

Request for Proposals

Program Year 2018

Workforce Innovation and Opportunity Act
Youth Employment and Training Programs

RFP Issued By:

Columbia Greene Workforce Development Board

c/o Workforce Investment Office

Columbia Greene Community College

4400 Route 23

Hudson, New York 12534

Issued: May 7, 2018

Closes: June 8, 2018

Anticipated Date of Award(s): July 31, 2018

Program Implementation: By September 30, 2018

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Legislative Background

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA supersedes the Workforce Investment Act of 1998, and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act and the Rehabilitation Act of 1973. WIOA took effect July 1, 2015. Activities and projects funded under this Request for Proposals must address the purposes, intent and program design specifications as defined in WIOA Sections Part 681.

https://ows.doleta.gov/unemploy/docs/regulatory/part603-WIOA_NPRM.pdf

The Columbia Greene Youth Council was established under the Workforce Investment Act (WIA) of 1998. Under WIOA, the Youth Council continues as a Youth Standing Committee, of the Columbia-Greene Workforce Development Board (WDB). The WDB has designated the Youth Council as responsible for the oversight of youth programs under WIOA. This standing committee "provides information and assists in the planning, operational, oversight and other issues relating to the provisions of services to youth." WIOA Section 681.120

Mission, Vision & Values for Columbia Greene Youth Council

Our Mission: Through education, career exploration and employment opportunities, we provide the foundation for youth to assist them with a positive entry into the world of work while enhancing their personal satisfaction and contributions to their families and communities to create a skilled workforce.

Our Values

- We believe that youth should have the opportunity to create a vision of their future as employable, productive, contributing members of society.
- We believe that business partnerships and collaboration among local youth agencies and organizations are integral to our mission.
- We believe in the importance of having the input and participation of youth in designing a system that meets their needs and wants.
- We believe that programs and resources that teach basic employment skills are necessary to successfully achieve our goals.

Our Vision: We will create communities that provide all young adults with timely career guidance and support, information on relevant training opportunities, and diversified employment options with the potential to grow into career paths that lead to satisfying and rewarding working lives.

Purpose

The WIOA is designed to provide job seekers access to employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in a global economy.

The Columbia Greene WDB is comprised of local businesses, labor organizations, education providers, public agencies and other entities interested in workforce development issues. The Columbia Greene WDB is charged with the workforce policy development and implementation for Columbia and Greene Counties.

The Columbia Greene Workforce Development Board (WDB) Youth Council issues this Request for Proposals to solicit innovative youth workforce development programs to operate year-round under the provisions of WIOA. Employment and training services must be offered within Columbia and Greene counties and meet the needs of the community at large.

This Request for Proposals is not in itself an offer of work nor does it commit the Columbia Greene WDB to fund any proposal submitted. The Columbia Greene WDB is not liable for any costs incurred in the preparation or research of proposals.

Introduction

The Columbia Greene WDB Youth Council is seeking to fund proposals that concentrate on offering out-of-school youth quality, comprehensive year-round services.

WIOA requires that 75% of all local WIOA Youth program funds must be used to serve out-of-school youth. Because of the limited funding available, the Youth Council and the Columbia Greene WDB resolved to focus only on Out of School Youth.

WIOA Out-of-School Programs: Based on past experience, quality, comprehensive programs will look at building partnerships, and utilizing various agencies' specialized expertise in meeting the youth's social service needs.

The intent of WIOA for Out of School Youth is to provide long-term, comprehensive services by reaching out to young people who are not currently attached to an educational entity or those who have graduated, but are in need of special assistance to find their way to success. The program design for this group is to tap into the young person's motivation for finding work; to provide post-employment strategies to continue skills growth; to provide service interventions to keep youth attached to services; to offer a menu of service interventions designed to offer solutions to young people's challenges; to move youth through an income progression; and to provide the needed on-going education, support services and training needed to grow their skills and advance in the labor market. Programs should build on coordinated services based on the WIOA program elements (Pages 7-9).

Eligible Applicants

This RFP is made available to interested applicants from for-profit or non-profit organizations, educational institutions and public agencies with direct or related experience in operating a youth/workforce development program and who are familiar with WIOA and its regulations.

