



REQUEST FOR PROPOSALS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK ST., QUINCY, MA 02169

Invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

SSWIB

WORKFORCE DEVELOPMENT ACTIVITIES

JUNE 1, 2015 @ 11:00 A.M.

The City of Quincy acting through South Shore Workforce Investment Board (SSWIB) is seeking proposals from potential Vendors to provide workforce development activities for low-income youth, ages 14-21, funded through the provisions of the federal Workforce Innovation and Opportunity Act. The purpose of this Request for Proposals (RFP) is to fund effective proposals to serve the WIOA-eligible populations of In-School or Out-of-School Youth. Vendors are invited to submit grant applications serving either or both populations. If applying for both populations, Vendors must submit separate grant applications for each program.

The funding of WIA Title I Youth programs is contingent upon the release of WIA funds.

Non-Price Bid/Proposals must be in a sealed envelope and price proposals must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "**RFP - NON PRICE PROPOSAL ENCLOSED**" with time/date of RFP and "**RFP - PRICE PROPOSAL ENCLOSED**" with time/date of RFP.

Bids/Proposals will be received at the Purchasing Office until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM}.

The City of Quincy and the South Shore Workforce Investment Board reserves the right to withdraw the Request for Proposal; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Officer

LEGAL: May 13, 2015

DEPT. CHARGED: SSWIB



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE
MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that pursuant to MGL Chapter 62c, section 49a, I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support. This is being signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

CERTIFICATE OF NON – COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1060

Fax: (617) 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

(NAME) (OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY) (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

The City of Quincy Acting on Behalf of the

**SOUTH SHORE
WORKFORCE INVESTMENT BOARD
Issues this**

**REQUEST FOR PROPOSALS
To provide**

**IN-SCHOOL AND OUT-OF-SCHOOL
YOUTH SERVICES**

July 1, 2015 to June 30, 2017

**Workforce Innovation and Opportunity Act Title I Youth,
U.S. Department of Labor**

Issue Date: May 11, 2015

Proposal Due Date: June 1, 2015 at 12:00 noon

Contact Person: Kathryn R. Hobin, Purchasing Agent
(617) 376-1060
khobin@quincyma.gov

Submission Materials: Original proposal and six (6) copies without budget/price summary and pages in sealed envelope
Original budget and six (6) copies of budget summary and pages in sealed envelope
One flash drive or cd with proposal and budget summary and pages materials in sealed envelope

***Equal Opportunity Employer/Program
Auxiliary Aids and Services Available on Request to Individuals
with Disabilities***

**South Shore Workforce Investment Board
RFP for WIOA In-School and Out-of-School Youth Programs**

FY 2016 and FY 2017

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I. PROCUREMENT CALENDAR

EVENT	DATE	TIME
RFP Release Date	5/11/15	N/A
Posting Dates	5/11/15- 6/1/15	N/A
Letter of Intent	5/20/15	N/A
Last Day for Questions	5/25/15	12:00 p.m.
Complete Proposals Due	6/1/15	11:00 a.m.
Proposal Review Period / Contract Negotiations	6/1/15 – 6/10/15	N/A
Youth Council Vote on Review Team / Recommendations	6/12/15	N/A
SSWIB Approval	6/25/15	N/A
Contract Start Date	7/1/2015	N/A

II. INTRODUCTION

Since the introduction of Workforce Investment Act of 1998 (WIA) and now under the Workforce Innovation and Opportunity Act (WIOA), the federal government has funded a comprehensive range of workforce development activities through statewide and local organizations. These activities are made available to a wide audience of employers and job seekers, including at-risk youth. Funding for youth programs is allotted through WIA/WIOA formula funding, and administered through federally mandated local workforce investment boards.

The South Shore Workforce Investment Board (SSWIB) is one of 16 local workforce investment boards in the Commonwealth of Massachusetts. It is comprised of 22 cities and towns. (**Noted in Attachment B**) The WIA/WIOA Administrator for the South Shore Workforce Investment Area is the South Coastal Career Development Administration (SCCDA). RFP procurement and program oversight of WIA/WIOA activities is performed by the South Shore Workforce Investment Board.

III. PURPOSE OF THIS RFP SOLICITATION

The South Shore Workforce Investment Board (SSWIB) is seeking proposals from potential Contractors to provide workforce development activities for low-income youth, funded through the provisions of WIOA. The purpose of this Request for Proposals (RFP) is to fund effective proposals to serve WIOA-eligible In-School or Out-of-School Youth. Contractors are invited to submit grant applications serving either or both populations. If applying for both populations, Contractors must submit separate grant applications for each program.

This is a two year request for proposals. During the first year of the award, agencies will continue to comply with the performance standards of the Workforce Investment Act, but will implement all other aspects of the new WIOA as regulations become available. Information that is currently available about WIOA is included in this document. Contractors that successfully complete the first year will be offered a second year of funding, but will have to comply with the performance standards (see proposed on page 7) of the new Workforce Innovation and Opportunities Act in Year Two. The new regulations related to performance standards will be issued prior to the reapplication period.

Note: The funding of WIOA Title I Youth programs is contingent upon the release of WIOA funds.

Program Guidelines

The overarching goal of WIOA Youth programs is to provide at-risk youth between the ages of 14 and 24 with the academic credentials and work readiness skills that will allow them to find employment leading to economic self-sufficiency. Grant proposals should detail a program design that will support participants in the achievement of the Common Measures Performance Goals as detailed on page 7 of this RFP. That design should include the Contractor's approach to supporting participants both academically and in workplace preparation and success.

Specifically, grant applications should include a description of how the following components will be integrated into a Contractor's program design:

Component	Description of Component
Academic	Achievement of a high school diploma or HiSET, as well as post-secondary education or training
Career and Occupational Exploration	Assessment of interests, skills, etc. to identify areas of job as well as career interest. Might also include field trips, job shadowing, etc. Provision of a bridge to a career pathway is highly desirable.
Job Search Skills	Resume writing, interview skills, applications, etc.
Work Readiness Skills	Appropriate workplace behavior to gain and retain employment including punctuality, dress, communication skills, conflict management.
Job Development and Job Placement	Creation of employment opportunities that match a participant's interests and skills.
Placement into post-secondary education or training	Supporting a participant's enrollment into a recognized certificate or credential program (see page 7 of RFP for further details).

