

Youth SummerWorks Request for Applications

Section I: Introduction

Worksystems, Inc. (WSI) is committed to operating Youth SummerWorks for the summer of 2010 and beyond, although continuing to rely solely on Federal funding to provide subsidized work experiences for youth during summer months has not proven to be a sustainable long term model. For SummerWorks 2010 a new program model that relies on a public/private partnership for funding of work experiences is being implemented. This new model includes all of the same elements of the traditional summer youth employment program that was so successfully delivered in summer 2009, with one very significant change. The Federal dollars provided under ARRA in PY08/09 will be used to provide program coordination services, but not subsidized wages. WSI is working with public and private sector champions to develop and secure worksites that will pay youth wages.

Section II: Background

This Request for Applications is seeking a limited number of providers in Multnomah and Washington Counties (at least one in each county) to provide the coordination services required for a successful summer work experience program for youth 16 – 21 years of age. Only WIA youth providers under an existing contract with WSI as a result of the system-wide WIA services solicitation in 2007 are qualified to respond this RFA.

WSI desires application submissions that will support youth to have successful summer experiences. WSI recognizes that several providers have budgeted WIA resources or receive monies from other funders to operate summer services outside of SummerWorks funding. Having such programming does not preclude a provider from responding to this RFA, but the funds being disbursed through this RFA are not to be used to supplant the coordination of existing programs.

The funds being disbursed through this RFA are intended to pay for the costs of delivering the program services outlined in this RFA and not for wages and/or stipends. WSI will develop worksites with public organizations that agree to pay wages and private companies that will pay wages and coordination costs. There will be a single employer of record for SummerWorks 2010 which WSI will either provide or procure under a separate request for proposal.

Section III: Funding & Eligibility

A. Funding

The funding for Youth SummerWorks program coordination is currently estimated to be \$224,775, split 64% for Multnomah County and 36% for Washington County, to serve a total of 333 youth (213 in Multnomah County and 120 in Washington County). WSI will negotiate final budgets with the successful bidders based on the proposed budgets and final funding amounts. Successful bidders will be funded to serve designated geographic areas within the region.

B. Eligibility

This is a limited solicitation; to be eligible applicants must be:

- ♦ An existing WSI, WIA contractor that has not been under corrective action for PY08/09 SummerWorks.
- ♦ A contractor with demonstrated ability to administer youth services for 100 to 300 youth as evidenced by successful program outcomes in summer 2009 or through existing youth program services.
- ♦ A contractor with demonstrated administrative capacity to manage a large scale summer jobs program as evidenced by successful program management in summer 2009 or through existing youth program services.

Agencies that do not meet the minimum criteria above will not be considered for funding.

Section IV: Program Components

The primary goal of the Youth SummerWorks program has not changed from 2009 – to provide youth with quality paid work experiences in the months of May – September. In summer 2010 however, wages will not be subsidized through funding provided by WSI under this RFA.

The primary services that must be provided by successful bidders to all youth served under this RFA are **Work Readiness Training**, and **Work Experience Coordination**. Within each of these components are program elements and/or activities described that must be made available either through the proposing agency or through collaborations and partnerships.

A. Work Readiness Training Requirements

Work Readiness Training (WRT) must be offered to all youth in the program. *It is required that all enrolled youth complete a minimum of 15 hours of documented Work Readiness Training in advance of placement in a paid work experience activity.* The following topics are to be covered at minimum; contractors have the flexibility to add content to their training.

- ♦ Preparing to Work: Job applications, interviewing, resumes.
- ♦ Review of Participant Program Manual.
- ♦ Workplace Readiness Skills: Employer expectations regarding attendance, punctuality, communicating with supervisors and co-workers, getting along with co-workers, workplace attire, team work, workplace behaviors, workplace harassment.
- ♦ Personal Finance: Prosperity Planner, payroll taxes, personal income taxes, check cashing, bank accounts.
- ♦ College Exposure: Post secondary options, college application process, scholarships, grants, and financial aid requirements and where to get assistance in applying for financial aid.
- ♦ Development of an Individual Career Plan for each youth.