Contract Period and Availability of Funds

Contracts established based on this RFP will provide funding from **August 1, 2018 through July 31, 2019**. The Columbia Greene WDB may extend the length of contracts for an additional two years (covering PY19 and PY20), based on a program's performance, adherence to WIOA regulations and contract requirements, and the availability of funds.

Funds available under this Request for Proposals will not exceed \$75,000, with an expected award for Program Year 2018 (PY18) to be approximately \$50,000, based on the availability of federal funds. The goal of the Columbia Greene Youth Council and the Columbia Greene WDB is to serve a minimum of 25 youth through this funding during PY18. One (1) award is anticipated.

Program Design Priorities

1. Objective Assessment – of each eligible youth for academic, occupational and service needs.
2. Individual Service Strategy – that includes career pathway options.
3. Provision of activities that:
 - lead to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
 - prepare participants for postsecondary educational and training opportunities;
 - offer strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
 - prepare participants for unsubsidized employment opportunities;
 - identify career pathways and
 - offer effective connections to employers, in in-demand industry sectors and occupations of the local and regional labor markets. (*In demand occupation and labor market information for Columbia Greene can be found at www.columbiagreetworks.org.*)

Program Goals

For this RFP, the services provided to youth participants should be designed to help youth reach the following outcomes:

- Achieve measurable education gains while enrolled.
- Attain a high school diploma or its equivalent (TASC), or attain a post-secondary certificate, degree, or industry recognized credential.
- Become employed or enrolled in a post-secondary education program, at the time of program exit.
- Maintain employment or enrollment in a post-secondary education program for at least a year after program exit.

Target Population

For purposes of this RFP, a youth is defined as an individual who either resides in Columbia or Greene County, or attends a program sponsored by a school or agency that resides within the two counties, and is out-of-school (as defined by WIOA Section 681.210)

Out-Of-School Youth (OSY) means an individual who is—

- Not attending any school (as defined under State law)
- Not younger than age 16 or older than age 24; and
- Meets one or more of the following conditions:
 1. A school dropout.
 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual (based on Poverty or 70% of the Lower Living Standard Income Level* Guidelines)and is—
 - basic skills deficient; or
 - an English language learner.
 4. An individual who is subject to the juvenile or adult justice system.
 5. A homeless individual, child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.
 6. An individual who is pregnant or parenting.
 7. An individual with a disability.
 8. A low-income individual (based on 70% of the Lower Living Standard Income Level) who requires additional assistance to enter or complete an educational program or to secure or hold employment.

* **The 70% of the Lower Living Standard Income Level and/or Poverty Guidelines**

* **Please Note: Family Income of the youth must be documented for the six months prior to the youth's program application date.** (For disabled youth, family income is disregarded and only the youth's income is used when calculating income eligibility);

2017 Poverty or 70% LLSIL (ANNUAL)			
Family Size	Income Guideline	Family Size	Income Guideline
1	\$12,140	5	\$35,495
2	\$17,505	6	\$40,930
3	\$24,031	7	\$46,856
4	\$29,659	8	\$52,782

Individuals age 18 and older may also receive services through the Workforce New York Career Center's adult and dislocated worker programs.

Priority of Service

The Columbia Greene WDB has a Priority of Service policy for veterans and their eligible spouses. These participants are given first priority for jobs and training for which they are eligible and qualified. "Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions."

Required Program Elements

WIOA Section 129 (c)(2) includes fourteen (14) program elements that must be provided to youth in our local area. These program elements are listed below:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs
 - internships and job shadowing
 - on-the-job training opportunities

4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education, that can include:
 - Creating budgets, starting checking and savings accounts
 - Managing spending, credit and debt.
 - Information about student loans, credit cards, credit reports and credit scores, and identity theft
 - Comparing financial products
12. Entrepreneurial skills training - Such training must develop the skills associated with entrepreneurship: take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; communicate effectively and market oneself and one's ideas.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to post-secondary education and training

On April 17, 2018, the Columbia Greene Workforce Development Board designated the WIOA grant recipient, Columbia Greene Community College, to be a provider of thirteen of these program elements.