Potential Contractors are strongly encouraged to leverage existing relationships or build new relationships with community agencies/programs, in order to ensure access to all 14 WIOA elements. Note: In order to be awarded a contract, all partnerships must be documented with a letter of agreement, MOU, MOA, etc. outlining the activities or services of each of the partners.

Partnerships and collaborations between schools, community-based organizations, employers and post-secondary training and education providers are the core of a successful WIOA Youth program design. Ideally, all partners will work together to improve student academic achievement as well gain work experience and occupational insight.. Programs should be designed in order to be integrated and replicated, versus existing as a one-time program project.

Successful WIOA programs recognize the need to provide access to comprehensive services and long-term support. The 14 WIOA Youth Program Elements reflect these types of services and support, and are a critical component of a WIOA Youth grant application. In considering the 14 WIOA Youth Program Elements, Contractors should describe how they would match youth with the following resources as appropriate: social services, housing, mentorship, welfare and juvenile justice services, as well as educational institutions, training programs, the One-Stop system and employers.

The WIOA requires attention to 14 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 postsecondary credential;
2. alternative secondary school services, or dropout recovery services, as appropriate;

3. paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities;
4. occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved;
5. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. supportive services;
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. financial Literacy Education;
11. entrepreneurial Skills Training;
12. 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;
13. activities that help youth prepare for and transition to postsecondary education and training;
14. education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Elements 1-9 remain the same as with WIA. In WIOA the summer employment element has been combined with paid and unpaid work experiences element. Elements 10-14 are new required service elements.

In addition, WIOA places a heavy emphasis on the development of Career Pathways. Those proposals that can address the creation of clear pathways within the growth industrial sectors identified by the SSWIB will be given additional attention. The targeted growth sectors for the south shore region are: Advanced Manufacturing, Financial Services, HealthCare and Construction.

WIOA also mandates that each region spend 20% of all funds on work experiences for youth. This expenditure requirement includes youth wages and staffing costs for the development and management of work experiences. The 20% work expenditure can also be spent on job placement activities leading to the obtainment of a job placement; job search techniques and identification of possible employment opportunities; resume/application preparation; mock interviews and assistance with finding and understanding labor market and employment related information.

Attachment A provides a detailed description of each of the 14 WIOA Youth Program Elements. Not all program enrollees need access to and provision of all 14 elements. However, potential Contractors must ensure and document that their program makes available or provides access to all 14 program elements. Proposers shall list and describe how

each of the elements will be provided by their organization or a partner using the 14 WIOA Youth Program Elements grid listed in **Attachment F**.

WIOA Definitions

WIOA definitions and eligibility guidelines may be found in **Attachment B**.

Performance Outcomes

WIOA programs are designed to connect youth to opportunities leading to academic and occupational learning and employment. This RFP seeks proposals focused on working with In-School Youth or Out-of-School Youth. WIA Youth program providers are required to meet Common Measures performance goals. We will continue to use these until new measures for WIOA programs are agreed upon

Common Measures

Performance Outcome	Who is Included	Positive Outcome	Performance Goals*
Placement in Employment or Education	Unemployed and not in post-secondary education at time of enrollment	Employed or enrolled in post-secondary education or approved training in the 1st quarter after the exit quarter	83%
Attainment of Degree or Certificate	Enrolled in school or in an education component at time of enrollment or at any point in the program	Attainment of a diploma, degree or credential, (GED, post-secondary degree) or industry-recognized certificate by the end of the 3 rd quarter after the exit quarter	75%
Literacy/Numeracy Gain	Out-of-School AND basic skills deficient at time of enrollment	An increase of one or more educational functioning levels (EFL)	45%

- Please note that these goals may be adjusted based on local region performance goals that are ultimately approved by the Commonwealth of Massachusetts:

The SSWIB anticipates that under year two of the RFP, WIOA program performance may be judged by the following six measures. We have yet to receive clarification on the definition of all measures and will supply that to Contractors as soon as policy has been established. The six measures are:

1. Placement in Employment, Training or Education- 2nd Quarter after exit
2. Retention in Employment, Training or Education-4th Quarter after exit
3. Median Earnings-2nd Quarter after exit
4. Credential Rate-recognized post secondary credential or secondary school diploma or its recognized equivalent during participation or within 1 year after exit
5. In-Program measurable Skills Gain
6. Effectiveness in Serving Employers

The SSWIB will only recognize an occupational certificate and credential approved and registered by the Commonwealth of Massachusetts. A list of approved programs may be found on: www.massworkforce.org. The revised definition of a certificate is:

Certificate: (TEGL 17-05): A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by Workforce Investment Boards are no longer recognized as an outcome.

The definition of a credential is:

Credential: (TEGL 17-05): Nationally recognized degree or certificate, or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees and certificates, state and locally recognized skill standards, and licensure or industry-recognized credentials.

Policy Considerations

- All WIOA funds and activities for youth must be coordinated with existing public and private resources and activities geared toward serving youth, i.e., school-to-career, private sector summer or year-round jobs, school-based programs, etc.
- Youth 18 years and older can also be considered as adults and served via the adult One-Stop delivery system.
- Educational services are to be coupled with employment activities that are most appropriate for the youth, (i.e., year-round part-time or full-time private sector employment or WIOA-funded work experiences in the summer and non-summer months).

IV. WHO MAY APPLY

Community-based organizations, public or private agencies, public school systems, youth correctional facilities, local school-to-career partnerships, governmental units, labor groups, private businesses and employers, faith-based organizations, community colleges, proprietary schools, and other qualified educational and training institutions who have **demonstrated successful performance in serving youth**.

Facilities providing services must be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

If applicants choose to partner with other organizations in the delivery of services, including the 14 WIOA Youth Program Elements, relationships must be formally established with the use of documentation such as a Memorandum of Understanding, Memorandum of Understanding or Letter of Agreement. This documentation will stipulate the types of services to be provided. If an applicant will subcontract services, documentation must be approved by the SSWIB, SCCDA and the Commonwealth of Massachusetts.

V. FUNDS AVAILABLE

In compliance with the federal Workforce Innovation and Opportunities Act, a minimum of 75% of total Youth training funds (across all WIOA-funded youth programs in a local region) must be allocated to serve Out-of-School Youth over the course of a fiscal year.