B. Work Experience Coordination Requirements

The following details the responsibilities of successful bidders under this RFA related to coordination of the SummerWorks 2010 program:

- ◆ Conduct recruitment of appropriate and adequate numbers of youth who meet existing eligibility criteria and can benefit from program services.
- ◆ Determine and document program eligibility quickly, accurately and efficiently.
- ◆ Complete Learning and Work Experience Agreements with all participants and their assigned worksites.
- ◆ Ensure all participants complete Work Readiness Training Requirements.
- ◆ Match youth to appropriate jobs provided through WSI in the non-profit, for profit, and governmental sectors.
- ◆ Train and advise worksite supervisors.
- ◆ Coordinate and report on worksite placements.
- ◆ Serve as the single point of contact for all work experience locations for your designated geographic area with the region.
- ◆ Troubleshoot and promptly resolve program and youth performance issues.
- ◆ Identify and administer support services needed by youth for successful work experience participation.
- ◆ Manage all required administrative paperwork.
- ◆ Manage program budget.
- ◆ Ensure participants are paid promptly by following Employer of Record processes and timelines established by WSI.
- ◆ Collect and report all applications, enrollments, services, services completion, placements and exits in the I-Trac data collection and reporting system.
- ◆ Collect and report on post-SummerWorks plans of all participants in the I-Trac data collection and reporting system in a format prescribed by WSI.
- ◆ Regular attendance at SummerWorks coordination meetings.
- ◆ Provide/coordinate media requests, testimonials, and photos as requested by WSI.
- ◆ Refer appropriate candidates to WIA year round programs, including regional WorkSource centers for older youth.

Section V: Performance Measures

The goal for the SummerWorks program is for contracted lead agencies to meet or exceed the following targets for performance measures.

Measure	Goal
Percent of youth showing gains in work readiness skills	80%
Percent of youth completing summer work experience	80%
Percent of youth meeting standard for punctuality	80%
Percent of youth meeting standard for attendance	80%
Percent of worksite supervisors satisfied with summer work experience	80%
Percent of youth satisfied with summer work experience	80%
Percent of youth assessed as meeting learning objectives	80%

In addition to the measures listed above contractors will be required to collect and report the following information for each youth served in SummerWorks:

Data Element
Number of high school and/or college credits earned for programs offering academic enhancement
Post program transition plans <ul style="list-style-type: none"> • Return to High School/Alternative School • Post-Secondary Education • Unsubsidized employment, including military enlistment • Vocation or Trade Schools, including Job Corps • Not returning to school or a job

Section VI: Proposal Narrative

The proposal narrative should be developed in such a way as to provide reviewers enough information to rate the proposal. Provide a summary that demonstrates how the services listed in **Section IV: Program Components**, will be included. Specifically, address the following in your proposal narrative:

A. Prior Program Success & Demonstrated Ability.

- ♦ RFA bidders do not need to include narrative concerning summer 2009 performance. Bidders will be scored on this section based on analysis conducted by WSI on bidder’s summer 2009 performance.

B. Program Design

- ♦ Describe how you will recruit, screen and enroll eligible youth. Include how you would do this for your WIA enrolled youth, WIA youth referred by other programs, targeted referral agencies, youth from last year’s SummerWorks program and youth who have

participated in 9th Grade Counts or Youth Corps. Identify improvements you would implement based on your experiences last summer.

- ♦ Describe your Work Readiness program; include a schedule of daily curriculum and identify when and where in the overall program it will occur.
- ♦ Describe how the Individual Career Plan will be developed with youth; include the strategies for assisting youth with successfully transitioning towards attainment of their goals after their SummerWorks services have ended.
- ♦ Describe in your narrative what geographic region you are proposing to serve:
 - All of Multnomah County
 - East Multnomah County
 - City of Portland
 - All of Washington County

Indicate if you are willing to expand your proposed service area to include a broader geographic region. Describe how you will deliver program services to youth and worksites that may be outside of your “traditional” area of service.

- ♦ Describe your approach to ensuring effective worksite relationships; how you will conduct supervisor training and monitoring. Include how and when you will complete the Learning and Work Experience Agreement.
- ♦ Identify any leveraged resources and specific roles and responsibilities of any partner agencies.

C. Program Staffing and Management

- ♦ Include an Organizational chart showing program responsibilities including but not limited to, outreach/recruitment, work readiness training, worksite matching, coordination of completing worksite agreements, and coordination of time card collection and submission.
- ♦ Include what systems/processes you will utilize to coordinate: recruitment and enrollment of youth; systems/processes you will utilize to coordinate placements with WSI provided worksites; systems/process you will utilize to ensure timecards are completed and authorized by youth and worksite supervisor, collected and submitted on the timeframe identified by the Employer of Records and how pay checks will be disseminated to youth.
- ♦ Include a timeline for when/how program elements are sequenced within the overall program design.