The Board voted to procure Program Element **#2- Alternative secondary school services, or dropout recovery services, as appropriate**-- and any of the following program elements:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential

2. Alternative secondary school services, or dropout recovery services, as appropriate (REQUIRED FOR ALL PROPOSALS)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education, that can include:
 - Creating budgets, starting checking and savings accounts
 - Managing spending, credit and debt.
 - Information about student loans, credit cards, credit reports and credit scores, and identity theft
 - Comparing financial products
12. Entrepreneurial skills training - Such training must develop the skills associated with entrepreneurship: take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; communicate effectively and market oneself and one's ideas.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to post-secondary education and training

It is important for bidders to incorporate as many of these elements into their program design as possible. **Proposals must address program element #2- Alternative secondary school services, or dropout recovery services, as appropriate.** The WIOA law requires that all elements be available to participating youth either directly through contracted programs or through partnerships or referrals with other agencies. If a required program element is not provided by the proposer, the proposal should directly state who the proposer will partner with to provide the element and how the participant will access the required element, if they are determined to need the service. **It is critical that bidders incorporate these designated elements (#2 and potentially # 1, 5, 6, 8, 10-14) into their program design and also identify services in which their participants can be referred for the program elements their proposed program will not be offering.**

Essential Workplace Skills & New York State Career Zone

In addition to the Program Elements, the Columbia Greene WDB requires that WIOA Youth Programs focus on developing the basic work skills identified by local employers for their entry level workers. The New York State Department of Labor's Career Zone website (<https://www.careerzone.ny.gov/>) provides valuable information and activities on these topics.

Bidders should ensure that their project design includes the use of Career Zone for their job search skills, life skills and career planning activities. In addition, projects should address participant development of the following soft skills:

◆ *Attendance - Measurement Examples:*

1. Individual meets or exceeds the company's/ school's attendance policy.
2. Individual is punctual and starts work/ class on time.
3. Individual takes the appropriate measures if he/she is going to be absent or tardy.
4. Individual is present for all required trainings and workshops.

◆ *Work Ethic- Measurement Examples:*

1. Individual uses his/ her time effectively.
2. Individual listens and completes tasks on time and as instructed.
3. Individual is flexible in dealing with work tasks and is willing to handle additional responsibilities when needed.

COMMUNICATION/ INTERPERSONAL SKILLS

◆ *Communication- Measurement Examples:*

1. Individual demonstrates adequate face-to-face, verbal communication skills.
2. Individual demonstrates adequate written communication skills – business letters, emails.

◆ *Interpersonal Skills- Measurement Examples:*

1. Individual accepts constructive criticism.
2. Individual handles workplace conflict appropriately.
3. Individual works well within a team.
4. Individual works well with people of diverse backgrounds and cultures.
5. Individual demonstrates respect for others.

Necessary Program Components

In addition to addressing the **designated Required Program Elements** outlined on pages 8-9, the following eight program components must be incorporated into the program design. Some of these components are identified as services the Workforce Office, at the Columbia Greene Workforce New York Career Center can be responsible for providing.

- **Recruitment:** Funded programs will be responsible for recruitment of applicants.

- **Intake/Eligibility Determination (Workforce Office):** Under WIOA, all youth must meet eligibility criteria as defined in the “Target Population” section of this RFP (Pages 6-7). **Certification of eligibility for any WIOA- funded programs must be completed prior to enrollment.** The Workforce Investment Office will conduct eligibility determination.
- **Assessment:** Each participant shall be provided with an objective assessment of his/her academic, essential workplace skills, and supportive service needs. This includes a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs. As appropriate, recent assessments can be used in lieu of additional assessments. The goal is to accurately evaluate the youth in order to identify a potential career pathway and develop an appropriate service strategy to meet his/her individual needs. To assist agencies with this time consuming task the Workforce Office is willing to provide the assessment service. If the Workforce Office completes the assessment, it will also be responsible for completing the Individual Service Strategy (ISS).
- **Individual Service Strategy (ISS) (Workforce Office):** An individualized, written plan of long and short-term goals (that includes needed educational, employment related and personal support services) must be developed and maintained for each participant. Programs should use objective assessment information to develop this plan and to identify a potential career path. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur.
- **Academic Requirements:** In order to assist participating out-of-school youth in both academic and occupational success, services must have a strong emphasis on academic skill gains. The target population to be served includes youth who have low basic skills, defined as below 9th grade level. Programs serving out-of-school youth must provide, **alternative secondary school services, or dropout recovery services.**
There are a variety of strategies that may help youth attain academic skills. The following are examples:
 - Instruction leading to high school diploma or TASC;
 - Basic skills instruction leading to grade or skill level increase,
 - Preparation for entry into post-secondary education;
- **Employer Connections:** One major goal of WIOA is the creation of a seamless workforce development system for job seekers and employers in the community. The desired system is one where agencies/schools that work with employers represent the entire workforce development system and inform employers of other agency’s programs and services that may help employers meet their hiring and training needs. All youth funded programs will follow the Columbia Greene WDB’s quality standards when working with employers and uphold continuous improvement practices.