VI. PROPOSAL SUBMISSION, REVIEW and SELECTION

Bidders must refer to Proposal Checklist (**Attachment D**) of this RFP to ensure that the proposal is complete and meets minimum threshold requirements. Applicants are required to submit program proposals and budgets that reflect a two-year program.

NOTE: Proposals must be submitted according to the following guidelines:

Proposal without Budget Summary and Budget Pages	Original and six (6) copies in a sealed envelope
Budget Summary and Pages	Original and six (6) copies in a sealed envelope
Flash drive or cd of Proposal and Budget Summary and Budget Pages	One in a sealed envelope

Proposals will be rated according to a point system. The maximum total any proposal may receive is 100 points. Each part is awarded as follows:

1. Program Summary (0 points)
2. Program Design (30 points)
3. Outreach and Recruitment (20 points)
4. Ability to Achieve WIA Youth Program Outcomes (25 points)
5. Administration (15 points)
6. Program Operations (10 points)

Proposals that lack any of the above sections will be considered incomplete and returned without review.

Both the proposal and the price proposal should reflect program outcomes and costs respectively for the two-year period covering July 1, 2013 - June 30, 2015. Grants will be allotted for a one-year period, and extended for up to one additional year based on achievement of performance benchmarks and available funding.

Proposal submissions will be given an overall rating based on the points awarded. The overall scoring and rating categories break down as follows:

75-100 points	Highly Advantageous
50-74 points	Advantageous
20-49 points	Not Advantageous
Fewer than 20 points	Unacceptable

The final day for submission of questions is May 25, 2015 at 12:00 noon. An Intent to Bid Form (**Attachment C**) is requested but not required of all bidders.

Complete proposals are due on June 2, 2015 by 11:00 a.m. and must include the Application Cover Sheet (**Attachment E**). They should be delivered to:

Purchasing Department
City of Quincy
1305 Hancock Street
Quincy, MA 02169

Complete proposals received by the submission deadline and that meet minimum threshold requirements will be examined and scored by a team of reviewers from the SSWIB Youth Council. Their recommendations will be forwarded to the full Youth Council for approval. The Youth Council's recommendations will be forwarded to the SSWIB Executive Committee for final approval.

The Proposal and Budget Narrative Guidelines are listed on **Attachment F**. Detailed scoring criteria and proposal rating sheets are available on **Attachment G**. Bidders must provide complete past performance information on **Attachment H**. Verification of such information as provided may be conducted during the review process.

The SSWIB retains the right to review performance information submitted by applicants against records that have been generated from the MOSES or other data management systems utilized by SCCDA.

Final funding decisions will take into consideration the results of: Individual proposal scores; past performance as submitted as well as recorded through the Massachusetts One-Stop Employment System (MOSES) as well as other documentation; the demonstration of service integration through collaborations and partnerships; availability and access to services; clear and detailed descriptions of Academic, Career and Occupational Exploration, Job Search Skills, Work Readiness, Job Development and Job Placement; Placement into Post-Secondary Education or Training, and detailed description of each of the 14 WIA Program Elements.

Bidders whose proposals have been selected for funding will be notified promptly. Final award amounts and contract specifications will be established during contract negotiations with the SSWIB. The City of Quincy reserves the right to reject any or all proposals, to not fund any or all proposals, and/or to partially fund any or all proposals as submitted in response to this RFP. All proposals become the property of the City of Quincy.

VII. TYPE OF CONTRACT

Selected bidders will enter into a cost reimbursement contract. All contracts will be executed by the SCCDA on behalf of the SSWIB. Although the SCCDA makes every effort to reimburse invoiced contractor expenses on a monthly basis, the bidder must be financially capable of covering costs when necessary.

All contracts written with Contractors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc. The standard contract boilerplate is available for review at the SSWIB office.

VIII. PROGRAM DURATION

Selected bidders will be awarded a contract on or about July 1, 2015. Contracts are expected to run through June 30, 2017. Funding for the second year of the contract is contingent upon meeting performance benchmarks and the release of federal WIOA appropriations.

IX. AWARD OF CONTRACT

Award of any contract arising out of the RFP is contingent upon receipt of funds under WIOA and successful contract negotiations between the bidder and SSWIB. Expenses incurred by bidders in responding to this RFP shall in no way obligate the SSWIB to indemnify the bidder for such costs.

Roles and Responsibilities

The Career Center Youth Counselors (through the Quincy and Plymouth One-Stop Career Centers) and WIOA youth contractors must collaborate to ensure successful WIOA youth programs. Each has roles and responsibilities that ensure the implementation of successful youth programs.

Career Center Youth Counselors are responsible for determining eligibility for enrollment and ensuring that all necessary documentation is gathered. For youth that come to the Career Center seeking services, Youth Counselors initiate the WIOA Youth program application, perform objective assessment of educational and employment background and begin the Individual Service Strategy (ISS). They provide a general orientation to the Career Center and services available through the region. Additionally, Youth Counselors perform Massachusetts One Stop Employment System (MOSES) data entry.

Contractors are responsible for enrollee outreach and recruitment. For youth they recruit, they establish expectations of the training program, provide regular updates of the ISS, ensure provision of appropriate services to each program enrollee including the 14 WIOA Program Elements, case management, follow-up activities, submission of monthly reports and other data as requested.

Below are detailed descriptions of these roles and responsibilities:

Outreach and Recruitment: Contractors have primary responsibility for successfully outreaching and recruiting eligible youth for their programs.

Eligibility Determination: Eligibility determination and documentation is the responsibility of the Youth Counselor staff at the Quincy and Plymouth Career Centers. An applicant cannot be officially enrolled into a Contactor's program until notified, by a Career Center Youth Counselor, that the applicant is eligible for enrollment.

Initial Assessment: The Contractor will make an initial assessment of youth that they recruit. Youth Counselors will initially assess youth that come to the Career Center seeking services. Initial assessment includes collection of information regarding education background and employment history. It also includes the administration of an educational assessment instrument.

Follow-up Assessment: All youth who are Out-of-School and basic skills deficient will be tested to assess literacy/numeracy gains.

ISS Development: Contractors or Youth Counselors may initiate the creation of an ISS, however Contractors are responsible for its completion and update. It is developed jointly with each youth to meet their individual needs. Youth Counselors will provide a copy of the ISS to the Contractor for each youth that is accepted into a Contractor's program. The original ISS will reside with the Youth Counselor.