D. Budget

- ♦ Complete the Budget Workbook, which can be downloaded from www.worksystems.org/Resources&Funding/FundingOpportunities
- ♦ The workbook contains an instruction worksheet (tab) which guides users through the budget worksheets. Please provide all information that a reviewer would need to understand the necessity of each proposed item, as well as the formulas and assumptions used to arrive at each budgeted amount. If additional space is required for narrative detail, up to one page of notes may be submitted with the budget documents and will not count toward the proposal page limit.
- ♦ Bidders must disclose the details and amounts of line items that are necessary for the delivery of the service but that have not been included in the budget. For example, if you will be providing office supplies as a leverage contribution and not charging them to the project budget, you may include that information on the summary worksheet in the Leverage section along with the estimated total value.
- ♦ Indirect Cap: Indirect costs are not to exceed 8% of the total budget. All dollars must be allocated as Personnel, Operating, Participant Expenses or Indirect. Indirect costs are those costs not directly charged to service delivery (e.g., a percentage of costs associated with the Executive Director’s salary).

REMINDER: WORK EXPERIENCE WAGES ARE NOT TO BE INCLUDED IN YOUR BUDGET PROPOSAL.

Section VII: Proposal Evaluation

Proposals will be evaluated by a committee based on a Scoring Matrix using the elements described above and previous performance. During the evaluation process, the committee may, at its discretion, request any or all respondents to make oral presentations, which may be considered in making funding decisions. The review committee will score and rank all proposals based upon the following weighted sections totaling **100 points**:

Proposal Section Point Value

A. Prior Program Success and Demonstrated Ability	20
B. Program Design	40
C. Program Staffing and Management	20
D. Budget	<u>20</u>
Total Points	100

A. Criteria for Program Capacity and Demonstrated Ability (20 Points)

- ♦ WSI will review the performance in delivering SummerWorks services last year. The review will include:
 - Program Performance.

- Results of program monitoring of eligibility determination and documentation, file documentation and I-Trac data entry.
- Budget Management.
- Recruitment Process with targeted referral agencies; success in meeting recruitment goals.

B. Criteria for Program Design (40 Points)

- ♦ Program Design includes:
 - The process for outreach, recruitment and enrollment of youth.
 - How the program will ensure youth are work ready prior to the summer placement. Includes the methods for teaching work readiness skills both in the classroom and during the work experience. Work Readiness Curriculum outline is included
 - How youth will be assessed for appropriate placement based upon age, developmental stage, and career interests.
 - How both the youth and the employer will be supported during the summer experience.
 - Any additional youth development and/or educational activities to be offered and the number of youth to be served by these activities.
 - The process for screening and matching worksites and youth and completion of the Learning and Work Experience Agreement.
 - Worksite supervisor training and monitoring activities.
- ♦ Preference will be given to proposals that integrate the following components:
 - Participate with WSI in securing wage and coordination resources to expand the number of subsidized work experiences.
 - Design includes activities that provide educational programming that provide opportunities for credit recovery, credit acquisition, and preparation for college enrollment and transition to post secondary education.

C. Criteria for Program Staffing and Management (20 Points)

- Staffing plan and organizational chart clearly describes program oversight and staff responsibilities including, but not limited to, outreach/recruitment, program delivery, worksite development and monitoring, coordination with participating programs, worksites, and WSI.
- Program schedule clearly conveys that program elements can be covered within the schedule proposed.
- Program timeline clearly conveys that program elements are sequenced and staffed appropriately.

D. Criteria for Budget (20 Points)

- Costs are reasonable and staffing plan aligns with the services described.
- Additional leveraged resources are identified and enhance program activities and outcomes

- Overall budget supports the activities described for the number of youth planned to serve, cost per youth.

Section VIII: Application Process

Proposal Submission

Provide a narrative summary not to exceed five (5) pages and formatted as described below. The narrative should provide reviewers with a clear understanding of the organization's capacity to deliver the services outlined in this RFA. Reviewers will apply evaluation criteria as outlined in Section VII to select providers. Supporting documents, including submission cover page, organizational chart, work readiness curriculum outline, budget documents, and letters of commitment will not be counted as part of the 5-page limit.

Respondents must submit their proposal in the format described below:

- ♦ Font size: 12-point
- ♦ Font style: Times New Roman or Arial
- ♦ Line spacing: Single-spaced
- ♦ Margins: At least 1-inch (on sides of document)
- ♦ Pages: single-sided
- ♦ Page should be numbered and include a header and footer identifying the respondent's name
- ♦ Label each section and subsection

The proposal submission should consist of the following elements in this prescribed order:

Proposal Submission Cover

Complete the Proposal Submission Cover Page (Document 3).

