FINGER LAKES WORKFORCE INVESTMENT BOARD, Inc. (FLWIB, Inc.)
PY19 REQUEST FOR PROPOSALS (RFP)

Workforce Innovation and Opportunity Act (WIOA) Title I

IN SCHOOL YOUTH SERVICES PROGRAM

Issued by:	Finger Lakes Workforce Investment Board, Inc.
Grant period:	February 1, 2020 – June 30, 2020
Estimated funding:	$150,000
Submission requirement:	○ Proposal Cover Sheet and Contractor Qualifications ○ Proposal Budget Form ○ Proposal Checklist ○ Copies of draft and/or executed Memorandums of Agreements Two (2) hard copy proposals with original signatures, sealed envelope, and electronic copy *See Page 16 for further instructions*
Submit proposals to:	Ms. Karen Springmeier, Executive Director Finger Lakes Workforce Investment Board, Inc. 41 Lewis Street, Suite 104 Geneva, NY 14456 Phone: (315) 789-3131 ext. 102 Email: kspringmeier@fingerlakesworks.com

Prepared by:
Finger Lakes Workforce Investment Board, Inc.
Amanda Lesterhuis, Youth Systems Coordinator

Table of Contents

Request for Proposal Timeline		**Page 3**
Request for Proposal Process		**Page 4**
Part I: Background & General Information		**Page 5**
Part II: WIOA Youth Program Design		**Page 6-16**
A. Eligibility	**Page 6**	
B. Program Elements	**Page 8**	
C. Program Components	**Page 11**	
D. Partnerships and Collaborations	**Page 12**	
E. Performance Outcomes	**Page 13**	
F. Data Entry and Data Management	**Page 13**	
G. Primary Indicators of Performance	**Page 15**	
H. Monitoring Procedures	**Page 15**	
I. Program Staffing	**Page 16**	
Part III: Responding to RFP		**Page 17**
Part IV: Response Format		**Page 18-21**
A. Organization Description	**Page 18**	
B. System Experience and Collaboration	**Page 18**	
C. Staffing	**Page 18**	
D. Funding	**Page 18**	
E. Budget	**Page 19**	
F. Program Design	**Page 20**	
G. Performance Outcomes	**Page 21**	
Appendix A: RFP Evaluation Checklist & Rating Criteria		**Page 22-23**
Appendix B: RFP Material Checklist		**Page 24**
RFP Cover Sheet & Contractor Qualifications Fill-in Form		**Page 25-26**
Compliance Signature Form		**Page 27**
Explanation Signature Form		**Page 28**
Proposed Budget Sheet		**Page 29**
Appendix C: Purchasing & Procurement		**Page 30**
Appendix D: Contractor Qualifications		**Page 31-32**

PY18 Request for Proposal Timeline

11/13/19	RFP Release
11/13-11/29/19	Question Period • Send all questions to FLWIB, Inc. Youth System Coordinator, Amanda Lesterhuis, alesterhuis@fingerlakesworks.com, by 4:00pm on 11/29. • All questions and answers will be posted on the Finger Lakes Workforce Investment Board Website, www.fingerlakesworks.com
12/13/19	Proposals Due by 4:00pm • Bidders are required to submit a proposal that includes a narrative of program design, system experience, overall budget, staff costs, projected outcomes, and copies of service provider MOA's as outlined in RFP.
12/16-12/20/19	Proposal Evaluation Process Initiated • The FLWIB, Inc. Executive and Youth Committee will evaluate proposals. The committee reserves the right to request additional information and/or revisions from the bidders at any time during the evaluation period.
1/3/20	Revisions Due by 4:00pm
1/6/20	Proposal Evaluation Complete
1/8/20	Executive & Youth Committees Approval
1/15/20	FLWIB, Inc. Approval
1/16/20	Award Notification
2/1/20	Program Begins
6/30/20	Program Ends

Publication: This Request for Proposals has been made available to prospective applicants through publication in The Daily Messenger, The Finger Lakes Times, the FLWIB, Inc. website www.fingerlakesworks.com, on or about November 13, 2019 and through mailings to all current contractors and applicants who have requested that they be included on the mailing list for solicitations of proposals.

PY19 Request for Proposal Process

In an effort to promote equal access to Workforce Innovation and Opportunity Act (WIOA) Youth Program funding and active participation among youth service providers in our region, the Finger Lakes Workforce Investment Board, Inc. has adopted an RFP process as outlined.

The Finger Lakes Workforce Investment Board, Inc. is soliciting proposals for the operation of federally funded Workforce Innovation and Opportunity Act (WIOA) Title I-B Youth Employment and Training Programs. Funding will be for the period of February 1, 2020 through June 30, 2020 and 1 – 4 contracts will be awarded.

Services under this RFP are exclusively for services to In School Youth (ISY) as defined in the Workforce Innovation and Opportunity Act, and a minimum of 20% of contract spending must be for WIOA Work Experience activities as defined in Training and Employment Guidance Letter (TEGL) 21-16, https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf. Applicants can choose to serve ISY in one or more of the counties within the workforce development area.

Entities eligible to apply for funding consideration are public and private, for-profit and not-for-profit entities. For those contractors awarded, each need to comply with submission of the required single audit and insurances annually.

The Finger Lakes Workforce Investment Board, Inc. is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development issues. The FLWIB, Inc., as fiscal agent, administers all Workforce Innovation and Opportunity Act funds, develops and implements policies regarding the allocation and spending of the region's WIOA funds for adults, dislocated workers and youth.