True connections to employers are essential in the creation of a system of providers that can effectively assist youth in becoming highly skilled and employable. Bidders are being asked to demonstrate meaningful employer connections. The employer connections should allow programs to establish career development experiences and employment-related activities for youth with measurable skill increases. Some ways employers can be connected to the programs may include:

- Guest speakers
 - Job Shadowing
 - Field trips to businesses
 - Service Activities
 - Practice Interviews
 - Career Mentoring
-
- **Career Zone:** Every youth participant must have a registered account on Career Zone. For youth to be successful with employment or post-secondary education, they must be competent in the variety of skills outlined earlier in this document. We anticipate that programs will inform youth when they enroll that developing and demonstrating these skills will be an ongoing process during their participation. All participants in all programs should utilize Career Zone to develop and maintain the portfolio of materials that address their competencies with these skills. Career Zone portfolios can include such things as career research materials; a copy of a resume and job application; and proof of financial literacy skills. Supervisor evaluations of work performance (that includes communication skills, interpersonal skills, customer service experience, and demonstration of a strong work ethic); and, documentation of appropriate levels of attendance can be uploaded. The Columbia Greene WDB will offer all contracted programs free access to materials and instruction on using Career Zone.

WIOA Youth Performance Information

Successful performance for participants is generally defined as follows;

- Achieve measurable education gains while enrolled.
- Attain a high school diploma or its equivalent (TASC), or attain a post-secondary certificate, degree, or industry recognized credential.
- Become employed or enrolled in a post-secondary education program.
- Maintain employment or enrollment in a post-secondary education program for at least a year after program exit.

WIOA Performance measures are defined below:

Performance Indicators	Outcome Level
Employment Rate 2nd Quarter After Exit	22.1%
Employment Rate 4th Quarter After Exit	41.5%
Median Earnings 2nd Quarter After Exit	Not Yet Determined
Credential Attainment 4th Quarter After Exit <i>(Participant must also be employed or in post-secondary school during the quarter being measured)</i>	48.2%
Measurable Skill Gains <i>(within the Program Year that runs July to June)</i>	Not Yet Determined
Repeat Business Customers	Not Yet Determined
Business Penetration Rate	Not Yet Determined

Reporting

All programs will submit attendance reports for the duration of the project as outlined in the contract. All programs will also submit enrollment reports until enrollment goals are met. Thereafter, Quarterly Reports will be required highlighting: additional enrollments, program exits and outcomes, as well as follow-up activities. Data will be entered into OSOS (One Stop Operating System). OSOS is a case management system designed to describe the process in which services are provided. The Columbia Greene Workforce Investment Office is the responsible party for the OSOS data entry.

Audits may be conducted by Federal, state, and local offices and records must be available for review. Members of the CG Youth Council, along with the CG WDB Director, will conduct at least one annual monitoring visit during the program year. As the fiscal agent, Columbia-Greene Community College will conduct financial quarterly desk reviews and one annual on-site review. **Programs are responsible for maintaining records for a period of seven years.**

RFP Proposal Submission Process

The proposal process is a competitive process which follows government procurement rules.

The original proposal with the required attachments plus two (2) hard copies must be **received** by **5:00 p.m. on June 8, 2018**, in person or by mail to:

Columbia Greene Workforce Development Board
Att: Katy Drake, WDB Consulting Director
Columbia Greene Community College
Professional Academic Center- Workforce Office
4400 Route 23

Hudson, New York 12534

**** In addition to the original and signed hard copies, an electronic copy of the proposal must be forwarded to Katy Drake, Consulting Director @ Kathleen.drake@gmail.com by 5:00 p.m. on June 8, 2018.**

Late Proposal/Postmarks will not be accepted.

Proposals without an authorizing signature will not be accepted.