ISS Updates: Each ISS, as a service strategy, needs to be reviewed and updated by the Contractor on a regular basis, no less frequently than every 60 days. The ISS establishes a record of service activity and measures progress toward each enrollee's goals. The updates must reflect achievement and progress toward intended program outcomes, as well as demonstrate, over time, how the goal came to be achieved.

Case Management: Case management is the responsibility of the Contractor. Case management encompasses, but is not necessarily limited to: the ISS with updates, contact dates, progress notes, attendance records and ongoing program activities.

Follow-up Activities: Follow-up services are required under WIOA and must be performed by the Contractor. They are intended to enhance youth outcomes. All WIOA youth participants must receive some form of follow-up service directly from the WIOA Youth Contractor for a minimum of 12 months after exit from the WIOA program.

Monthly Reporting: Contractors must submit monthly reporting to their assigned Youth Counselor. Monthly reporting includes: case notes, narrative report and follow-up report.

Data Input into MOSES Database: The Youth Counselor is responsible for entering all necessary data into MOSES.

Reporting Requirements

Award of this grant will require the Contractor(s) to provide monthly status reports, outcome measurements, and bills for cost reimbursement. Additionally, the Contractor(s) agree to site monitoring visits. The following list identifies the necessary reporting documents (and schedule where appropriate) for submittal by the Contractor.

Type of Submission	Submission Recipient	Schedule
ISS Updates	Youth Counselor	Every 30-60 days
Pre and post-test scores	Youth Counselor	At enrollment and before end of year of service
Individual Case Notes	Youth Counselor	Monthly
Monthly Narrative Report	Youth Counselor and Youth Director	Monthly
Follow-up Report	Youth Counselor	Monthly
Goal Attainment Report	Youth Counselor	Education, training and employment outcomes as described under Common Measures Performance Goals on page 7 of RFP
Exit Form	Youth Counselor	Upon formal exit from program
Invoice of staff wages billed to the grant	SCCDA Fiscal Department	Weekly, biweekly or monthly as established with Contractor

Contractors also agree to participate in regular on-site visits by SCCDA and SSWIB staff. SSWIB staff will perform a formal program monitoring at least once per fiscal year.

The Contractor must be prepared to complete all additional forms and documents requested by the SCCDA and SSWIB in order to insure compliance with prescribed WIOA regulations and requirements of the Department of Labor, the Commonwealth Corporation, the Department of Career Services, the South Coastal Career Development Administration and the South Shore Workforce Investment Board.

Meeting Requirements

Contractors will be required to participate in a range of meetings and training sessions in order to maximize their capacity to achieve successful program outcomes. These meetings may include but not be limited to:

- General Orientation Meeting for WIOA Youth Contractors
- Contractor Meetings
- Commonwealth Corporation or SSWIB Training Sessions

X. Attachments

ATTACHMENT A

DETAILED DESCRIPTION OF the 14 WIOA YOUTH PROGRAM ELEMENTS

Below is a detailed description of each youth program element. **Note: It is required that all youth will be provided with follow-up case management services for one year after program completion, the level and intensity of which will be based on individual needs.**

1. Tutoring, study skills training and instruction: This element is designed to enhance the basic skills of eligible youth. Tutoring and/or study skills training shall be structured to ensure that participating youth achieve measurable gains in Test of Adult Basic Education (TABE) reading and math levels as well as completion of HiSET, high school diploma or occupational training.
2. Alternative secondary education: Participants may be referred to alternative educational opportunities that are designed to lead to a high school diploma or GED. Contractor will be required to document the service received and progress level of participants referred to any such activity.
3. Paid and unpaid work experiences: Work experiences are planned, structured learning experiences that take place in a work place for a fixed duration. Work experiences may include internships, pre-apprenticeship programs, job shadowing and on-the-job training and shall be designed to introduce youth to the world of work, provide opportunities for career exploration and provide opportunities for youth to develop occupational skills. They should be directly linked to academic and occupational learning. For any paid work experience with private, for-profit employers, youth wages must be paid by the employer. Youth wages for paid work experiences at non-profit or public employer worksites may be requested under this RFP and should be included in the "Other" Category of the budget.
4. Occupational skills training: Occupational training includes short-term employment focused, skills training leading to a certificate or credential related to the local labor market.
5. Comprehensive guidance and counseling: This element is meant to provide youth with support/counseling to positively impact each participant's retention in program activities and pursuit of goals established at program entry. Counseling activities under this element can include, but are not necessarily limited to, crisis intervention counseling, motivational counseling, career exploration, goal setting, and substance abuse counseling.
6. Leadership development: Program design may include the development of leadership competencies among participating youth. Developing leadership among youth can be achieved through numerous activities including, but not necessarily limited to, community and service learning projects, team-oriented activities, peer-centered activities, and work simulation projects.
7. Supportive services: This includes those services that address youth participants' barriers to achieving their program and career goals. Supportive services may be directly provided by the proposer or by partnerships with existing community resource providers. Supportive services may include, but are not necessarily limited to, assistance with transportation, assistance with child care costs, assistance with uniforms or other appropriate work attire, and referrals to community services.
8. Adult mentoring: This activity consists of a connection and referral to a volunteer adult mentor for the period of participation and a subsequent period for a total of not less than 12

months. The primary goal of adult mentors is to help participating youth overcome barriers and assist them in achieving their goals. Adult mentors help youth further develop their goals, motivate youth to keep them involved in self-improvement activities such as training and education programs, help youth understand the boundaries between acceptable and unacceptable behavior, assist youth in coping with inevitable frustrations and problems, and provide youth with positive reinforcement of their progress and achievements.

9. Follow-up services: These services must be extended for not less than 12 months after the completion of participation, as appropriate. They may include one or more of the following for a minimum of 12 months: leadership and supportive services, assistance with career development of further education, assistance with securing better paying jobs, work-related peer support groups, adult mentoring or tracking youth progress.
10. Financial Literacy: Provides an understand of topics such as managing money, understanding banking, using credit wisely and understanding taxes
11. Entrepreneurial Skills: Such as the Ability to Plan, Communication Skills, Marketing Skills, Basic Management Skills: Personal Effectiveness, Team Building and Leadership Skills
12. Services that provide labor market information: This element is meant to inform youth about the employment outlook of the region and educate them about in-demand and growth areas
13. Transition services: Activities that help youth prepare for and transition to post-secondary education and training
14. Training for a specific occupation or occupational cluster: Education offered concurrently with and in the same context as workforce preparation activities and training

ATTACHMENT B

WIOA PROGRAM ELIGIBILITY GUIDE

1. PARTICIPATION GUIDELINES

WIOA establishes separate criteria for Out-Of-School Youth and In-School Youth.