The FLWIB, Inc. is responsible for the youth programs and system development, the RFP process, monitoring youth program performance measures and expenditures, and determining youth policy and allocation of program funding. Contractors will report program outcomes and expenditures to the FLWIB, Inc.

In keeping with the intent of the Workforce Innovations and Opportunity Act, the FLWIB, Inc.is committed to helping disadvantaged, ISY complete secondary or alternative secondary education and prepare to enter the workforce. The FLWIB, Inc. is seeking organizations that have a successful record of assisting ISY and can demonstrate the ability to meet the challenge of creating more effective, performance-based services. Youth serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide the region's youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities.

Access www.doleta.gov/WIOA for the Workforce Innovation and Opportunity Act of 2014, particularly Title I youth programs.

PART I: BACKGROUND AND GENERAL INFORMATION

FLWIB, Inc. Mission Statement: To improve the economic wellbeing of job seekers and employers in the region by aligning human potential with opportunities in the workplace.

FLWIB, Inc. Goals and Priorities:

The FLWIB, Inc. Youth Program goals are:

1. To develop a comprehensive system to address the academic, occupational, social, economic, and personal needs of the region's disadvantaged ISY ages 14-21.
2. To fund programs that result in measurable outcomes.
3. To spend a minimum 20% of WIOA Youth funds on Work Experience activities.
4. To fund programs that meet the established federal primary indicators of performance and any state measures established after approval of award.

FLWIB, Inc. will give priority to:

- Programs that honor the USDOL Priority of Service for Veterans and Eligible Spouses.
- Programs that stress academic and occupational achievement while attempting to address and resolve issues that are particularly relevant to youth such as lack of adult guidance/mentoring, low self- esteem, pregnancy prevention, leadership development, community involvement, substance abuse, criminal background, homelessness and career/education planning.
- Programs that establish and maintain proven strong partnerships with providers that serve youth, particularly ISY.
- Programs that leverage other funding resources to provide WIOA youth program services.
- Programs that target eligible, in school youth as described in section 129(a) (1) (B)
- Programs that include Work Experience opportunities.
- Programs that incorporate the FLWIB, Inc.'s Strategic Plan to develop programs around the Industry Cluster Occupations:

1. Advanced Manufacturing
2. Health Care
3. Retail and Tourism
4. Skilled Trades
5. New Sciences
6. Information Technology

PART II: WIOA YOUTH PROGRAM DESIGN

Funds allocated to a local area for eligible youth under Section 128 (b) shall be used to carry out, for eligible youth, programs that:

1. Provide an Objective Assessment of the academic levels, skill levels, and service needs of each participant, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs. The participant's strengths should be addressed as well as their barriers.

2. Develop service strategies for each participant that identify career pathways including education and employment goals, and appropriate achievement objectives and services (elements) based on participant's Objective Assessment.

3. Provide:

    a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.

    b. Preparation of postsecondary educational and training opportunities.

    c. Strong linkages between academic and occupational education.

    d. Preparation for unsubsidized employment opportunities, and when appropriate, effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets.

A. Eligible Youth

An eligible ISY is defined below:

- **Age 14 through 21,**

- **Low Income*** (See definition below),

- (If applicable) a male who meets the requirements of Section 3 of the **US Military Selective Services** Act; **AND** an

- **IN SCHOOL YOUTH** – the term 'in school youth' means a youth described in section 129(a) (1) (B).

Attending a school as defined by State law:

1) Youth attending the following institutions or programs are considered attending school for Youth Program eligibility determination:

a. A school registered with the NYS Education Department (NYSED), including but not limited to, public, private, charter and religious schools; or a home-school program

where the participating youth is registered with the local school district.

b. A high school equivalency and dropout re-engagement program funded by the public K-12 school system. The four pathways to high school equivalency accepted in NYS are found at http://www.acces.nysed.gov/hse/highschool-equivalency-hse.

Use the NYSED Application Business Portal found at https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup to verify if the school/program is registered with NYSED.

2) Credit-bearing courses at a post-secondary school, including colleges, junior colleges, community colleges, two-year colleges, universities, professional and technical schools, and degree-granting institutions.

3) Youth enrolled in the WIOA youth program during the summer and in between school years, are considered as attending school if they are registered to continue school in the fall.

***Definition of Low Income Individual** (WIOA sec. 3(36)) – means an individual who

Participant demographic information, including income status and eligibility barriers, are used in the Statistical Adjustment Model used during performance negotiations. Therefore, low income status should be recorded for any youth that meets the criteria and who provides documentation of low-income status. This should be recorded even when it is not an eligibility requirement for the selected barriers to employment.

A youth who meets one or more of the following low-income criteria can be identified as low income status (WIOA Sec.129(a)(2) & Sec. 3(36)):

1. Receives, has received in the past six months, or is a member of a family that is receiving or has received in the past six months, assistance through:
- The Supplemental Nutrition Assistance Program (SNAP);
- Temporary Assistance for Needy Families (TANF) programs;
- The Supplemental Security Income (SSI) program; or
- State or local income-based public assistance.

2. Is in a family with total family income that does not exceed the higher of:
- The poverty line/Lower Living Standard (LLS); or
- 70 percent of the Lower Living Standard Income Level (LLSIL).

