

REQUEST FOR PROPOSAL
WORKFORCE INVESTMENT ACT TITLE I
YOUTH SERVICES

For the Period 10/1/2014 to 3/31/2015

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Workforce Investment Act Competitive Proposal Request for Proposal: Youth Workforce Investment Training

Executive Summary

- Rural Minnesota CEP, Inc. – the management entity representing the WSA 2 WIB – is soliciting proposals for value-added Youth services utilizing funds at its disposal from the Workforce Investment Act (WIA) Youth Programs
- Area to be served: eligible out of school youth (ages 17 – 21) from the 19 county Rural Minnesota CEP Workforce Service area
- The intent of this request for proposals is to fund a minimum of one project in each of the three economic development regions (Regions 2, 4 and 5) within the 19 county geographic area of RMCEP.
- Total amount available to be contracted: \$45,000 (Up to \$15,000 per region)
- There are several kinds of services being sought:
 - Leadership Development and Mentoring Programs
 - Service Learning Opportunities
 - Independent Living Skills Including Financial Literacy
 - Support for GED or other credential obtainment
- Goals: Provide services that promote positive youth development; specifically to assist at-risk youth acquire skills that are needed to become productive citizens in our communities. These services can result in more extensive partner agency collaboration and an increase in youth development of essential skills upon which area businesses can build the local economy.
- Who May Respond: Eligible applicants are organizations which have adequate administrative controls and personnel to provide services for the proposed youth programs, achieve the goals and objectives of their proposed program and the conditions of the contract. Eligible applicants may include public organizations/agencies; incorporated, private non-profit, and for profit organizations. Applicants who can demonstrate leveraged funding or services will receive additional consideration. Prior experience in working with low income youth is desirable.
- Timeline:

July 01, 2014	Issue Notice of RFP Availability
August 15, 2014 C.O.B.	Proposals are due
August 29, 2014	Winning Bids are announced
September 15, 2014	Deadline for contracts to be signed;
September 15, 2014	Training projects may begin
March 27, 2015	Last day for all funded training to conclude
March 31, 2015 C.O.B.	All training invoices must be received by RMCEP, Inc.

I. General Information

Introduction

Rural Minnesota CEP, Inc. (RMCEP) is a non-profit organization which serves nineteen counties in Northern Minnesota. RMCEP is exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code. It is governed by a Board of Directors and serves as the Workforce Investment Act (WIA) Programs provider for the Workforce Service Area Two Workforce Council.

RMCEP is responsible for the administration of employment and training programs under Title I of the Workforce Investment Act in Workforce Service Area Two. This includes Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Lake of the Woods, Mahnomon, Morrison, Otter Tail, Pope, Stevens, Todd, Traverse, Wadena and Wilkin Counties.

RFP and Program Guidelines

On behalf of the Workforce Service Area Two Workforce Council, RMCEP has issued this Request for Proposal (RFP) in order to select a program provider for the delivery of Youth Programs under Title I of the Workforce Investment Act for the period of September 15, 2014 to March 31, 2015. Funds must be used to provide services to eligible economically disadvantaged youth between the ages of 17 and 21 under the provisions of Title I of the Workforce Investment Act. The term “eligible youth” means an individual who is a low income individual; not attending school; and an individual who is one or more of the following:

- Deficient in basic literacy skills
- A school drop out
- Homeless, runaway or foster child
- Pregnant or a parent
- An offender

The following section is excerpted from the Workforce Investment Act, Section 129. The purpose of the Youth Programs under WIA is:

- To provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving education and skill competencies and provide effective connections to employers;
- To ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- To provide opportunities for training to eligible youth;
- To provide continued supportive services for eligible youth;
- To provide incentive for recognition and achievement to eligible youth; and
- To provide opportunities for eligible youth in activities related to leadership development, decision making, citizenship, and community service.

Section 129 of the Act requires that specific youth program elements are available in the service area. RMCEP is the provider of services. RMCEP is releasing this RFP to expand partnership with other entities to promote comprehensive youth services.

There are several kinds of services being sought:

- Leadership Development and Mentoring Programs
- Service Learning Opportunities
- Independent Living Skills including Financial Literacy
- Support for GED or other Credential Obtainment

Making leadership development opportunities available to youth is a required element of WIA Youth programming. Leadership development opportunities are defined in the WIA regulations at 20 CFR Section 664.420, as opportunities that encourage responsibility, employability, and other positive social behaviors such as:

- Exposure to postsecondary educational opportunities;
- Community service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities; and
- Life skills training such as parenting, work behavior training, and budgeting of resources.