An Out-Of-School Youth is an individual who is:

1. Not attending any school (as defined under State law);
2. Not younger than 16 or older than 24 at the time of enrollment; and
3. Meets one or more of the following conditions:
 - a. School Dropout;
 - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar is based on how a local school district defines its school year quarters;
 - c. Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
 - d. Subject to the juvenile or adult justice system;
 - e. A homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child or eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - f. Pregnant or parenting;
 - g. An individual with a disability;
 - h. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

In-School Youth is an individual who is:

4. Attending school (as defined by state law)
5. Not younger than 14 (unless an individual with a disability who is attending school under state law) or older than 21 at the time of enrollment;
6. Low-income; and
7. Meets one or more of the following conditions:
 - a. Basic Skills Deficient
 - b. English Language Learner
 - c. An Offender
 - d. Homeless, a runaway, in foster care or has aged out of foster care system
 - e. Pregnant or parenting
 - f. Disabled
 - g. Requires additional assistance to enter or complete an educational program or to secure hold employment.

Other Eligibility Requirements:

Youth must also be:

- a. A resident of South Shore Workforce Investment Board area. This area is made up of the following cities and towns: Braintree, Carver, Cohasset, Duxbury, Halifax, Hanover, Hingham, Holbrook, Hull, Kingston, Marshfield, Middleborough, Milton, Norwell, Pembroke, Plymouth, Plympton, Quincy, Randolph, Rockland, Scituate, Weymouth.

- b. A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States.
- c. In compliance with the Military Selective Service Act. (This applies to males 18 or older who were born on or after December 31, 1959).

2. LOW-INCOME GUIDELINES

2a. 70% of the Federal Lower Living Standard Income Level for 2014 (awaiting updated policy)

FAMILY SIZE	ANNUALIZED
1	\$11,770.00
2	\$18,435.00
3	\$25,312.00
4	\$31,241.00
5	\$36,869.00
6	\$40,711.00
After 6, add in increments:	\$6,245.00

2b. Included and Excluded Income

Included Income	Excluded Income
• Gross wages and salaries (before deductions)	• Public assistance payments (AFDC, GR, SSI, VET'S AID)
• Pensions	• Unemployment
• Alimony	• Child Support
• Net rent received (1/2 gross)	• Supplemental Security Income (From Social Security)
• Interests and Dividends	• Survivors Benefits
• Workmen's Compensation	
• Training Stipends	
• Disability Payments	
• One Time Unearned Income (ex: sale of house, lottery)	
• Social Security Disability	
• Social Security Retirement	

3. DEFINITIONS

3a. LOW-INCOME YOUTH:

- i. receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program; or is eligible for the school free/reduced lunch program
- ii. receives an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefit received under

section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of:

- a. the poverty line, for an equivalent period; or
- b. 70 percent of the lower living standard income level, for an equivalent period;
- iii. is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to month period prior to application for the program involved to be eligible to receive) food stamps, pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- iv. qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- v. is a foster child on behalf of whom State or local government payments are made; or
- vi. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.
- vii. Lives in a high poverty area (waiting on definition)

Note:

- Up to **five percent (5%)** of youth participants served by youth programs in a local area may be individuals who do not meet the minimum income criterion for eligible youth, provided that they are within one or more of the following categories:

Covered Individuals	<ol style="list-style-type: none"> 1. In-School Youth 2. Out-of –School Youth who meet one of the following conditions: <ul style="list-style-type: none"> • Recipient of a secondary school diploma or its recognized equivalent who is a low-income and basic skills deficient or an English language learner • Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment
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3b. FAMILY - Two or more persons related by blood, marriage, or decree by court who are living in a single residence, and are included in one or more of the following categories:

- (i) A husband, wife and dependent children.
- (ii) A parent or guardian and dependent children.
- (iii) A husband and wife.

Youth who are Foster Children, Homeless or have a Disability, can be considered a family of one for income-eligibility purposes. The youth's own income (if any) must be documented.

3c. DISABILITY - As defined by the Americans with Disabilities Act, a person is considered to have a disability if he or she fits within any one of these three categories:

- (i) has a physical or mental impairment that substantially limits one or more major life activities;
("Major life activities" includes caring for oneself, performing manual tasks, walking, seeing, hearing, sitting, speaking, breathing, learning, working, and participating in community activities. It also includes such things as cognitive skills and the capacities to remember and reason).
- (ii) has a record of impairment; or,
- (iii) is regarded as having an impairment.

3d. FOSTER CHILD - any youth under the age of eighteen (18) who is placed in substitute care under the legal responsibility of the Massachusetts Department of Social Services (DSS). The term "substitute care" means the provision of planned, temporary twenty-four hour a day care when the parent or principal caretaker is unable or unavailable to provide care on a daily basis. "Substitute Care" encompasses the provision of foster care, community residential care and supervised independent living. This definition of foster child may include children who are:

- (i) Receiving services from the Massachusetts DSS pursuant to a voluntary placement agreement; or
- (ii) Placed in the custody of the Massachusetts DSS through a court order (including a court order arising and of a Child in Need of Services (CHINS) petition) or through an adoption surrender.

3e. HOMELESS - Pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either:

- (i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill),
- (ii) an institution that provides a temporary residence for individuals intended to be institutionalized, or
- (iii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings.

3f. BASIC SKILLS DEFICIENT, BASIC LITERACY SKILLS DEFICIENT - an individual youth or adult who computes or solves problems, reads, writes, or speaks English:

- (i) below their age appropriate grade level (if less than ninth grade age), or
- (ii) at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- (iii) is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the family or in society.

Note: Failure to pass the 10th grade MCAS exam could be considered as meeting this criteria.

3g. SCHOOL DROPOUT - an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a school dropout.