3. Is an individual with a disability whose individual income meets the requirement of criteria 2, but is a member of a family whose income does not meet criteria 2;

4. Is a homeless individual, as defined in the Violence Against Women Act, or a homeless child or youth, as defined under the McKinney-Vento Homeless Assistance Act;

5. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
6. Is a foster child on behalf of whom State or local government payments are made; or
7. Lives in a high-poverty area. See Attachment II of Training and Employment Guidance Letter (TEGL 21-16) for additional information on determining if a youth is living in a high poverty area.

Included Income for Youth Programs
Per TEGL 19-16, WIOA Youth Programs must include payments for unemployment compensation, child support payments, and old-age survivors' insurance benefits as incomewhen determining a youth's eligibility based on low-income status.

B. 14 Required WIOA Program Elements

Youth should be offered as many of the 14 Program Elements that align with their career pathway as documented in their Individual Service Strategy, a written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs.

The following is a list of the 14 required elements (documented as services in the New York State One Stop Operating System (OSOS)) local programs must provide to youth per Section 129 (c) (2) of the WIOA. If any of the 14 elements are provided outside the bidder's organization, bidders must have clear processes in place for determining how youth are referred to these services, how services and related youth outcomes are tracked, and how leveraged resources are identified and managed. There is a local policy in place to award WIOA youth with incentives for documented achievements (attached).

The following list provides a summary of the 14 elements. More in depth definitions can be found in TEGL 21-16.

1. TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION SERVICES
   Dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

2. ALTERNATIVE SECONDARY SCHOOL SERVICES OR DROPOUT RECOVERY SERVICES
   Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist youth who have struggled in traditional secondary education. The goal is to re-engage and persist in education that leads to the completion of a recognized high school equivalency.

3. PAID AND UNPAID WORK EXPERIENCE

   A planned, structured learning experience that takes place in a workplace for a limited period in private for-profit, non-profit, or public sectors. This must include a documented academic component and documented occupational skills component as defined in TEB: 21-16 on page 16.

   - Summer employment opportunities
   - Other employment opportunities available throughout the school year
   - Pre-apprenticeship programs
   - Internships and job shadowing
   - On-the-job training opportunities
   - Other type of work experience

   At least 20% of funding needs to be spent on Work Experience activities as defined in TEGL 21-16.

4. OCCUPATIONAL SKILLS TRAINING,

   An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Priority should be given to training programs that align with local in-demand occupations.

   - Be outcome-oriented and focuses on an occupational goal specified in the individual service strategy
   - Be of sufficient duration to impart the skills needed to meet the occupational goal
   - Lead to the attainment of a recognized postsecondary credential

   Finger Lakes WIB priority occupations are listed at
   https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm

5. EDUCATION OFFERED CONCURRENTLY WITH WORKFORCE PREPARATION AND TRAINING FOR A SPECIFIC OCCUPATION

   Workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

6. LEADERSHIP DEVELOPMENT OPPORTUNITIES

   Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.

7. SUPPORTIVE SERVICES

   Include, but not limited to linkages to community services, assistance with housing, childcare, transportation, educational testing, etc. Contractors will be responsible for submitting their own policy for Supportive Services.

8. ADULT MENTORING

To last for at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

9. FOLLOW-UP SERVICES

   Critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. The 12-month follow-up requirement is completed upon one year from the date of exit.

10. COMPREHENSIVE GUIDANCE AND COUNSELING

    Provides individualized counseling to participants including drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs.

11. FINANCIAL LITERACY EDUCATION

    Includes, but not limited to creating budgets, initiating checking and savings accounts, making informed financial decisions, credit card and/or debt counseling, applying for student loans, etc.

12. ENTREPRENEURIAL SKILLS TRAINING

    Provides the basics of starting and operating a small business. Training must develop the skills associated with entrepreneurship; taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resources needed, etc.

13. SERVICES THAT PROVIDE LABOR MARKET INFORMATION

    Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. *There is currently no Customer Service Indicator that requires the use of CareerZone or JobZone as a resource for career exploration. However, it has been advised to continue using them as this CSI will most likely be reinstated. Therefore, contractors will be required to utilize CZ/JZ.*

14. POSTSECONDARY PREPARATION AND TRANSITION ACTIVITIES

    Activities that help youth prepare for and transition to postsecondary education and training after attaining a high school diploma or its recognized equivalent.

C. Program Components

It is expected that the following components will be integrated into program design:

1. **Recruitment** – Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve youth who would benefit from year-round service and otherwise have limited access to comprehensive services.

2. **Case Management** – Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral and integration are either initiated or implemented in the case management process. Case Management must be documented in the State OSOS (One Stop Operating System) system in a timely manner.

3. **Intake/Eligibility Determination** – Under WIOA legislation, all youth must meet eligibility guidelines as identified under WIOA. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment.

4. **Orientation** – All participants must receive information on the full services available through the FLWIB, Inc. youth program system.

5. **Objective Assessment –** Each participant must be provided with a comprehensive assessment that addresses the following:
    - Basic Skills
    - Occupational Skills
    - Prior Work Experience
    - Employability
    - Interests
    - Aptitudes
    - Supportive Services
    - Developmental Needs
    - Strengths

6. **Individual Service Strategy (ISS)** – An approved form, a written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs. The ISS must be age-appropriate, developed with each participant and **linked to targeted performance outcomes for each youth and their career pathway**. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or support services needs.

