

**Greater Lowell Workforce Investment Board/Career Center of Lowell**  
**Division of the City Manager's Office**  
**IN-SCHOOL and OUT-OF-SCHOOL YOUTH PROGRAMS**  
**Federal Workforce Investment Act of 1998 (WIA)**  
**REQUEST FOR PROPOSALS (RFP)**  
**FISCAL YEAR 2009 & 2010**

**I. Introduction**

Acting on behalf of the Greater Lowell Workforce Investment Board ("GLWIB") and the GLWIB Youth Council, the Career Center of Lowell ("CCL"), Division of the City Manager's Office, in its role as the fiscal agent and administrator of the Workforce Investment Act grant funds for the Greater Lowell Workforce Investment Area, is seeking providers who will singularly or collaboratively provide comprehensive services for Workforce Investment Act ("WIA") eligible youth between the ages of 14-21 who reside within the City of Lowell and the following seven towns: Billerica, Chelmsford, Dracut, Dunstable, Tewksbury, Tyngsboro and Westford. This area is collectively known as the Northern Middlesex Service Delivery Area.

The Greater Lowell Workforce Investment Board is seeking proposals whose intent is to promote the following objectives:

- Support high-quality performance driven youth programs that meet the education, career and workforce development needs of at-risk youth ages 16-21 with potential to benefit from WIA services.

**Who May Apply**

Applicants eligible to submit a proposal(s) are: public or private agencies, public school systems, units of government, non-profit, faith based and community based organizations, labor groups, private businesses and employers, proprietary schools, community and state colleges, post secondary accredited schools and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially low income youth.

**II. Purpose of this RFP Solicitation**

The GLWIB and the Career Center of Lowell are seeking proposals for performance based programs and services that will result in specific outcomes for WIA eligible youth between the ages of 16-21. Bidders may submit a proposal to serve all in-school youth or all out-of school youth or a combination of both.

Under WIA, an in-school youth is: a youth that 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;

An 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.

**III. Proposal Timeframe/ Submission Requirements/Format**

**A. Timeframe:**

To be considered for funding, **an original and seven (7) copies** must be received at the GLWIB/CCL offices 18 John Street (3<sup>rd</sup> Floor) Lowell, MA 01852 no **later than 5:00 pm on Friday April 24, 2009.**

## **B. Submission Requirements:**

Proposals must be submitted to:

The Greater Lowell Workforce Investment Board/Career Center of Lowell  
18 John Street, Third Floor  
Lowell MA 01852

**THE SUBMISSION MUST BE DIVIDED INTO TWO SEPARATE SEALED PROPOSALS, A PROGRAM PROPOSAL AND A PRICE PROPOSAL.**

Each must consist of **AN UNBOUND ORIGINAL AND SEVEN BOUND COPIES.**

Each must have its own cover sheet.

The original **MUST** contain the signature of your agency signatory.

**FAILURE TO FOLLOW THE RFP FORMAT WILL RESULT IN DISQUALIFICATION.**

Delivery of proposals is the sole responsibility of the bidder. The transmission of proposals by fax or email is not permitted. It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. Access roads into downtown Lowell can be congested at times, and visitors or on-street parking can at times be difficult to obtain. Proposals will be logged in and stamped with the time and date of receipt. Bidders should plan accordingly for timely proposal delivery. The 5:00 p.m. deadline will be strictly enforced. **Proposals or any parts thereof received after the required date and time will not be accepted and will be rejected as non-responsive to the Request for Proposals.**

## **C. Format**

Proposals must be typewritten or word-processed. Responding agencies should ensure that their proposals conform to the following requirements:

- **Please check your proposal for internal consistency. The Program Proposal and the Price Proposal Checklists should be used as a guide to accomplish this. Both must be completed.**
- **Both Cover Sheets must be signed by the Authorized Signatory of the Lead Agency, as documented through the Authorized Signatory form submitted.**

## **IV. Bidder's Conference**

A Bidder's conference will be held on **March 25, 2009 at 10:00 AM** at the GLWIB/CCL offices 18 John Street (3<sup>rd</sup> floor) Lowell, MA 01852. Public parking is available at the Downes Garage on John St. Parking validation is available in Reception located upon entry to the CCL.

All interested parties are strongly encouraged to attend. Please note that in order to maintain a competitive bidding process, substantive questions (i.e. program design) arising during proposal preparation will be addressed only at the Bidder's Conference. Technical assistance (i.e. clarification on completion of requested/required documents) will be allowable throughout the proposal preparation period by contacting Vera Gallagher at [vera.gallagher@cclowell.org](mailto:vera.gallagher@cclowell.org) (preferred) or calling (978) 805-4807. Budget/Fiscal questions contact: Michael

Durkin at [michael.durkin@cclowell.org](mailto:michael.durkin@cclowell.org) or call (978) 459-2336. Questions and answers arising out of the Bidder's Conference will be documented and posted online after this meeting at [www.glwib.org](http://www.glwib.org).

## **V. Available Funds**

FY2010 WIA funding amounts have not yet been made available. We are hopeful that approximately \$350,000 to \$450,000 will be available to fund proposals solicited through this RFP.

## **VI. GLWIB/CCL and Vendor Roles and Responsibilities.**

In order to operate an efficient WIA program it is important that roles and responsibilities of both the GLWIB/CCL and the Vendor are clearly defined.