- 3h. **RUNAWAY YOUTH** - pursuant to the Runaway and Homeless Youth Act, an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.
- 3i. **PREGNANT/PARENTING YOUTH** - a youth who is pregnant or providing custodial care for one or more dependents under age 18.
- 3j. **OFFENDER** - any adult or juvenile who has been subject to any stage of criminal justice process for whom services under WIOA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- 3k. **REQUIRES ADDITIONAL ASSISTANCE** - The definition of a youth that requires additional assistance is locally defined. In the SSWIB region these barriers are:
 - (i) Youth who failed the MCAS the last time it was administered.
 - (ii) Youth who are one or more grade levels below appropriate grade level.
 - (iii) Youth who have been identified as having a disability, including a learning disability.
 - (iv) Youth who have been identified as truant or as having a significant school attendance problem based on local school system standards or law enforcement referral.
 - (v) Youth who require English as a Second Language instruction.
 - (vi) Youth who reside in a single parent household.
 - (vii) Youth whose parent(s) were employed for less than 6 months total in the last year.

ATTACHMENT C

INTENT TO BID FORM

We respectfully request a Letter of Intent be sent by email to Kevin Madden at kv@madden.com by May 20, 2015.

ATTACHMENT D

PROPOSAL CHECKLIST

Original and six (6) copies of the grant proposal in a sealed envelope, original and six (6) copies of the budget summary and pages in a separate, sealed envelope, and one (1) flash drive or cd in a separate, sealed envelope, are due at the Purchasing Office, City of Quincy, 1305 Hancock Street, Quincy, MA 02169 no later than 11:00 a.m. June 1, 2015. E-mails and faxes will not be accepted. Late proposals will be rejected.

Proposed package MUST include:

- Proposal Application Cover Sheet (**Attachment E**)
- Proposal Narrative, including each of the following areas (**Attachment F**)
 - Program Summary
 - Program Design (must include 14 WIOA Youth Program Elements Grid)
 - Outreach and Recruitment
 - Ability to Achieve WIOA Youth Program Outcomes
 - Administration
 - Program Operations
- Budget Narrative including the following:
 - Budget Summary Form (**Attachment M**)
 - Budget forms w/separate line item budget for subcontracted services, if appropriate
- Past Performance Worksheet (**Attachment H**)
- Job Descriptions for all program staff serving WIOA-funded youth including number of staff in a position and the number of hours per week worked by each staff person
- Organizational Chart(s) for the lead agency
- Certification Regarding Debarment (**Attachment I**)
- Certification Regarding Lobbying (**Attachment J**)
- Certificate of Non-Collusion (**Attachment K**)
- Tax Compliance Certificate (**Attachment L**)
- Most recent audit*
- Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), Letters of Agreement or other written documentation stating each partner's role and responsibility must state the relationship between the partner organizations. Note: Formal documentation of these relationships is required prior to signing a contract.

I certify that the above requirements are met.

Printed Name

Authorized Signature

Date

** Public Charities need to submit their latest annual Form PC and any accompanying financial statements required by G.L. c. 12, sec. 8F, filed with the public charities division of the Attorney General's office. If your accountant has not filed the Form PC with the AG's office, please file your last tax return with your response.*

DO NOT WRITE IN SPACE BELOW - FOR USE BY SSWIB STAFF

This proposal _____ meets _____ does not meet minimum threshold requirements.

Staff Comments:

Authorized Staff Signature

Date

**ATTACHMENT E
APPLICATION COVER SHEET**

Name of Organization: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Contact Person: _____

Phone: _____ E-mail: _____

Name of Chief Executive Officer:

Organization type:

- | | | |
|---|---|---|
| <input type="checkbox"/> Community Based Organization | <input type="checkbox"/> Private Non-Profit | <input type="checkbox"/> Faith Based Organization |
| <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Private For-Profit | <input type="checkbox"/> Minority Owned Business |
| <input type="checkbox"/> Labor | <input type="checkbox"/> Other (Indicate) _____ | |

Accessible to Persons With Disabilities: YES NO

List Cities and Towns to be Served:

APPLICANT CERTIFIES THAT:

To the best of my knowledge and belief, data in this application are true and correct, this document has been duly authorized by the governing body of the applicant, and the applicant will comply with all applicable rules and regulations if this proposal is approved for contract.

Certifying Representative

Typed Name and Title

Signature

Date

ATTACHMENT F

PROPOSAL AND BUDGET NARRATIVE GUIDELINES

Each section below should be addressed in the detail necessary to provide reviewers with sufficient information to score your proposal. **Sections 1-6** should be brief and completely presented. The narrative section must be **limited to no more than ten (10) pages** of single-sided, single spaced, typewritten material **using Times New Roman typeface no smaller than 12 pt. or Arial no smaller than 10 pt. with one inch margins**. You may choose to give more space to one part than to another. **Please be sure to number all pages.**

Section 1: PROGRAM SUMMARY

Summarize the overall design of your program. Highlight the strengths of your proposal and how it will contribute to the overall goals of serving youth who are WIOA eligible. You have a maximum one (1) page to do so. Use a schematic drawing to clearly illustrate the processes involved in your program from recruitment to service provision to post-placement follow-up. Be certain to show integration. Please note how exactly 20% of your budget will be used to support youth employment experiences.

Section 2: PROGRAM DESIGN

A. In your program summary, please include a formal Statement of Work. Your statement of work must include the following information:

- The dates of your program
- How many youth you will serve in total
- The city or town that you will focus on serving
- The number of youth targeted for successful completions of the program's objectives (minimum number should reflect desired Performance Outcomes listed on page 7 of this RFP)
- The names and providers of each of the 14 WIOA Youth Program Elements

B. 14 WIOA Youth Program Elements Grid: Next to each WIOA program element listed below, please note which elements will be provided by your organization and which elements will be provided by a partner organization. Please describe the service to be provided.

For services being provided by a partner organization, you must include documentation of partnership (Memorandum of Agreement, Memorandum of Understanding, Letter of Agreement, Letter of Cooperation, et. al.). If documentation is informal, formal documentation as noted above will be required at the time of contract signature.

WIOA Youth Program Element	Provider Organization and description of services to be provided
Tutoring, study skills training and instruction	
Alternative secondary education	
Paid and unpaid work experiences	
Occupational skills Training	
Comprehensive guidance and counseling	
Leadership development	
Supportive services	
Adult mentoring	
Follow-up services	Insert name of your organization
Financial literacy	
Entrepreneurial skills	
Labor market information	
Transition services	
Education contextualized with occupational training	

C. Outline a typical plan of service for the program you are submitting. Please include:

- The kinds of activities that would be provided on a weekly basis during the year and by whom.
- The number of hours youth would participate in each activity you propose.
- The total number of contact hours you would have with a youth on a weekly basis.