7. **Information and Referrals** – Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed, and by utilizing the Finger Lakes Referral Form located on the FL WIB's website, www.fingerlakesworks.com. Staff is required to provide ongoing case management to the youth and provide/make referrals to all applicable elements. If a youth requests service(s) that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help the youth secure other appropriate services.

8. **Collaboration** – Contractors will be expected to engage in partnerships to provide resources and services to youth. The provider will be expected to work closely with the Finger Lakes Works Career Center Service Providers and the entities receiving WIOA funds to service adults. Specifically, programs will be required to provide a seamless transition to the Career Center system. Go to www.fingerlakesworks.com for a listing of the Career Centers.

9. **Academic Remediation Services** – To assist participating in school youth in both academic and occupational success, services must have a strong emphasis on academic skills gains. All programs must provide academic remediation services, where appropriate, to assist in skills gains and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.

10. **Employer Connections** – Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to Work Experience placements with integrated training/education as well as unsubsidized employment. Bidders are also encouraged to leverage employer support in terms of leveraged funds for training or wages, staff or operational needs related to training

D. Partnerships and Collaborations

Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include employers, post-secondary education, high school equivalency programs, veterans' service organizations, organizations that serve youth with disabilities, Career Centers, probation, industry cluster associations such as Finger Lakes Advanced Manufacturing Enterprise (FAME), the Health Care Alliance and local youth bureaus.

Please provide copies of the Memorandum of Agreement (MOA) for each agency you plan to partner with to provide youth services. The MOA should clearly list which element(s) that partner will be providing. Also please include:

- A brief overview of the agency or organization.
- A description of the services the partner will deliver and how the service will lead to a performance outcome(s)
- A brief description of staff qualifications.
- How the costs of the services will be funded (include all revenue sources)
- Method of information and referral between partners.
- Method of data collection and sharing for entry into OSOS.
- If a subcontractor, your plans to complete monitoring of the subcontract.

Note: *The Finger Lakes Workforce Investment Board, Inc. supports collaboration among agencies in provision of services. This does not mean that all proposals must directly*

provide, themselves or through subcontracts, all 14 elements of WIOA youth programming but they must show that there is a plan in place for referral to other programs when appropriate with MOA's between agencies stating such.

E. Performance Outcomes

The Service Provider agrees to meet all Primary Indicators of Performance and Customer Service Indicators as defined below:

- In education or training activities or unsubsidized employment during the second quarter after exit.
- In education or training activities or unsubsidized employment during the fourth quarter after exit.
- Median earnings in unsubsidized employment during second quarter after exit.
- Attainment of a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation or within one year after exit. You who receive secondary school diploma or its recognized equivalent should also have been placed in employment or enrolled in education within one year after exit.
- During a program year, youth are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- Effectiveness in serving businesses; repeat business customers and business penetration rate.

Read TEGL 21-16, Change-1 for details of the Primary Indicators of Performance https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255.

Customer Service Indicators are performance measures defined by the New York State Department of Labor. At present, Customer Service Indicators will apply, when the Department issues them.

F. Data Entry and Data Management

The Finger Lakes Workforce Investment Area currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to either have OSOS installed at their work site or plans with one of the region's local One-Stop Centers to access the system or to provide data entry services.

1. Data Entry:

- All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by FLWIB, Inc. staff and the NYSDOL program monitor. The Contractor must adhere to the guidelines established in TA #11-12.2 regarding the timeliness of data entry into the OSOS system. The Contactor will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding. If OSOS errors result in questioned costs, the contractor is liable for that cost and may receive a penalty through a reduction in the award. Proposals must address this topic or they will not be considered for funding.

- All services must be documented in OSOS within 5 days of start of service as per TA 11-12.2, with any exceptions documented in OSOS Comments.

- At least 1 service per youth needs to be updated every 60 days per TA 11-12.2.

- Please note that TA #11-12.2 requires that the DOB tab be completed for youth. The easiest source is with a New York State Department of Motor Vehicles ID which performs an automatic data validation match, if the youth has one. If a youth is already registered in OSOS through the Unemployment Insurance Division, they may already have a validation match and therefore, no documentation would be required. Otherwise, select the source from the verification dropdown list and documentation **must** be maintained in the participant file.

2. Reports:

- **OSOS WIOA Local Management Reports:** Reports are currently available on-line. FLWIB, Inc. staff review reports on a regular basis to monitor performance. Such reports include but are not limited to WIOA Youth Active Participants, Registrations, and Exiters reports.

- **Fiscal Reporting:** Billing vouchers are prepared by the contractors and sent to the FLWIB, Inc. accounting staff for processing. Vouchers and expenditure reports are submitted to the FLWIB, Inc. on the 12th of each month. Failure to meet the reporting deadline will result in a delay in payment. The FLWIB, Inc. staff also monitors each contractor's expenditures on an annual basis. Contractors will be responsible for all disallowed costs (e.g., monies spent on ineligible youth.) Disallowed costs must be paid with non-WIOA funds.

- **Program Performance Reports:** Program Performance Reports are prepared monthly by the contractors and submitted to the FLWIB, Inc. staff by the 5th of each month. The data is reviewed by the Youth Systems Coordinator and shared with the FLWIB, Inc.

3. Data Management and Continuous Improvement:

Monthly examination of program outcomes, exits and expenditures will prompt recommendations and new strategies for program improvement. The FLWIB, Inc. staff will work with each contractor to standardize and implement a performance

outcome approach to data management.

Note: If the contractor fails to provide the required monthly reports and or fails to comply with the written corrective action plans, the FLWIB, Inc. has the right to not reimburse the contractor for the timeframe involved.