Technical Assistance

Interest parties should contact Katy Drake at Kathleen.drake@gmail.com or (518) 965-1421 with any questions.

Questions and answers will be posted on the Columbia Greene Career Center's website: www.columbiagreeneetworks.org

Instructions for Completing the Application

The Columbia-Greene WIOA Youth RFP for PY18 has been set up as a Microsoft Word Form document for the narrative, and an Excel Workbook for the budget forms.

Narrative: Immediately after opening the Word document please create a new file name for the application by opening the File menu and clicking the "save as" tab. Include the agency's name and program year (PY18) when creating the new file name. Please limit the general program design narrative to no more than two (2) pages as many details and specifics are required in different sections throughout the application form.

The application has been "protected", so when completing the tables in the application move from one answer box to the next by hitting the "Tab" key, or by using the arrow keys, or by using the mouse.

The tables have been set-up to allow for as much information as deemed necessary. Rows will automatically expand to handle the information provided. Additionally, rows will automatically move to the next page of the document if necessary.

***Please keep in mind that add additional pages to the application are added, the original page numbers will change and may no longer correspond to the page numbers referred to in the Table of Contents. It may be helpful to print a clean copy of the RFP application as a reference.

If you have any problems with this format, contact **Katy Drake, Consulting WDB Director** at (518) 965-1421 for assistance. E-mail inquiries should be sent to kathleen.drake@gmail.com.

Budget:

Each proposal needs to rename the budget workbook. Please click "File", then "Save As" and rename the file using the following format: agency name WIOA Youth PY 18

The budget worksheets are protected. You can unprotect the worksheet from the “Home” screen, under format. It is not password protected.

There are seven budget worksheets that need to be completed for the WIOA Youth proposal covering the following categories:

- Summary
- Professional Salaries
- Non-Professional Salaries
- Employee Benefits
- Staff Travel
- Participant Travel
- Materials and Supplies
- Equipment
- Purchased Services
- Indirect Costs (if your agency has an approved indirect cost rate)
- Profit (if your agency is a for-profit organization)
- Match (Stand-in costs from nonfederal funds for unallowable WIOA costs identified in an audit report)
- Non Contractual Work Experience

There are some formulas embedded in the worksheets to assist in completing the budget. These are the protected cells. Please do not add anything to those cells, as they will be automatically completed when you add other information. The cells with these formulas are all highlighted in light blue: 

The summary worksheet should be completed last, as the summary table brings forward information from all the other worksheets.

Partnerships

Both WIOA and the local WDB encourage partnerships and collaboration to deliver the most effective, innovative services to provide the greatest community impact. Proposals involving partnerships require a letter of agreement which generally outlines the partnership and the activities and services to be provided by each of the partners. Before funding, partnerships will have to be established by means of a formal Memorandum of Understanding (MOU). At a minimum the MOU must contain:

- A description of services provided by each partner
- How costs of services and operating costs across the partnership will be funded
- Method of referral between partners
- Duration of the MOU
- Procedures for amending the MOU
- Other provisions as agreed upon by parties to the MOU

Evaluation Process and Criteria

The Columbia Greene WDB's Consulting Director will initially review all proposals submitted to ensure the proposals meet mandatory requirements.

A sub-committee of the Youth Council will convene and review all proposals that meet the mandatory requirements. All proposals will be read and scored by the same reviewers, according to the criteria specified later in this section. Review and scoring is expected to take place the third week in June 2018.

Proposals that score the highest will be recommended to the full Youth Council at a meeting expected to be held the fourth week in June 2018. Contract negotiations may begin after this date.

Selected proposals will be presented to the Columbia Greene WDB for approval for funding. The Columbia Greene WDB retains the right to request additional information. **Decisions will be made on or about July 31, 2018.**

A respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance and/or poor past or current contract performance with past WIO or other funding sources. The Columbia Greene WDB reserves the right to reject or to seek modification of any proposal, if it does not assist the system in meeting overall service and performance objectives.

Funding awards may be appealed to the Columbia Greene WDB. Appeals should be directed in writing to the CG WDB Director within seven days of the award announcements. Any and all appeals will be reviewed by the WDB Executive Committee within fourteen days of the appeal.

Funding for approved contracts is available August 1, 2018. It is expected that program implementation will begin no later than September 30, 2018.