Note: A schedule of events/activities can be submitted as an attachment to your proposal.

D. Describe how program activities will result in desired outcomes that are appropriate and challenging for the type of youth you are serving, In-School or Out-of-School youth.

Please include a statement addressing:

- a) program sustainability after the grant period
- b) design impact if the proposal is funded for less than the full amount requested.

Section 3: OUTREACH AND RECRUITMENT

Your organization is to conduct system-wide outreach and recruitment activities. These activities may be augmented by the One-Stop system. Describe your organization's planned strategies to recruit youth to participate in your planned program and what agencies you will coordinate with. Be specific regarding how and what methods you will use to reach out to youth who have dropped out of school, youth who are still in school, and / or your planned coordination efforts and connections with school departments.

Describe the planned number and / or percentage of youth that will be served from various cities and towns.

As with partners in the provision of the 14 WIOA Youth Program Elements, include in your proposals Memorandums of Agreement, Memorandums of Understanding, Letters of Agreement or Letters of Cooperation between your organization and all other youth service providers, referral/recruitment sources, etc. These letters must state the level of responsibility and the coordination to be provided by each group. If documentation is informal, formal documentation will be required at the time of contract signature.

Include in your proposal an outreach and recruitment schedule. This schedule must take into account the time necessary to distribute, complete, and collect all forms necessary for the Youth Counselor of the local career center (Plymouth & Quincy) to certify eligibility of the applicant in compliance with regulations and guidelines under the Workforce Innovation and Opportunities Act (WIOA). **The costs of services provided to any individuals not certified prior to their enrollment in the program will be disallowed and will not be honored for payment.**

The proposal outreach recruitment schedule will be subject to negotiation and a final agreed upon schedule will be included in the Contract for services and will be monitored for compliance. Non-performance in relation to this schedule will trigger corrective action. Failure to correct by the Contractor will trigger the initiation of the full range of sanctions available to the granting agency within the contract up to and including termination.

Section 4: ABILITY TO ACHIEVE WIOA YOUTH PROGRAM OUTCOMES

Describe the organization's past experience in serving In-School and / or Out-of-School youth, especially low-income at-risk youth as described in this RFP. **(Attachment H.)** Be specific about your organization's: Past experience in outreaching and serving youth who meet the eligibility criteria, prior experience in operating employment and training and educational programs and prior coordination and linkages with community organizations, state agencies, and employers to provide such services.

Additional documentation may be attached to provide further explanation of past experience in providing youth services to the youth targeted in this RFP.

Section 5: ADMINISTRATION

- Describe your organization's systems for managing information and finances.
- Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory, reporting and contractual requirements.
- Please attach an organizational chart of your organization. If partner organization organizational charts are available, please include them.
- Attach detailed Job descriptions for all positions relating to the expenditure of WIOA funds and services provided to youth. For direct service positions funded through WIOA, please include the anticipated work schedule including number of hours to be worked per week for how many weeks.
- Include your organization's most recent financial audit.

Note: Attachments are not considered part of the 10-page limit for purposes of this narrative.)

If you propose to coordinate services with one or more other organizations or to sub-contract any services to another organization, describe what services will be provided and by whom, how you will manage and oversee those services, and how accountability will be ensured.

Section 6: PROGRAM OPERATIONS

Facilities providing services should be in full compliance of American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1974 as well as other applicable federal and state laws. Describe the facilities to be used for activities and services and include location, and how you will partner with other service providers as well as the cost-effectiveness of your program proposal.

Section 7: BUDGET NARRATIVE (Not considered part of the 10-page narrative limit)

This should include your Budget Summary Sheet (Attachment M) as well as Budget Pages 1-5 as noted on pages 38-43 of the RFP. The Budget Summary Sheet details each of your budget line items and costs as detailed in Budget Pages 1-8. Subcontracted funds must be detailed. Mileage for travel is to be calculated at your agency's rate.

ATTACHMENT G

YOUTH PROPOSAL RATING SHEETS

Request for Proposal for: WIOA Youth Services

Name of Contractor and Program: _____

Name of Scorer: _____ **Signature:** _____ **Date:** _____

Youth proposals will be given an overall rating based on the points awarded. The overall scoring and rating categories break down as follows:

75-100 points	Highly Advantageous
50-74 points	Advantageous
20-49 points	Not Advantageous
Fewer than 20 points	Unacceptable

Note: Only proposals with an overall rating of Highly Advantageous or Advantageous will be considered for funding. Proposals receiving a rating of Not Advantageous or Unacceptable will not be considered.

Scoring Areas	Points	Score	Comments
1. Program Summary <ul style="list-style-type: none"> • Summarizes the unique nature of the proposed program and how it will achieve its anticipated outcomes. Includes schematic illustrating processes from recruitment through follow-up. 	0		
2. Program Design <ul style="list-style-type: none"> • Statement of Work including: <ul style="list-style-type: none"> • The dates of your program. • How many youth you will serve in total. • The city(ies) and/or or town(s) that you will focus on serving and the reason for targeting these locations. • A table identifying the names and providers of each of the 14 WIOA Youth Program Elements as detailed in Attachment F. • Details of the types of services that will be available for each element. • Description of the types of activities to be provided, an estimate of the number of hours spent with youth on a weekly basis in group and individual settings schedule of events / activities. 	30		

<ul style="list-style-type: none"> • Details of how Academic, Career and Occupational Exploration, Job Search and Work Readiness and Placement into Post-Secondary Education or Training services will be provided. • Description of case management and follow-up services that are comprehensive and well thought-out. 			
<p>3. Outreach/Recruitment</p> <ul style="list-style-type: none"> • Describes planned strategies and methods to recruit youth. • States percentage of youth that will be served from various cities and towns. • Describes where youth are to be found and the recruitment methods to be used. • Identifies the agencies with which outreach services will be coordinated. • Describes strategy for identifying youth who are most at need and most able to benefit from program services • Includes outreach and recruitment schedule. 	20		
<p>4. Ability to Achieve WIOA Youth Program Outcomes</p> <ul style="list-style-type: none"> • Demonstrates past success(es) with similar population and / or program. • Demonstrates prior experience in operating employment and training as well as educational programs. • Demonstrates past coordination and linkages with community organizations, state agencies and employers to provide these services. • Describes method(s) / strategies for providing services in attainment of: <ul style="list-style-type: none"> • Academic skills resulting in achievement of high school diploma or GED • Career and occupational exploration outcomes • Job search and work readiness skills • Provides job development and job placement services related to participant interests and skills • Matches students to post-secondary training and education 	25		
<p>5. Administration</p> <ul style="list-style-type: none"> • Clearly identifies the staff that will manage and support the program by: <ul style="list-style-type: none"> • Job description • Number of hours per week 	15		

