



## 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 12, 2013 @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 Investment Act (WIA). The purpose of this Request for Proposals (RFP) is to fund effective proposals to serve the WIA-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](http://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 <sup>AM</sup> and 4:30 <sup>PM</sup> for a non-refundable printing charge of \$25.00

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

**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, 2013 to June 30, 2015***

**Workforce Investment Act Title I Youth,  
U.S. Department of Labor**

**Issue Date:** May 29, 2013

**Proposal Due Date:** June 12, 2013 at 11:00 AM

**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  
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 WIA In-School and Out-of-School Youth Programs**

**FY 2014 and FY 2015**

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**I. PROCUREMENT CALENDAR**

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
RFP Release Date	5/29/13	N/A
Posting Dates	5/29/13- 6/12/13	N/A
Last Day for Questions	6/07/13	12:00 p.m.
Complete Proposals Due	<b>6/12/13</b>	<b>11:00 a.m.</b>
Proposal Review Period / Contract Negotiations	6/13/13 – 6/19/13	N/A
Youth Council Vote on Review Team / Recommendations	6/20/13	N/A
SSWIB Approval	6/28/13	N/A
Contract Start Date	7/1/2013	N/A

**All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [kimtrillcott@quincyma.gov](mailto:kimtrillcott@quincyma.gov) and will be accepted until 6/9/13 @ 12:00 p.m.**

## II. INTRODUCTION

The federal Workforce Investment Act (WIA) of 1998 funds a comprehensive range of workforce development activities through statewide and local organizations. These activities are available to a wide audience of employers and job seekers, including at-risk youth. Funding for youth programs is allotted through WIA Title I 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 (see **Attachment A**). The Title I WIA Administrator for the South Shore Workforce Investment Area is the South Coastal Career Development Administration (SCCDA). RFP procurement and program oversight of Title I 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 Vendors to provide workforce development activities for low-income youth, funded through the provisions of WIA. The purpose of this Request for Proposals (RFP) is to fund effective proposals to serve WIA-eligible 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.

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

### *Program Guidelines*

The overarching goal of WIA Youth programs is to provide at-risk youth between the ages of 14 and 21 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 Vendor'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 Vendor's program design:

<b>Component</b>	<b>Description of Component</b>
Academic	Achievement of a high school diploma or GED, as well as post-secondary education or training
Career and Occupational Exploration	Self-assessment of interests, skills, etc. to identify areas of job as well as career interest. Might also include field trips, job shadowing, etc.
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 vendors are strongly encouraged to leverage existing relationships or build new relationships with community agencies/programs, in order to ensure access to all 10 WIA 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 WIA 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 WIA programs recognize the need to provide access to comprehensive services and long-term support. The 10 WIA Youth Program Elements reflect these types of services and support, and are a critical component of a WIA Youth grant application. In considering the 10 WIA Youth Program Elements, vendors 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 WIA Law, Section 129 (c) (e) lists these 10 Program Elements, which are also listed directly below:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school and including dropout prevention strategies;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities that are directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including internships and job shadowing, as appropriate;
5. Occupational skills training, as appropriate;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, 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 (Must be performed directly by the Vendor); and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

**Attachment A** provides a detailed description of each of the 10 WIA Youth Program Elements. Not all program enrollees need access to and provision of all 10 elements. However, potential Vendors must ensure and document that their program makes available or provides access to all 10 program elements. Proposers shall list and describe how each of the elements will be provided by their organization or a partner using the 10 WIA Youth Program Elements grid listed in **Attachment F**.

**WIA Definitions**

As of July 1, 2011 (FY12), the Commonwealth of Massachusetts will be measuring performance through Common Measures. Common Measures supersede the performance measures that were previously in place. In Common Measures, there is no longer a distinction between Younger and Older Youth. However the follow definitions of In-School and Out-of-School youth still stand:

***In-School Youth:***

A youth who has not attained a high school diploma or equivalent and is attending school on a full-time basis. A youth attending an alternative school is considered an in-school youth.