Hands-on and youth-led types of activities are key components of leadership development programs. Opportunities for youth to take on various roles such as leader, organizer, speaker, and evaluator are integral to leadership development programs. Additionally, youth leadership programs should have an obvious connection to the community at-large and relationships with other youth-serving organizations. Other examples of leadership opportunities for youth include serving on boards or committees, or participating in the leadership development process and strategic planning.

A full copy of the Workforce Investment Act can be found at:
<http://www.doleta.gov/usworkforce/wia/wialaw.pdf>.

Performance Accountability/Outcomes

Achievement of WIA Core Indicators is measured by WIA's Performance Accountability System. This system relies upon complex performance ratios to document results. It was established to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities and to optimize the return on investment of Federal funds in workforce investment activities. Grantees must provide services that promote positive youth development and contribute to attainment of WIA performance measures.

Services for youth must result in at least one of the following measures:

- Attainment of basic skills, work readiness or occupational skills;
- Attainment of secondary school diploma or recognized equivalent;
- Placement and retention in postsecondary education or advanced training,

- Placement and retention in employment, military service, or qualified apprenticeships.

Proposals that can directly influence the achievement of more than one measure will be awarded more points.

Who May Respond

Eligible applicants are organizations which have adequate administrative controls and personnel to provide services for the proposed youth programs, achieve the goals and objectives of their proposed program and the conditions of the contract. Eligible applicants may include public organizations/agencies; incorporated, private non-profit, and for profit organizations. Applicants who can demonstrate leveraged funding or services will receive additional consideration. Prior experience in working with low income youth is desirable.

General Conditions

- Proposals must be consistent with the Workforce Investment Act and applicable State and Federal regulations.
- If any portion of these funds is to be subcontracted, it must be identified in the proposal. All sub-contracts require RMCEP approval.
- All enrolled youth participants must be low income and “at-risk” as defined by WIA criteria and those deemed ineligible must be referred for appropriate services.
- All enrolled youth participants must be residents of the 19 county service area.
- Selected providers will be expected to provide accommodations to youth with disabilities as needed.
- All selected providers will be required to complete Management Information System (MIS) paperwork.
- Programs selected for funding are required to comply with RMCEP monitoring and oversight requirements.
- Funds may not be used to supplant funds or pay for services that are available through other funding sources.
- Youth served in special projects are included in RMCEP’s outcome and follow-up performance. Therefore youth served in the projects will also be assigned a RMCEP youth staff to provide other required services.

Other Requirements for the RFP as per Direction from the Department of Labor and DEED

1. Any remedial or ESL education that is required by the students must be provided by the local Adult Basic Education (ABE) provider. A letter of understanding with the local ABE provider must be attached to the RFP. RFP funds will not be allowed to be paid for remedial or ESL education.
2. Any curriculum that is developed for new coursework, and is paid for by this RFP, will be made public and available - at no cost - to other training providers at the end of this project.

Timeline of Activities

July 01, 2014	Issue Notice of RFP Availability
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Instructions on Proposal Submission

1. Closing Submission Date

Full proposals must be submitted by no later than **4:30 pm on August 15, 2014**. Proposals may be submitted by mail or email.

2. Instructions for Submission of Mailed Proposals

Mailed proposals should be submitted to:

Terry Janes, Director of Operations
Rural Minnesota CEP, Inc.
P.O. Box 1108
Detroit Lakes, MN 56502-1108

3. Instructions for Submission of Emailed Proposals

Emailed proposals are to be submitted to terryj@rmcep.com. The subject line should state: Request for Proposal and the attached proposal document should be in Microsoft Word or PDF format.

4. It is the responsibility of the Respondent to insure that the proposal is received by RMCEP by the date and time specified above. **Late proposals will not be considered.**

Limitations

This RFP does not commit the RMCEP Workforce Council to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

The RMCEP Workforce Council reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interests of the Workforce Council to do so.

Funds Available for Services

100% percent of the funds made available to respondents are WIA Program dollars and must be spent on allowable program costs as outlined in the budget. Costs that were not included in the budget or allowed by the Workforce Investment Act will not be reimbursed.

Options

At the discretion of the RMCEP Workforce Council, this contract can be renewed for an additional one-year period. Continued funding is contingent upon performance, continuation of current legislation and availability of funds.

Confidentiality

Rules for Data Privacy will be provided to the grant recipient and must be strictly adhered to.

The respondent agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the RMCEP Workforce Council, the Respondent agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Respondent's possession, to those employees on the Respondent's staff who must have the information on a "need-to-know" basis.