dedicated to this grant <ul style="list-style-type: none"> • How many staff are performing each function • Includes resumes of individuals who will be working in the program • Demonstrates that staff have adequate qualifications • Includes organizational charts of partner organizations • Includes most recent audit • Demonstrates MIS, fiscal and administrative capacities to sufficiently operate program. • Includes letters of cooperation with such youth service providers, recruitment sources, etc. 			
6. Program Operations <ul style="list-style-type: none"> • Describes utilization or coordination with other organizations. • Includes MOUs, MOAs, and et.al. with youth service providers of the 10 WIA Youth Program Elements. • Demonstrates cost-effectiveness of program proposal. • Facilities are ADA compliant. 	10		
Proposal Total (Maximum)	100		

Reviewer Initials and Date: _____

ATTACHMENT H

PAST PERFORMANCE WORKSHEET

Bidder Name: _____

Note: Complete and submit Section a **OR** Section b based on the population you plan to serve in this proposal. ***If there is additional information that you would like to share regarding the performance of current or past programs, please add written comments at the bottom of this form or attach a sheet with these comments. Be sure to title attached sheets "Attachment H Comments."***

a. Past Performance for In-School Youth: (For FY 2015 provide your year-to-date-data)

	FY 2014	FY 2015
1. Enrollments (Total # of participants served)		
2. Entered Employments		
3. Entered Post-Secondary Education/Training or Military		
4. Total Positive Outcomes (2 + 3)		
5. Total # of diplomas		

b. Past Performance for Out-of-School Youth (For FY 2012 provide your year-to-date data)

	FY 2014	FY 2015
1. Enrollments (Total # of participants served)		
2. Entered Employments		
3. Entered Post-Secondary Education/Training or Military		
4. Total Positive Outcomes (2 + 3)		
5. Total # of GED's or diplomas		

a. Above performance history is based on training low income youth in a WIA-funded program:

_____ YES _____ NO If not, identify training population.

b. In brief, describe the type of program(s) for which you have a history as a provider, using the space below. (Use back of this sheet or typewritten attachment if necessary.)

c. For new programs, with no related performance history, please explain why you would be an effective provider of services, using the space below. (Use back of this sheet or typewritten attachment if necessary.)

Comments: _____

ATTACHMENT I (page 1 of 2)

**CERTIFICATION REGARDING DEBARMENT
SUSPENSION, INELIGIBILITY, AND VOLUNTARY
EXCLUSION: LOWER TIER COVERED TRANSACTIONS**

- (1) By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal Assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- (3) The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier," "principal," "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective recipient of Federal Assistance funds agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- (6) The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement and Non-procurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary of business dealings.
- (9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT
SUSPENSION, INELIGIBILITY, AND VOLUNTARY
EXCLUSION: LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 1254, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

Before completing Certificate, read attached instructions which are an integral part of the Certification.

- (1) The prospective recipient of Federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal debarment agency.
- (2) Where the prospective recipient of Federal Assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grantee/Contractor Organization Program/Title

Typed / Printed Name and Title of Authorized Signatory

Signature

Date

ATTACHMENT J

CERTIFICATION REGARDING LOBBYING

The undersigned certifies to the best of his/her knowledge and belief that:

- (1) No South Shore Workforce Investment Board (SSWIB) funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an employee or member of Congress, or any Massachusetts Elected Official, or SSWIB Board Member in connection with the awarding of any SSWIB contract, the making of any SSWIB grant or the making of any Federal or State loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, State or SSWIB contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal or SSWIB appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, Massachusetts Elected official, or an officer or employee of Congress, an employee of a member of Congress or a Massachusetts Elected Official in connection with this SSWIB contract or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL “Disclosure Form to Report Lobbying” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all* sub awards at all tiers (including subcontracts, sub grants, and subcontracts under grants, loans, and cooperative agreements) and that all* sub recipients shall certify and disclose accordingly.

This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, M.S. Code (for sections pertaining to Congress or its employees). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and for not more than \$100,000 for each failure (again, pertaining to Congress and its employees). For the remainder of those mentioned (Commonwealth and local elected officials, WIB Boards), where applicable, state and local statute shall be used to determine appropriate provisions for penalties.

* In these instances, “all” in the Final Rule is expected to be clarified to show that it applies to covered contract transactions over \$100,000 (per OMB).

Contractor Organization

Name and Title of Authorized Signatory

Date

ATTACHMENT K

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity or group of individuals.

Printed name of person signing bid or proposal

Signature

Name of Business

Date

ATTACHMENT L

TAX COMPLIANCE CERTIFICATE

Mass. General Laws, Ch. 62C, §: 49A (b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

Contractor's Name

Contractor's Signature

Social Security Number

(2) Corporation, Association
or Partnership

Contractor's Name

Federal Tax ID Number or Social Security Number

Authorized Signature

Date

(Note to Contractor: Please sign at (1) or (2), whichever applies.)

ATTACHMENT M

BUDGET SUMMARY SHEET

Please complete this summary sheet with the amounts that are reflected on the following Budget Forms, 1-5.

01	Salaries/Wages	
02	Fringe	
03	Travel	
04	Facilities: Rent	
05	Facilities: Utilities	
06	Office Expenses	
07	Equipment	
08	Supplies	
09	Participant: Wages	
10	Participant: Fringes	
11	Contractual Services	
12	Other	
	TOTAL	

BUDGET FORMS (page 3 of 5)

Contractor: _____

Fiscal Years: 2016 and 2017

6. OFFICE EXPENSES

Item	Is Cost Pro Rated	Cost Per Month	# of Months	Amount
TOTAL:				

7. EQUIPMENT

# of Items	Detailed Description of Items	Is Cost Pro Rated	Unit Cost	Rent Per Month	# of Months	Amount
TOTAL:						

8. SUPPLIES

Item	Is Cost Pro Rated	Cost Per Month	# of Months	Amount
TOTAL:				