Note: If the contractor fails to meet the Performance Measures, the FLWIB, Inc. reserves the right to deny future funding to that provider.

Note: If the contractor meets all the outcomes as referenced above this will become a determining factor in the extension of the contract for PY19 and PY20.

**The FLWIB, Inc. reserves the right to recapture funds if spending by the contractor does not meet the following cumulative guidelines: 20% of the contract for each program must be spent by the end of three (3) months; 40% by the end of six (6) months; 65% by end of nine (9) months and 100% by the end of twelve (12) months. Additionally, 20% of WIOA youth funds must be spent on Work Experience services.*

Feedback on all reports will be given to contractors by email or orally at individual meetings. Also, the Youth Systems Coordinator will provide feedback and share best practices with contractors monthly.

G. Primary Indicators of Performance

Primary Indicators of Performance are listed below with PY19 percentage goals or baseline status (data still being collected):

1. Employment Rate 2nd Quarter After Exit – 66.2%
2. Employment Rate 4th Quarter After Exit – 61.1%
3. Median Earnings 2nd Quarter After Exit – Baseline
4. Credential Attainment 4th Quarter After Exit – Baseline
5. Measurable Skill Gains – Baseline
6. Repeat Business Customers – Baseline
7. Business Penetration Rate – Baseline

H. Monitoring Procedures: Eligibility and Services

Monitoring for program eligibility will be ongoing throughout the program year.

Desk Audits:

The Youth Systems Coordinator will visit contractors on a quarterly basis to review youth participant files to ensure that eligibility guidelines are followed and that appropriate documentation is secured. Meetings may coincide with the NYSDOL

monitor's meetings.

The Youth Systems Coordinator will cross-reference hard copy eligibility, academic and occupational accomplishments documentation with data entered into OSOS. During desk audits, the Youth Systems Coordinator will review Individual Service Strategies (ISS) and the progression of services received by individuals to ensure that each youth is receiving appropriate services and the need for these services is documented. The Youth Systems Coordinator will provide technical assistance and written corrective action plans to contractors that do not comply with the WIOA eligibility requirements and documentation. If the contractors do not comply, the FLWIB, Inc. has the right to deny reimbursement.

Contractors are required to retain youth files for 7 years after exit date for auditing purposes.

I. Program Staffing

Youth Counselor/case management staff must have a 2 or 4-year college degree preferably in human services or a related course of study and at least two years' experience working with the academic, occupational and personal needs of disadvantaged youth.

Staff Training

Program staff will be required to attend the annual NYATEP Youth Academy and local Finger Lakes Works Staff Development Conferences. In addition, program managers and front-line staff will be expected to attend other training deemed necessary by the FLWIB, Inc. Executive Director or the Youth Systems Coordinator. Budgets must include funds for conference and travel, and must have a plan to overcome any agency freezes or policies restricting unnecessary conference and travel. This documentation must be included in the proposal.

The Youth Systems Coordinator also holds monthly meetings at the FLWIB for all Youth contractors to provide technical assistance, updates of WIOA/State legislature, case management training, and any information pertinent to the youth program. Contractors are highly encouraged to attend these monthly meetings.

PART III: INSTRUCTIONS FOR RESPONDING TO THE RFP

Signed proposals must be received by FLWIB, Inc. staff no later than 4:00pm on Friday December 13, 2019.

Proposals should be mailed or hand delivered to:

Karen Springmeier, Executive Director
Finger Lakes Workforce Investment Board, Inc.
41 Lewis Street, Suite 104
Geneva, NY 14456
Email: kspringmeier@fingerlakesworks.com

The signed original proposal packet must be submitted along with an electronic version to the above address. Proposal packets lacking signatures or the complete number of copies will be returned and no further consideration will be given.

Proposals submitted solely by fax or email will not be accepted.

Proposals received after the submission deadline will not be accepted.

AFTER submission of proposals, you will be required to send any requested additional information electronically to: **kspringmeier@fingerlakesworks.com or alesterhuis@fingerlakesworks.com**

Staff will review all proposals first to assure compliance with the requirements of the RFP. Proposals not meeting minimum requirements will be rejected. Proposals will be evaluated using the rating sheets attached (Appendix A)

All inquiries regarding the RFP must be submitted in writing to the address above or emailed to **Karen Springmeier, kspringmeier@fingerlakesworks.com or Amanda Lesterhuis, alesterhuis@fingerlakesworks.com**

PART IV: RESPONSE FORMAT

REQUIRED FORMS:

Proposals must include the following required forms (Appendix B)

- Proposal Cover Sheet and Contractor Qualifications
- Proposal Budget Form
- Proposal Checklist
- Copies of Memorandums of Agreements

NARRATIVE:

A. Organization Description

Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the FLWIB, Inc., Strategic Plan. Include your organization's experience with disadvantaged youth. Describe your organization's experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.

B. System Experience and Collaboration

Describe your organization's experience in working as a partner within a system that delivers educational, youth development, and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.

C. Staffing

Describe the qualifications of key program staff and their experience with educational and employment/training programs for youth. Include positions, staff to participant ratios and staff areas of responsibilities as related to program services. Describe your staff development plan and how you will incorporate the mandatory training referenced in this RFP, including a plan to overcome agency/county freezes and polices regarding unnecessary conference and travel.