Proposal Narrative

The narrative is to follow the order of the headings and subheadings in Section VII: Proposal Narrative, include all headings and subheadings, and in the format requirements described above.

Budget Forms

Complete the Budget workbook as directed in the included instructions.

Letters of Support

Include letters of support from all collaborative stakeholders identified in the narrative. Although representatives from all partners and/or stakeholders may not be identified at the time of this application, Bidders will need to clearly outline the process to engage key stakeholders in the narrative.

Proposal Due Date

WSI must receive the proposal marked "(Name of Lead Applicant) SummerWorks RFA" **no later than Wednesday, March 31, 12:00 noon PDT**. Submit one (1) original with signature, along with five (5) copies of the entire proposal package to:

**Worksystems, Inc.
Attn: Barbara Timper
111 SW Fifth Avenue, Suite 1150
Portland, OR 97204**

Please forward an electronic copy of the proposal narrative (in pdf) and the budget workbook (in Excel) to youthrfi@worksystems.org, as well.

Organizations that hand deliver the proposal will be issued a “Notice of Receipt of Proposal” indicating the date, time and number of proposals submitted. If a commercial carrier (FedEx, UPS, or USPS) is used to submit a proposal it is the responsibility of the bidder to ensure that they receive a receipt of delivery from the commercial carrier. **LATE PROPOSALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES and will be returned unopened.** No incomplete or faxed proposals will be considered. Qualifications shall remain valid through September 30, 2010.

Section IX: Administrative Details

Issuing Organization Worksystems, Inc.	Federal Awarding Agency U.S Department of Labor (DOL)	Available Funds \$224,775
Available Funding Sources Workforce Investment Act Title 1B Formula (WIA) American Recovery and Reinvestment Act (ARRA)		
CFDA Numbers 17.259	Agreement Form Contract Agreement	
Services WSI is requesting proposals for Lead Coordinating Agencies in Multnomah and Washington Counties for the delivery of SummerWorks program services in summer 2010		
PY09/10 Allocations (estimate)		
Target Areas Multnomah County Washington County		\$143,856/213 slots \$80,919/120 slots
RFP Term Subgrant agreements awarded through this RFA will be funded April 15, 2010 – October 31, 2010.		
Administrative Requirements No additional requirements.		
Public Record Disclosure Respondents are advised that most documents in the possession of WSI are considered public records and subject to disclosure under the State Public Records Law (ORS 192.410-192.505).		

INQUIRIES

All inquiries related to this RFI are to be submitted electronically. E-mail inquiries should be identified on the e-mail as “SummerWorks RFA” and sent to youthrfi@worksystems.org. Written questions received after the RFI has been published and before 5:00 p.m., March 25, 2010, will be responded to within 48 hours by posting in the “Questions and Answers” section for this RFP at www.worksystems.org - [Funding Opportunities](#). Questions received after March 25, 2010, will not be answered.

TIMELINE

DATE	ACTIVITY
March 10, 2010	RFI Available on WSI website
March 31, 2010 12:00 noon	Proposals due at Worksystems Inc.
April 1 – 7, 2010	Review and Selection Period
April 7, 2010	Award Notification
April 7 – April 15, 2010	Contract Negotiation/Contract Signatures
April 15, 2010	Contract Start Date

COST OF PREPARING PROPOSALS

Costs for developing the proposals are solely the responsibility of the respondents. WSI will not provide reimbursement for such costs.

WITHDRAWAL

A submitted RFA response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: youthrfi@worksystems.org.

OWNERSHIP OF WORK PRODUCT

All work products produced by the successful contractors under this RFA are the exclusive property of Worksystems, Inc. “Work Product” shall include but not be limited to research, reports, curriculum materials, computer programs, manuals, drawings, photographs, artwork and any data or information in any form.

APPEALS

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee’s funding recommendation process.
- The appeal must be submitted in writing by Monday, April 12, 2010. Appeals must be filed with Janice Frater, Compliance Manager at youthrfi@worksystems.org. All appeals are public information.
- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be a violation of the process established for the solicitation.

During any part of the review or consideration, the appellant may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by WSI. In the event an appellant fails to respond, the appeal will be dismissed and no further appeal will be accepted.

WSI’s Executive Director and Chief Operating Officer will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.

RESOURCE DOCUMENTS

The documents, forms and workbooks referenced in this RFA are also posted at www.worksystems.org with this RFA as separate documents, labeled as shown:

- Document 1 Budget Workbook (Excel)
- Document 2 Proposal Checklist
- Document 3 Proposal Submission Cover Page