an Equal Opportunity Employer and that it does not discriminate in its employment and business practices on any of the bases provided in law or any applicable federal laws.

c. Contract Award:

Upon receipt of necessary approvals an award letter will be issued by the Board to the successful bidder advising them of a contract award. A contract defining all deliverables and the responsibilities of the contractor and the Board will then be developed for signature by both parties and for approval and processing in accordance with State and County policy and practice.

d. Publicity:

Publicity includes, but is not limited to, news conferences, news releases, advertising, brochures, reports, discussions and/or presentations at conferences or meetings. The inclusion of our materials, our agency name, or other such reference to CDO Workforce in any document or forum is considered publicity. News releases or any other public announcements regarding this project may not be released without prior approval from the Board.

e. Freedom of Information Law and Bidder's Proposals:

The purpose of Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State or for the proposals submitted to the State in response to Requests for Proposals. After formal contract approval by the CDO Workforce Investment Board, the proposal of the successful bidder and the proposals of non-successful bidders are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful bidder's contract which "are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL.

If there is information in your proposal which you claim meets the definition set forth in

Section 87(2)(d), you must so inform us in a letter accompanying your proposal.

f. Americans with Disabilities Act (ADA):

The successful bidder shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder shall comply with all applicable requirements of the Human Rights Law, codified in the Executive Law sections 290 - 301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to the Board that the successful bidder is in compliance with both the ADA and its regulations and the Human Rights Law and its regulations.

Any products developed as a result of this RFA must be in a format that can be converted for use by individuals with disabilities to meet the reasonable accommodation standards established by the Americans with Disabilities Act.

g. Contract Modification

The contract budget can be modified, upon mutual agreement of the parties, during any term by written amendment.

h. Contract Cancellation

The Board reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of the Board, the contractor fails to perform the work in accordance with the contract, the Board may terminate the contract immediately by written notice for cause. The Board may elect to suspend contract performance or provide a cure period prior to termination.

YOUTH WORK SPECIALIST

Application Cover Sheet

1. Applicant Information

Organization Name: _____

Address: _____

Contact Person Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

2. Funding

Total Amount of Funds Requested: \$ _____

3. Application Certification

Organization:

Directors Signature

Date

Note: A complete application cover sheet, including signatures, is required as the first page of the application.

Assurances

Organization Name: _____

The bidder warrants that it has carefully reviewed the needs of the Board as described in the RFA, its attachments and other communications related to the RFA and that it has familiarized itself with the specifications and requirements of the RFA and warrants that it can provide such services as represented in bidder's proposal. The bidder agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, state, and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFA and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

By signing the document below, the applicant agrees to the following:

- Fund one full-time **Youth Work Specialist** position.
- Assure that the **Youth Work Specialist** will provide and/or facilitate services to WIA-enrolled youth participants within the Counties of Chenango, Delaware, and Otsego.
- File periodic reports as required.
- Advise CDO WIB of any changes in **Youth Work Specialist** personnel.

Director Signature: _____

Typed Name: _____

Date: _____

APPLICATION NARRATIVE

Please respond to all inquiries in the order in which they are presented. All applications must contain the following components:

- Your application should not exceed five pages. This does not include the appendices.
- A brief description of the applicant organization (1 page or less, will not count against the application narrative page limit)
- Narrative description of the applicant organization's relevant experience.

Please note that your application should describe the extent to which your organization can meet the expectations outlined in Appendix G to provide services to WIA-enrolled youth participants and enhance youth services within the CDO Workforce Investment Area.

Therefore your application should detail your organization's current capacity and services and the proposed level of enhancements that will occur in your Center(s) as a result of WIA Youth funding. That is, your application should demonstrate how CDO Workforce Out-of-School Youth Services Program outcomes will be enhanced in terms of employment placement and retention.

- Describe history of organization in providing requested service(s).
- Identify program performance: numbers served, numbers completed compared to numbers contracted for.
- Discuss positive outcomes for program participants.
- Identify funding sources for the program services provided by the applicant.
- Describe the value and impact your proposed **Youth Work Specialist** will have on WIA services for enrolled youth participants.
- Detail how **Youth Work Specialist** services will improve employment outcomes for WIA-enrolled youth participants.
- Supporting documents and examples of prior work in the subject area. (no limit)

The application must include relevant supporting documents including, but not limited to:

- Samples of work products resulting from the above described service components.
- Reference and contact information on the various partner organizations involved in the above described project(s). Contact information should include names, titles, organizational affiliation, addresses and telephone numbers for those individuals whom you worked with on the project(s) described in your application narrative;
- Resumes or biographical sketches (describing the background and experience) of key staff in your organization who would perform the outreach, facilitation, and other services if your organization were awarded work by the Board.