D. Funding

Outline your organization's plan and method for leveraging non-WIOA youth funding to enhance the system of services and opportunities for youth.

1. If necessary, how will ISY transition to adult WIOA services?

2. How will relationships with employers and postsecondary education be developed and leveraged?

3. How will your organization collaborate with the FLWIB, Inc. staff to achieve benchmarks and follow through on corrective action plans?

4. How will your organization address the retention rate and indicate how youth will be enrolled and retained in postsecondary education, advanced training, employment, military services and apprenticeships?

5. Describe efforts to connect youth with NYS Apprenticeship Programs (leading to journey worker papers).

6. How will your organization retain ISY in the program and ensure they are making use of the services provided?

7. How will your organization incorporate youth voice and youth input in the program to make sure the program is youth friendly and meets their needs?

Provide specifics on your information management capacity and how you intend to access the One Stop Operating System (OSOS). **Indicate how your prior or current record of performance relates to your proposed performance outcomes in your current program design.**

E. Budget

Provide relevant financial information on the proposal budget form provided in the Required Forms, including the budget for at least 20% for Work Experience Activities. This form is in a MS Excel Workbook.

Budget Narrative: Please include a budget narrative to support each item of costs listed on the budget forms. **Include a description of your cost per participant and how you determined that cost. Also, please include amount and source of all leveraged funding.**

Subcontracting with other organizations: It will be the responsibility of the Contractor to monitor all subcontracts and provide reports of such monitoring to the FLWIB, Inc. Youth Systems Coordinator.

Bidders must agree to adhere to the FLWIB, Inc. Purchasing and Procurement Policies (Appendix C) and Contractor Qualifications (Appendix D).

F. Program Design

Explain the target population's needs, proposed services and related performance outcomes you plan to implement. Past performance outcomes will be considered where applicable. Describe the curriculum, methods, activities and partnerships you will employ to meet the performance measures. All program design aspects must be focused on attaining the WIOA performance measures discussed previously in this RFP.

1. How many youth will be enrolled?
2. What is/are the target population(s) of this program?
3. How, where and when will recruitment and outreach be conducted?
4. Who will determine WIOA eligibility and how will it be documented?
5. How will the Objective Assessment be completed to meet the LWDA standard?
6. How will the Individual Service Strategy (ISS) be utilized?
7. How will program design support attainment of WIOA youth performance measures?
8. How will the 14 WIOA required program elements be provided?
   Please list the 14 elements and who will be providing the services. All outside agencies listed should have an MOA or subcontract attached.
9. Who will be responsible for data entry in OSOS and how will timely data entry be ensured?
10. What method of case management will be used? What will be the ratio between case managers/staff and youth? Where will the staff be located?
11. Describe the case management strategy for providing consistent support, follow-through for service plans, referrals and tracking for participants.
12. How will you collaborate with employers especially with the identified Industry Cluster Occupations?
13. How will you collaborate with the local Career Centers?
14. How will staff communicate with providers providing the elements and update the ISS over time?

Bidders must describe how the program components and each of the 14 required elements will be provided. **If approved, bidders must be prepared to provide Memorandum of Agreements between the bidder and each agency that will receive**

WIOA funds, as well as those that will provide non-WIOA funds and leveraged resources through this proposal.

G. Performance Outcomes

Identify the specific elements of the program design that will lead to attainment of anticipated federal WIOA performance measures.

- **As per the FLWIB, Inc. Sanction Policy a contractor may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with the Finger Lakes Workforce Investment Board, Inc. (FLWIB, Inc.) or other funding source(s). In addition, poor past or current contract performance with the FLWIB, Inc. or other funding source may affect recommendations for awards. FLWIB, Inc. reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.**

Appendix A (1): Proposal Evaluation Checklist

(This checklist is to be used by FLWIB, Inc. Staff and Executive Committee)

Proposing Agency: _____
Proposal is: _____Complete_____ Not Complete

_____ 1. The proposal was submitted before the closing time and date.

_____ 2. The proposal organization is not on a Federal or State Debarment List.

_____ 3. All fourteen required elements of a youth program are addressed and available.

_____ a. Tutoring, study skills training, and instruction leading to completion of secondary school, including drop-out prevention strategies.

_____ b. Alternative secondary school services, as appropriate.

_____ c. At least 20% of funds budgeted for paid and unpaid work experiences, including internships, on-the-job trainings, summer employment opportunities that are directly linked to academic and occupational learning and job shadowing.

_____ d. Occupational skill training, as appropriate.

_____ e. Leadership development opportunities.

_____ f. Supportive services.

_____ g. Adult mentoring that may occur both during and after program participation by one or more adult mentors and for a period of at least 12 months.

_____ h. Comprehensive guidance and counseling, referrals to outside agencies, as appropriate.

_____ i. Follow-up services (*must be for at least 12 months after program participation)*

_____j. Financial Literacy

_____k. Entrepreneurial Skills Training

_____l. Labor Market Information

_____m. Activities to prepare youth for transition to Post-Secondary Education.

_____n. Education Offered Concurrently w/ Workplace Preparation for Specific Occupations

_____ 4. The proposing agency is fiscally solvent.

_____ 5. The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for on-going operations.

_____ 6. The person signing the proposal as submitting officer has authority to do so.

_____ 7. The proposing agency agrees to meet all federal, state, and local compliance requirements.

_____ 8. All required forms are complete and signed by the appropriate individual.

Reviewer: _____ Date: _____
By signing above, I state that I screened the proposal and checked off elements that I found in the proposal