II. Respondent's Technical Qualifications (100 points)

1. The Respondent is to describe the general nature of its organization including any past experience in youth services or related activities and the ability of these proposed services to meet the purpose of the Workforce Investment Act. (10 points)
2. The Respondent is to indicate how its agency will coordinate youth training services with other providers; community based organizations, social service agencies, education, organized labor, the criminal justice system, rehabilitation services and public and private sector employers. (5 points); Applicants who demonstrate how WIA funding will be coordinated or leverage other funding will receive additional consideration. (5 points)
3. The Respondent is to describe any prior experience in the delivery of youth training programs. Within the last two years, highlight youth outcomes/accomplishments/percentages in attaining outcomes. (10 points)
4. Explain your youth service strategy. Describe any specific target populations to be served. The respondent is to describe what specific strategies will be used to market the services available to youth. (5 points)
5. Describe the geographic area that you will serve. Explain how your organization will ensure that services under Title I of the Workforce Investment Act will be provided to those individuals who are most in need and who can benefit from these services. (5 points)
6. The Respondent is to list the activities and services that this proposal will cover, please include the number of participants that will be served by each activity and how these services will be delivered. Describe what new or additional strategies you will implement for continuous improvement of your youth services program. (25 points)
7. Overall, how do your proposed outcomes support the purpose of WIA. Describe for each of the performance outcomes that you propose what you will do to ensure you meet these outcomes. (10 points)
8. The Respondent is to provide a full description of staff qualifications with regard to education and experience. In this description, the Respondent is to indicate which staff members are being proposed to provide services to youth under the Workforce Investment Act. (10 points)
9. The Respondent is to describe its ability to produce required reports and to maintain records in accordance with state and federal requirements. (5 points)
10. The Respondent is to describe its fiscal accountability by its ability to track and report expenditures. (5 points)

III. Budget/Client Summary (5 points)

Please check the activity that this budget/client summary applies to:

- Leadership Development and Mentoring Programs
- Service Learning Opportunities
- Independent Living Skills including Financial Literacy
- Support for GED or other Credential Obtainment

ADMINISTRATIVE/STAFF CATEGORIES	BUDGET AMOUNTS
Staff Costs	
Salaries	
Fringe	
Travel/Per Diem	
Staff Training	
Other Staff Costs (Please specify):	
TOTAL STAFF COSTS	
Facilities	
Rent	
Utilities	
Custodial	
Office Equipment/Supplies	
Other Related Costs (Please specify):	
TOTAL FACILITIES COSTS	
Indirect Costs	
Insurance and Bonding	
Other Indirect Costs (Please specify):	
TOTAL INDIRECT COSTS	
ADMINISTRATIVE/STAFF TOTAL	\$

CLIENT SERVICES	Budget	# of clients
CLIENT TOTALS	\$	

****Clients may be in more than one service activity.**

PROPOSED CLIENT EXPENDITURES CUMULATIVE BY QUARTER		
09-15-14 TO 09-30-14	10-01-14 TO 12-31-14	01-01-15 TO 03-31-15

PROPOSED CLIENT ACTIVITY CUMULATIVE BY QUARTER			
	09-15-14 TO 09-30-14	10-01-14 TO 12-31-14	01-01-15 TO 03-31-15
Number of Clients Served			
Total Number of Terminations			
Number Entered Employment			
Other Terminations			
Number Currently Enrolled			

IV. Certifications

On behalf of the Respondent:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.
2. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other considerations in the execution of this agreement, other than to any employee of the Respondent.
3. The individual signing certifies that the items included in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that there has been no attempt by the respondent to discourage any potential Respondent from submitting a proposal.

Respondent Information

Please complete this cover page and attach it to your proposal

Agency Name:	
Address:	
Contact Person:	
Telephone:	
Fax:	
Email Address:	

Signature:	
Name: (Typed)	
Title: (Typed)	
Date Signed:	

V. Proposal Evaluation

Non-Responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received by the deadlines outlined in this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the goals and objectives of this RFP.

Proposal Evaluation

Evaluation of each proposal will be based on the following criteria:

1. Nature of Organization	10 Points
2. Coordination of Services	10 Points
3. Prior Experience	10 Points
4. Marketing of Youth Activities	5 Points
5. Client Selection and Equitable Service	5 Points
6. Delivery of Activities and Services	25 Points
7. Evaluation Process/Outcomes	10 Points
8. Staff Qualifications	10 Points
9. Reporting Ability	5 Points
10. Fiscal Accountability	5 Points
11. Budget	5 Points

Maximum Points

100 Points

Review Process

The RMCEP Workforce Council, at its discretion, may request presentations by or meetings with any or all Respondents to clarify or negotiate modifications to the Respondent's proposals.

However, the RMCEP Workforce Council reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Respondent can propose.