Awarded Provider will be required to meet the following outcomes, including but not limited to:

- Enhanced relationship between the CDO Workforce Youth Services Programs and business.
- Increased placement rates, earnings and employment retention of WIA-enrolled youth participants.
- Increased access of training in areas that offer increased salaries and long-term career growth for WIA-enrolled youth participants.
- Increase the identification and development of Career Pathway/Ladder opportunities within the LWIA.

The Board has established minimum criteria to assess the information provided to satisfy the requirements above. These criteria are further described in Appendix H.

BUDGET SUMMARY

Appendix D

The applicant must complete the Budget Summary Sheet. The CDO Workforce Investment Board is seeking an organization to provide one-full-time staff person to fulfill the expectations of the CDO Workforce Youth Services Program job development services.

A maximum allowable expenditure of \$48,000.00 has been approved by the CDO Workforce Investment Board to support Staff salary, fringe and travel. One full time YOUTH WORK SPECIALIST position must be budgeted.

Organizations Name: _____

<u>Category of Expense</u>	<u>Cost</u>			<u>Justification</u>
	Program	Admin	Total	
A. YOUTH WORK SPECIALIST Staff Salary: Record the YOUTH WORK SPECIALIST salary and the number of hours worked per week.				Full-time Salary Amount _____ Hrs/Wk: _____
B. YOUTH WORK SPECIALIST Staff Fringe Benefits: Record the fringe benefit rate and amount.				Full-time Fringe Rate: ____ Amount: _____
c. Staff Travel for YOUTH WORK SPECIALIST within the Counties of Chenango, Delaware, and Otsego				# of miles _____ X \$ _____ per mile.
Total Budget				

INDEMNIFICATION AGREEMENT

The applicant Organization submitting in response to this RFA, agrees to the following:

The Organization agrees to indemnify and hold harmless the CDO Workforce Investment Board from any and all liabilities, sanctions, penalties or costs resulting from a disallowance of funds imposed by the federal government or the State of New York for Workforce Investment Act funds provided to the Organization pursuant to an application submitted in response to this RFA.

(Organization)

(Date)

APPLICATION PACKAGE CHECKLIST AND REQUIRED FORMS

The complete application package must be submitted in the order they are listed below. All pages must be numbered. The Application Package Checklist must be attached.

Application Component	Page Number (Please complete)
Application Cover Sheet (with original signatures) (Appendix A)	
Assurances (with original signatures) (Appendix B)	
Application Narrative (Appendix C)	
Budget Summary (Appendix D)	
Indemnification Agreement (with original signatures) (Appendix E)	
Application Package Checklist (Appendix F)	

POSITION DESCRIPTION FOR THE YOUTH WORK SPECIALIST

BACKGROUND

The main focus of the CDO Workforce Youth Services Programs is to increase the attention on longer-term academic, occupational learning, and employment opportunities. The Youth Work Specialist position is an enhancement to the CDO Workforce Out-of-School Youth Services Program and will be funded and evaluated by the CDO Workforce Investment Board and the CDO Workforce Youth Council.

The Youth Work Specialist will address the needs of WIA-enrolled youth participants seeking employment opportunities. The Youth Work Specialist will provide expertise and serve as a resource to the CDO Workforce Out-of-School Youth Services Program participants. The Youth Work Specialist will have expertise regarding the labor market within the counties of Chenango, Delaware, and Otsego. The Youth Work Specialist position is intended to increase employment opportunities and self-sufficiency capabilities for WIA-enrolled youth participants by linking them to employers, by providing and facilitating job coaching, as necessary, and by developing on-the-job training, paid and unpaid work experience, and job shadowing opportunities that will strengthen youth participants' ability to maintain employment in order to ensure employment retention.

DUTIES

The Youth Work Specialist serves as an expert on workforce development issues impacting youth, specifically youth enrolled in the CDO Workforce Out-of-School Youth Services Program who are seeking employment, skill development, job retention assistance, or career advancement (including the use of On-the-Job training, which is typically underutilized for youth). The Youth Work Specialist develops linkages and collaborates on an ongoing basis with employers to facilitate job placements for WIA-enrolled youth participants.

The Youth Work Specialist also serves as a resource to the workforce investment community within his/her service area to ensure the availability of comprehensive knowledge on federal and state laws that impact the employability of youth.