PROPOSAL RATING CRITERIA

SECTION	POINTS POSSIBLE	POINTS AWARDED
General		
Instructions/Format were followed	5	
All questions in RFP are addressed	5	
Answers are clear and complete	5	
Performance is acceptable	15	
Service Delivery Model	10	
Sub-Total (General)	**40**	
Program Strength		
Required Program Elements		
Tutoring and Study Skills	5	
Alternative Secondary School	5	
Paid/Unpaid Work Experience	5	
Occupational Skills Training	5	
Leadership Development	5	
Supportive Services	5	
Adult Mentoring	5	
Guidance/Counseling	5	
Follow Up Services	5	
Financial Literacy	5	
Entrepreneurial Skills Training	5	
Labor Market Information	5	
Post-Secondary Transition Activities	5	
Concurrent Education and Workplace Preparation for Specific Occupation	5	
Youth Services involvement	10	
In-School Youth Focus	5	
Participant/Program Record Maintenance Plan (OSOS)	10	
Program Performance Measure Plan		
Placement in Employment or Education	10	
Attainment of a Degree or Certificate	10	
Skill Gains	10	
Program Performance Evaluation Plan	5	
Sub-Total (Program Strength)	**130**	
Budget		
Budget is reasonable for program	20	
Leveraged Funding Available	10	
Sub-Total (Budget)	**30**	
Partnerships		
Strong Private Sector Involvement	10	
Strength of network	10	
Sub-Total (Partnerships)	**20**	
Subtotal – General	**40**	
Subtotal – Program Strength	**130**	
Subtotal – Budget	**30**	
Subtotal – Partnerships	**20**	
TOTAL	**220**	

Appendix B: Required Forms

PROPOSAL MATERIAL CHECKLIST

To be considered for funding, all proposals must submit the following components.

___ Proposal Cover Sheet and Contractor Qualifications

___ Proposal Narrative (no more than 15 pages)

___ Copies of Memorandums of Agreements (MOA's)

___ Workforce Innovations and Opportunity Act of 2014 (one with original signature)

___ Budget Summary

Finger Lakes Workforce Investment Board, Inc.
Youth Program

PROPOSAL COVER SHEET and CONTRACTOR QUALIFICATIONS

Legal Name of Agency/Business: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Contact Person: _____

Organization Type:

Private Not-For-Profit School District

Government Organization Public Non-Profit

Other (Please Specify): _____

Tax ID #:_____

Geographic Area to Be Served: _____

Locations and Addresses where youth will be served/Case Management will be based (if different or in addition to address above):

Name: _____

Address: _____

Name: _____

Address: _____

Total Number of In-School-Youth to be Served:____

Dollar Amount Requested: _____

Please address the following:

- Do you have an Approved Affirmative Action Plan? *If awarded, a copy may be*

requested

_____Yes Date approved: _____ By: _____
_____ No

- List the Principle Officers of the Organization:

_____

_____

_____

- Has the Organization ever filed for bankruptcy? _____

- Has the Organization ever had to repay funds to a governmental unit due to a questioned or disallowed cost? If yes, please explain.

_____

- Does the Organization have the capacity to repay a disallowed or questioned audit cost?

_____

- Can the Organization support the program without an advance?

_____

- If funded, what percentage of the Organization's total budget would the contract funds represent? _____

- Date of last independent audit: _____

- Name and address of audit firm:

_____

- Number of years in operation in FLWIB, Inc. area: _____

Certification of Specifications Compliance

We understand that we must give assurances for each item below. If we cannot, then we understand that this proposal will automatically be rejected. The assurances are:

1. We will provide records to show that we are fiscally solvent, if required.
2. We have, or will have; all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
3. We have additional funding sources and will not be dependent on WIOA funds.
4. WE WILL MEET ALL APPLICABLE Federal, State, and local compliance requirements. These include but are not limited to:
   - Records accurately reflecting actual performance
   - Maintaining record confidentiality, as required
   - Reporting financial, participant and performance data, as required
   - Complying with Federal and State non-discrimination provisions
   - Meeting requirements of Section 504 of the Rehabilitation Act of 1973
   - Meeting all applicable labor law, including Child Labor Law standards
5. WE WILL NOT:
   - Place a youth in a position that will displace a current employee.
   - Use WIOA funds to assist, promote or deter union organization.
   - Use funds to employ or train persons in sectarian activities.
   - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
   - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and final approval by the Finger Lakes Workforce Investment Board, Inc.

Signature_____ Date_____

Chief Executive Officer

Please submit two hard copies with original signatures and an electronic copy by 4:00pm, Friday December 13, 2019 to:

KAREN SPRINGMEIER, EXECUTIVE DIRECTOR
FINGER LAKES WORKFORCE INVESTMENT BOARD, INC
41 LEWIS STREET, SUITE 104
GENEVA, NEW YORK 14456
Email: kspringmeier@fingerlakesworks.com

Workforce Innovation and Opportunity Act of 2014 Explanation Form

Instructions: Please read the following information and sign at the bottom.