Criteria: Proposals will be evaluated and scored using the following criteria:

Demonstrated Capability:

Maximum Points: 30

- Experience and qualifications with the targeted population clearly outlined
- Qualified staff to provide the program activities/services with adequate time to spend on grant activities.
- Adequate administrative experience to operate the activities/services proposed.
- Prior successful experience and demonstrated record of meeting performance.

Program Design:

Maximum Points: 30

Clarity, completeness, quality of overall service design and delivery plan and specific provisions for:

- Target population clearly identified
- essential workplace skill development (includes academic remediation for out-of-school youth without a high school diploma, and career exploration/awareness)
- assessment; case management;
- required program elements (refer to page 7 and 8 of the Youth Program Proposal); interesting activities that will attract and retain youth; Including provisions for incentives to youth or stipends.
- employer connections
- How and when job placement and/or post-secondary education enrollment assistance will occur is clearly defined.

Collaboration:**Maximum Points: 10**

- The extent to which the project is coordinated with other non WIOA, local youth programs;
- The extent and quality of local community partnerships; and
- The involvement of local employers.

Outcomes:**Maximum Points: 30**

- The quality of the stated outcomes and their relationship to performance standards,
- The extent to which the service plan responds to identified needs, the barriers faced by program participants and the likelihood that the proposed service plan will result in the proposed outcomes;
- The reasonableness of the level of investment in relation to the proposed outcomes;

Budget Detail:**Maximum Points: 25**

- Clarity, detail and completeness of the budget;
- Reasonableness of program costs;
- Cost per individual and the total allocation sought, constituting the most effective use of resources;
- Projected budget effectively supports the proposed program; and
- Evidence in the proposal of leveraging of resources and in-kind contributions which will assist in meeting proposal outcomes.

Reservation Clauses

The Columbia Greene WDB, in order to serve the best interests of the Columbia Greene WDB, reserves the right to:

- Postpone or cancel this RFP upon notification to all bidders
- Amend the specifications after their release with appropriate notice to all bidders
- Request bidders to present supplemental information clarifying their proposal, either in writing or in formal presentation
- Waive or modify minor irregularities in proposals received after prior notification to the bidder
- Reject any and/or all proposals received in response to this RFP
- Award contracts to other than the lowest bidders
- Negotiate with selected bidders prior to contract award

Contract Cancellation: The Columbia Greene WDB 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 Columbia Greene WDB, the Contractor fails to perform the work in accordance with the contract, the Columbia Greene WDB may terminate the contract immediately by written notice for cause. The Columbia Greene WDB may elect to provide a corrective action period prior to termination.

Youth Program Proposal Checklist PY15

Workforce Innovation & Opportunity Act

Due Date: Received by June 8, 2018 5:00 p.m.

Please direct all questions to Katy Drake, Consulting WDB Director @ (518) 945-1508 or kathleen.drake@gmail.com. Thank you.

Checklist

- 1 Original Signed Grant Proposal with attachments & 2 complete hard copies
- 1 Electronic copy emailed to kathleen.drake@gmail.com. Please do **not** turn the proposal into a PDF document.
- The complete Youth Application consists of:
 - Youth Program Proposal with original signature of district/agency administrator
 - If required: Signed Certification of Noninterference with the School Day
 - Excel Budget (with all pages completed)
 - Letter(s) of Agreement (for any and all partnerships)

Submission Addresses:

- Electronic copy emailed to kathleen.drake@gmail.com
**You will receive an email confirming receipt of submission from Kathleen.drake@gmail.com.
- Original Signed Grant Proposal with attachments & 2 full hard copies
Att: Katy Drake, Consulting WDB Director
Columbia-Greene Community College
Professional Academic Center, Room 709
Workforce Investment Office
4400 Route 23
Hudson, NY 12534

Proposals delivered past the due date will not be accepted.

Proposals without an authorizing signature will not be accepted.

RFP & Award Timeline

May 7, 2018	CG Youth RFP Released
June 8, 2018	Signed Proposals due
June 13, 2018	A sub-committee of the Youth Council meets with applicants to review the proposals
June 19, 2018	Youth Council meets for recommendations on funding
July 17, 2018	The WDB votes on youth funding
July 31, 2018	Announcement of Awards & Initiation of Contract Negotiations
August 1, 2018	Funding Available
September 30, 2018	Program Implementation to have begun