Using an "individualized development plan" model, the Youth Work Specialist will, as necessary, work in tandem with CDO Workforce Out-of-School Youth Service Program's case management staff to provide services to WIA-enrolled youth participants. When working with youth with documented disabilities, the Youth Work Specialist will also work in tandem with the CDO Workforce Disabilities Program Navigator to assist these participants in accessing the individualized supports needed to successfully transition into the world of work.

Essential Functions of the Youth Work Specialist Position

Job Development

- Establish relationships with businesses and develop creative opportunities for employment.
- Document all contacts made on behalf of WIA-enrolled youth and maintain detailed records of job search activities.
- Maintain informational files on local employers and job bank of current employment opportunities.
- Facilitate job search, set up and confirm appointments for individual participants.
- Meet regularly with CDO Workforce Out-of-School Youth Services Program's case management staff.

Employment Preparation

- Collaborate with WIA-enrolled youth to define employment goals and clarify the employment plan.

- Monitor and enhance participants' motivation to work and document progress toward employment goals.
- Identify participants' training needs in the area of soft skills.
- Document barriers to employment and steps taken to remove barriers.

Job Placement & Retention

- Procure jobs that match participants' employment plan.
- Meet with employers periodically to discuss progress, issues, etc.
- Arrange and provide job coaching, on-the-job trainings, work experiences, and shadowing, as necessary.
- Monitor and track placements.
- Monitor and arrange retention supportive services.
- Report to the participants' appropriate CDO Workforce Youth Services case manager.
- Assist employers in developing appropriate job-training plans.

Supervision

- Supervise staff of the WIA-funded Summer Youth Employment Program to ensure the appropriate placement of youth enrolled in the Summer Youth Employment Program;
- Monitor and track time and activities of staff of the WIA-funded Summer Youth Employment Program for payroll purposes;

QUALIFICATIONS

- Previously demonstrated successful experience as a Youth Work Specialist and Job Coach, with proven record of securing and supporting employment for individuals with barriers to employment.
- Proficiency with a wide variety of marketing and networking strategies such as market analysis, cold calls, internet use, personal meetings, seeking and making presentations to companies, community service groups, and business groups.
- Ability to develop job-training plans that will help an individual effectively learn a new job.
- High respect for each person served – Creative thinker, problem solver, and results-oriented.
- Demonstrated excellent oral and written communication skills.
- Knowledge of the Workforce Investment Act of 1998.

Evaluation of Applications

All applications received shall be subject to evaluation by an Application Review Committee. Members of this committee will individually evaluate the applications using a point system against the established selection criteria.

Applications will be scored on technical merit (up to a maximum of 80 points) and cost (up to a maximum of 20 points). The technical merit review will evaluate applications and supporting documentation with respect to the criteria identified below. Reviewers will evaluate the responses on a weak, moderate or strong scale. Individual evaluation scores from reviewers will be averaged to provide a final overall technical evaluation score.

Final scores will be determined by combining the technical and cost scores for each application. Final scores must meet or exceed the minimum score (70 points) for the applicant organization to be considered qualified. The Board will develop a contract with the bidder that receives the highest overall score.

I. Evaluation Process

The evaluation process will be conducted as follows:

1. Incomplete applications will be disqualified.
2. All bidders that are determined not to be responsive or responsible will be disqualified.
3. Applications that fail to meet the requirements will be disqualified.

II. Technical Evaluation Criteria

A technical evaluation of applications will be performed based on the following criteria. The maximum number of points that may be awarded for each criteria is identified in parenthesis at the end of each section:

- Application narrative clearly describes the organization's prior experience in providing the requested service component. (Up to 30 points)
- Application narrative contains evidence of positive outcomes that can be attributed to the services provided by the applicant. (Up to 20 points)
- Application narrative clearly defines activities the organization plans provide to fulfill the Program Outcomes. (up to 20 points)
- Application contains supporting documentation which substantiates the efforts, work products and outcomes described in the application narrative. (Up to 5 points)
- Resumes or biographical sketches of key staff reflect a high level of experience in this area. (Up to 5 points)

III. Budget Summary

Up to 20 points will be assigned to each application based on completion of the Budget Summary Sheet to specify one full-time Youth Work Specialist.

IV. Method of Selection

The method of selection will be based on a point system related to the review criteria described above. An organization's application must achieve a minimum qualifying score of 70 points in order for the organization to be considered for the award.

The successful bidder will be advised by the Board through a letter of award. A contract, which will define all of the responsibilities and deliverables of the bidder and the rights and obligations of the Board, will then be finalized by the Board and successful bidder. The contract will incorporate the conditions of this RFA and the successful bidder's proposal among their provisions.