***Out-of-School Youth:***

A youth who is a dropout or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed.

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

**Performance Outcomes**

WIA 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. As of July 1, 2011, the Commonwealth of Massachusetts requires WIA Youth program providers to meet Common Measures performance goals. Unlike performance goals from past years, Common Measures eliminate the difference between Older and Younger youth. Instead, performance goals will be based on achievement of the goals listed below, which align with In-School and Out-of-School youth.

**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	72%
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 <sup>rd</sup> quarter after the exit quarter	64%
Literacy/Numeracy Gain	Out-of-School AND basic skills deficient at time of enrollment	An increase of one or more educational functioning levels (EFL)	25%

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

Effective July 1, 2006, WIA 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](http://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 WIA 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 WIA-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 10 WIA 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 Investment Act, a minimum of 30% of total Youth training funds (across all WIA-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 June 7, 2013 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 12, 2013 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 WIA Title I 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 10 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 SSWIB 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 Vendors 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.

**The City of Quincy Acting on Behalf of the**

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**FY 2014 and FY 2015**

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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 (Must be performed directly by the Vendor); and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

**Attachment A** provides a detailed description of each of the 10 WIA Youth Program Elements. Not all program enrollees need access to and provision of all 10 elements. However, potential Vendors must ensure and document that their program makes available or provides access to all 10 program elements. Proposers shall list and describe how each of the elements will be provided by their organization or a partner using the 10 WIA Youth Program Elements grid listed in **Attachment F**.

**WIA Definitions**

As of July 1, 2011 (FY12), the Commonwealth of Massachusetts will be measuring performance through Common Measures. Common Measures supersede the performance measures that were previously in place. In Common Measures, there is no longer a distinction between Younger and Older Youth. However the follow definitions of In-School and Out-of-School youth still stand:

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**Out-of-School Youth:**

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

**Performance Outcomes**

WIA 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. As of July 1, 2011, the Commonwealth of Massachusetts requires WIA Youth program providers to meet Common Measures performance goals. Unlike performance goals from past years, Common Measures eliminate the difference between Older and Younger youth. Instead, performance goals will be based on achievement of the goals listed below, which align with In-School and Out-of-School youth.

**Common Measures**

<b>Performance Outcome</b>	<b>Who is Included</b>	<b>Positive Outcome</b>	<b>Performance Goals*</b>
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	72%
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 <sup>rd</sup> quarter after the exit quarter	64%
Literacy/Numeracy Gain	Out-of-School AND basic skills deficient at time of enrollment	An increase of one or more educational functioning levels (EFL)	25%

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

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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 WIA 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 WIA-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 10 WIA 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 Investment Act, a minimum of 30% of total Youth training funds (across all WIA-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 June 7, 2013 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 12, 2013 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 WIA Title I 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 10 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 SSWIB 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 Vendors 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, 2013. Contracts are expected to run through June 30, 2015. Funding for the second year of the contract is contingent upon meeting performance benchmarks and the release of federal WIA appropriations.

## IX. AWARD OF CONTRACT

Award of any contract arising out of the RFP is contingent upon receipt of funds under WIA 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 WIA youth Vendors must collaborate to ensure successful WIA youth programs. However, 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 WIA 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.

**Vendors** 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 10 WIA 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: Vendors 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 Vendor's program until notified, by a Career Center Youth Counselor, that the applicant is eligible for enrollment.

Initial Assessment: The Vendor 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: Vendors or Youth Counselors may initiate the creation of an ISS, however Vendors 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 Vendor for each youth that is accepted into a Vendor'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 Vendor 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 Vendor. 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 WIA and must be performed by the Vendor. They are intended to enhance youth outcomes. All WIA youth participants must receive some form of follow-up service directly from the WIA Youth Vendor for a minimum of 12 months after exit from the WIA program.