CURRENTLY, THE FLWIB, Inc. RESERVES THE RIGHT TO MODIFY THIS RFP OR THE SCOPE OF THE PROGRAM DESIGN TO ANY EXTENT NECESSARY TO ENSURE COMPLIANCE WITH STATE AND OR FEDERAL GUIDELINES ONCE THE RULES AND REGULATIONS FOR THIS LEGISLATION IS RELEASED IN FINAL FORM. THIS MAY OCCUR ANYTIME PRIOR TO IMPLEMENTATION OF PY18 WIOA PROGRAMS. THEREFORE, ALL SUCCESSFUL APPLICANTS MUST DEMONSTRATE THE CAPABILITY TO MODIFY THEIR PROGRAM DESIGN TO COMPLY WITH THE NEW REGULATIONS.

ALL SUCCESSFUL APPLICANTS MUST NOT ONLY DEMONSTRATE THE CAPABILITY TO MODIFY THEIR PROGAM DESIGN, BUT MUST AGREE TO DO SO TO COMPLY WITH ANY NEW STATE/FEDERAL GUIDELINES OR REGULATIONS, IF ANY, AND TO BE FUNDED THROUGH THIS RFP.

I have read the above information and understand that certain aspects of my proposal must be changed in accordance to any changes stated in the reauthorization of the Workforce Innovation and Opportunity Act of 2014.

_____ _____

Signature of Chief Executive Officer Date

_____

Title

Organization Name:

Proposed Budget:

Funding Period:

Please fill in all blue boxes

Proposed Staffing Plan		
Proposed # of FTE's (also # Part-time employees)		
Budget category		**Proposed Budget**
Salaries and Fringe Benefits (please describe)		
Staff Operating Expenses (please describe)		
Program Operating Expenses		
Sub-contracts (if applicable)		
Client Expenses -- wages (at least 20%)		
Client Expenses -- other		
Total Expenses	**A**	**$0.00**
Proposed # of youth served -- total	**B**	
Cost per participant calculation		**#DIV/0!**
For current contractors only:		
Carry-In		
New		
Total (Must equal B above)		**0**

Please also include an example of your Budget Template

Appendix C: Purchasing and Procurement

Purpose: To serve as a general guideline for contractors reflecting FLWIB, Inc. policy.

Policy: Any FLWIB, Inc. staff member may purchase supplies, equipment, and services for office operations, within the guidelines prescribed below, using the credit card or charged on account with vendors.

Procedures:

- Equipment purchases over $1,000.00 will include an analysis of leasing versus buying. Also, if the equipment is over $5,000.00, prior approval from the NYSDOL Program Specialist for the FLWIB, Inc.
- Awards will only be made to responsible contractors.
- All supporting documentation relating to the procurement of products or services shall be given to the Fiscal Coordinator for retention.

Code of Conduct*:* No employee, officer of agent will participate in the selection; award or administration of a contract supported by the FLWIB, Inc. if a real or an apparent conflict of interest would be involved. A conflict would arise when the employee, officer, agent or any member of their immediate family, partner or an organization, which employs or is about to employ any of the parties indicated, has a financial or other interest in the agency selected for the award. The officers, employees and agents of the recipient shall not solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub agreements.

Once a vendor is determined for procurement of goods or services over $1,000.00, approval is required in the form of the Executive Director's signature on the sales order or WIB Purchase Order. This document gives the Fiscal Coordinator permission to order and issue payment for the receipt of goods and/or services. Purchases will be reviewed once per month before issuing payment.

If the purchase is for services, a contractual obligation must also be entered into between the FLWIB, Inc. and the vendor using the standard agreement, in addition to issuing a Purchase Order.

Appendix D: Contractor Qualifications

All businesses/organizations must meet the following administrative and fiscal contractor qualifications to contract with the Finger Lakes Area Workforce Investment Board, Inc. to provide Workforce Innovation and Opportunity Act services for youth. All bidders must certify that they and their subcontractors/partners meet the following Contractor Qualifications.

- Demonstrable competency in the administration and operation of youth specific programs.
- Such competency may be acquired or be demonstrated by the organization itself, by key administrative and operational staff in that organization or through partnerships with organizations that operate youth- specific programs and must:
    - Demonstrate the ability to address the required program elements
    - Be legally authorized to conduct business in the State of New York and have established administrative and program resources in the Finger Lakes area.
- Be eligible to receive Federal funds.
- Can provide the following policies/procedures which comply with the Workforce Innovation and Opportunity and are otherwise acceptable to the FLWIB, Inc.:
    1. Personnel policies: Programs working with youth under age 18 must include a provision for criminal background checks for all staff that have contact with the youth. Acknowledgement of labor laws for minors must be included in said policies.
    2. Conflict of interest statement for staff and governing Board of Directors.
    3. Follow grievance procedure for clients/customers.

In addition, the applicant organization must demonstrate that it:

- Does not discriminate against nor deny employment services to any person on the grounds of race, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
- Complies with the 1990 Americans with Disabilities Act.
- Has proven fiscal capacity for fund accounting.
- Has current annual revenues equivalent to or greater than the amount proposed.
- Has access to non-WIOA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- Has or can obtain up to $1,000,000 liability, motor vehicle and Worker's Compensation insurance.
- Agrees that the federal, state, and/or local auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
- Can collect outcome data to compare performance to original plan.
- Has Internet capability and e-mail address and fax access for staff working with

WIOA funds.

- Provides staff training opportunities for designated staff.
- Has a plan to incorporate OSOS requirements.

If during the agreement period the contractor incurs expenses not previously approved or known by the FLWIB, Inc., which the FLWIB, Inc., deems NOT ALLOWABLE, the disallowed expenses shall be the responsibility of the contractor. Disallowed costs must be paid with non-WIOA funds.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated and no score will be assigned.