Monthly Reporting: Vendors 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 Vendor(s) to provide monthly status reports, outcome measurements, and bills for cost reimbursement. Additionally, the Vendor(s) agree to site monitoring visits. The following list identifies the necessary reporting documents (and schedule where appropriate) for submittal by the Vendor:

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 Vendor

Vendors 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 Vendor must be prepared to complete all additional forms and documents requested by the SCCDA and SSWIB in order to insure compliance with prescribed WIA 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***

Vendors 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 WIA Youth Vendors
- Vendor Meetings
- Commonwealth Corporation or SSWIB Training Sessions

## X. Attachments

## ATTACHMENT A

### DETAILED DESCRIPTION OF the 10 WIA 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.**

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 GED, high school diploma or occupational training.

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.

Summer employment opportunities linked to academic and occupational learning: This represents work experience opportunities provided in the summer that provide quality work and learning opportunities, governed by a Work-Based Learning Plan that underscores skills that the youth are learning while they are working. This work experience shall be provided in conjunction with an academic remediation component.

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 and job shadowing 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.

Occupational skills training: Occupational training includes short-term employment focused, skills training leading to a certificate or credential related to the local labor market.

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.

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.

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.

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.

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.

## ATTACHMENT B

### WIA PROGRAM ELIGIBILITY GUIDE

*(NOTE: All information must be documented)*

#### 1. PARTICIPATION GUIDELINES

In order to participate, individuals must be **all** of the following:

- a. Age 14 through 21 years
- b. 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.
- c. Low-income (see section 2 below for low-income guidelines).
- d. 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.
- e. In compliance with the Military Selective Service Act. (This applies to males 18 or older who were born on or after December 31, 1959).
- f. Is one or more of the following (see section 3 below for detailed definitions):
  - i) Deficient in basic literacy skills.
  - ii) A school dropout.
  - iii) Homeless, a runaway, or a foster child.
  - iv) Pregnant or a parent.
  - v) An offender.
  - vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

The South Shore Workforce Investment Board requires that additional assistance be offered under vi, to youth who do not qualify under parts i-v of (f). These youth face social, emotional and financial barriers that negatively impact their academic performance. These barriers are:

- 1) Youth who failed the MCAS the last time it was administered.
- 2) Youth who is one or more grade levels below appropriate grade level.
- 3) Youth who has been identified as having a disability, including a learning disability.
- 4) Youth who has been identified as truant or as having a significant school attendance problem based on local school system standards or law enforcement referral.
- 5) Youth who requires English as a Second Language instruction.
- 6) Youth who resides in a single parent household.
- 7) Youth whose parent(s) were employed for less than 6 months total in the last year.

## 2. LOW-INCOME GUIDELINES

These guidelines are based on combination of the Federal Poverty Level (family of 1 only) and 70% of the Federal Lower Living Standard, updated March 22, 2011.

FAMILY SIZE	6 MONTH	ANNUALIZED
1	\$ 5,445.00	\$10,890.00
2	\$ 8,703.50.	\$17,407.00
3	\$11,950.50	\$23,901.00
4	\$14,749.50	\$29,499.00
5	\$17,407.00	\$34,814.00
6	\$20,335.50	\$40,711.00
After 6, add in increments:	\$ 2,948.50	\$ 5,897.00

### 2a. 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;
- 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.

**Notes:**

- The school lunch list may **not** be used as a substitute for income eligibility to determine who is eligible for services under the Act.
- Up to **five percent (5%)** of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:
  - School dropout (for the Out-of-School youth programs);
  - Basic skills deficient
  - Are one or more grade levels below the grade level appropriate to the individual's age;
  - Pregnant or parenting
  - Possess one or more disabilities, including learning disabilities
  - Homeless
  - Runaway
  - Offender
  - Face serious barriers to employment.

**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 out 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:

- below their age appropriate grade level (if less than ninth grade age), or
- at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- 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 10<sup>th</sup> 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 WIA 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** - to complete an educational program, or to secure and hold employment (the sixth barrier). The definition of a youth that requires additional assistance is locally defined.

**ATTACHMENT C**  
**INTENT TO BID FORM**

We respectfully request a Letter of Intent be sent my email to Kevin Madden at [kmadden@detma.org](mailto:kmadden@detma.org) by June 12, 2013.

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, MA 02169 no later than 11:00 a.m. June 12, 2013. 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 10 WIA Youth Program Elements Grid)
  - Outreach and Recruitment
  - Ability to Achieve WIA Youth Program Outcomes
  - Administration
  - Program Operations
- Budget Narrative including the following:
  - Budget Summary Form (**Attachment M**)
  - Budget forms 1-7, w/separate line item budget for subcontracted services, if appropriate
- Past Performance Worksheet (**Attachment H**)
- Job Descriptions for all program staff serving WIA-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:**

Community Based Organization     Private Non-Profit     Faith Based Organization

Educational Institution             Private For-Profit     Minority Owned Business

Labor                                       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. Unnecessarily long proposal narratives beyond those which are sufficient to present a complete and effective description are not desired. **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 WIA 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.

#### 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 younger and older youth targeted for successful completions of the program's objectives (minimum number should reflect desired Performance Outcomes listed on page 6 of this RFP)
- The names and providers of each of the 10 WIA Youth Program Elements

- B. 10 WIA Youth Program Elements Grid: Next to each WIA 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.

WIA Youth Program Element	Provider Organization and description of services to be provided
Tutoring, study skills training and instruction	
Alternative education	
Summer employment linked to academic and occupational learning	
Paid and unpaid work experiences	

Occupational training	
Leadership development	
Supportive services	
Adult mentoring	
Comprehensive guidance and counseling	
Follow-up (must be provided directly by vendor)	Insert name of your organization

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 the 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 In-School and / or Out-of-School youth, depending on your program design, 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 10 WIA 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 Investment Act (WIA). **The costs of services provided to any individuals not certified prior to the date**

**of 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 Vendor 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 WIA 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 WIA funds and services provided to youth. For direct service positions funded through WIA, 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 1-8 as noted on pages 38-44 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: WIA Youth Services**

**Name of Vendor 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
<b>1. Program Summary</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<b>0</b>		
<b>2. Program Design</b> <ul style="list-style-type: none"> <li>• Statement of Work including:                             <ul style="list-style-type: none"> <li>• The dates of your program.</li> <li>• How many youth you will serve in total.</li> <li>• The city(ies) and/or or town(s) that you will focus on serving and the reason for targeting these locations.</li> <li>• A table identifying the names and providers of each of the 10 WIA Youth Program Elements as detailed in Attachment F.</li> <li>• Details of the types of services that will be available for each element.</li> <li>• 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.</li> <li>• Details of how Academic, Career</li> </ul> </li> </ul>	<b>30</b>		

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

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

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 2013 provide your year-to-date-data)**

	FY 2012	FY 2013
1. Enrollments (Total # of participants served)		
2. Entered Employments		
3. Entered Post-Secondary Education/Training or Military		
1. Total Positive Outcomes (2 + 3)		
2. Total # of diplomas		

**b. Past Performance for Out-of-School Youth (For FY 2013 provide your year-to-date data)**

	FY 2012	FY 2013
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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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.

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Grantee/Contractor Organization Program/Title

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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\* subawards at all tiers (including subcontracts, subgrants, and subcontracts under grants, loans, and cooperative agreements) and that all\* subrecipients 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, 1-7.**

01	Salaries/Wages	
02	Fringe	
03	Travel	
04	Facilities: Rent	
05	Facilities: Utilities	
06	Office Expense: Equipment	
07	Office Expense: Supplies	
08	Office Expense: Telephone	
09	Office Expense: Postage	
10	Office Expense: Reproduction	
11	Office Expense: Printing	
12	Office Expense: Advertising	
13	Office Expense: Payroll Services	
14	Office Expense: Other	
15	Instructional: Equipment	
16	Instructional: Supplies	
17	Instructional: Other	
18	Participant: Wages	
19	Participant: Fringes	
20	Other	
	TOTAL	