1. **Outreach and Recruitment:** The GLWIB/CCL will include information about WIA funded programs on our website and in literature promoting services available to WIA eligible youth who register at the CCL. In addition, as part of a statewide One Stop Career Center network, CCL's programs will be included in any statewide publications. However, Vendors should be prepared to bear the primary responsibility for ensuring that their outreach and recruitment efforts result in the enrollment set in their contract.
2. **Eligibility Determination/Initial Assessment:** Eligibility determination is the sole responsibility of the CCL. This includes the completion of a WIA application, verification of the information provided by the applicant, collection of required documents, and a determination if the individual who has applied meets the eligibility criteria. No individual is permitted to receive a WIA payment in the form of a stipend or wages until Vendors are notified in writing by the CCL of youth eligibility. An initial assessment refers to a youth's first contact with GLWIB/CCL youth staff. During this meeting, which includes a discussion of educational background, employment history and other information regarding their ability to access jobs, staff is able to determine what WIA or non-WIA services are most appropriate for the youth. If this initial assessment results in a determination that the youth would benefit from WIA services, then the formal application process would begin.
3. **Assessment:**  
The Career Center will administer the TABE on all applicants in order to obtain math and reading levels. The results of this assessments will be used to begin the development of an Individual Service Plan (ISP).
4. **Individual Service Plan (ISP) Development:** The ISP is a program service plan that is customized to meet the individual's needs. It incorporates the results of the initial assessment as well as determines which of the ten required elements (under WIA) would most benefit each youth. These plans are used as a basis for referrals of youth to appropriate activities. The plans are developed jointly with the youth. The GLWIB/CCL staff will provide a copy of the ISP to the Vendor
5. **Individual Service Plan (ISP) Updates:** The ISP, as a service plan, needs to be updated and reviewed on a regular basis by the Vendor. It is considered a 'static' document that is to be updated regularly (no less than every 60 days) to establish a record of service activity as well as to measure progress towards goals that have been set. The updates should reflect achievement and progress towards the intended program outcomes measures of WIA as well as demonstrate overtime how the goal came to be achieved.
6. **Counseling:** This includes career and, if requested, personal counseling.
7. **Vendor Orientation and Training/ Monthly Vendor Meetings/Ongoing Technical Assistance:** Upon execution of a contract with the GLWIB/CCL, all Vendors will be required to attend an orientation and training to review and understand all requirements of the contract. This will include, but not necessarily be limited to: WIA Title I Youth Eligibility Determination, WIA Performance Outcomes and Common Measures, Case Notes, assessment, stipend procedures, reporting, and billing procedures. In addition, Vendors are required to attend a monthly meeting with the GLWIB/CCL. The purpose of these meetings is

to sustain clear communication between the Vendor and the GLWIB. GLWIB/CCL staff are available at all times to assist Vendors in any matter relating to the administration of their WIA program.

8. **Program Monitoring:** Each Vendor is formally monitored once during the contract year by the GLWIB/CCL staff. Regular programmatic reviews are done based on MOSES reports and Vendor reports and invoices submitted on a monthly basis. This regular 'desk top' review ensures contract compliance and implementation of funded program activities.
9. **Information Systems MOSES** (Massachusetts One Stop Employment System) Database: The GLWIB/CCL maintains an electronic record of an individual once they have been determined eligible to participate in and is receiving services under WIA. MOSES supports all Case Management functions from an individual's initial assessment and program eligibility determination through service delivery documentation, follow-up and case closure.
10. **Case Management:** Case Management is the responsibility of the Vendor. Case management encompasses, but is not necessarily limited to: ISP updates, contact dates, progress notes, attendance records, ongoing program activities, and follow-up. Case files must include the WIA application, eligibility determination documents, MSSA verification (Selective Service Registration for males over 18 yrs.), assessment results, the ISP, monthly progress reports, stipend information (copies of requests for payment) status changes for enrollment, achievement of individual youth goals, documentation of achievement of goals (i.e. copy of GED) termination (exit) and follow-up contact.
11. **Follow-up Activities:** Follow-up services are one of the required elements under WIA. This provision is **intended** to enhance youth outcomes. All WIA youth participants must receive some form of follow-up service for a minimum of 12 months after exit from the WIA youth program. This may include, at a minimum, checking in with the youth at least once during the 1<sup>st</sup> quarter after exit (1-6 months) to make sure youth are employed or enrolled in post secondary education or advanced training **for** the entered employment measure and the employment part of the credential measure. If they are in education or training, documentation of enrollment must be collected. This is also the time to verify and update contact information for future follow-up. Methods for conduction of follow up can include hosting group functions or by using GLWIB/CCL stipends to youth as an inducement for validating employment and education status.
12. **Monthly Reporting:** Monthly Reports are required to be submitted to the GLWIB/CCL during the first week of each month.
13. **Final Narrative Report:** A final or final end of year report is due at the GLWIB/CCL ninety days from the contract end date. Vendors must include the following information: total number of youth served, performance goals met, exit reports, and a plan of action for follow-up activities.
14. **Internships (Work Experience)**
  - a. In conjunction with the academic activities work experience internships are allowed . Internships are required to use the Massachusetts Work Based Learning Plan at all internships. Upon completion of the internship this document will become part of the youth file at the Career Center of Lowell. Both In-school and Out of School Youth will be allowed to work up to 10 hours a week and will be paid the prevailing minimum wage of \$ 8.00 per/hr.
  - b. Employer Involvement: Bidders providing a work experience component must also involve employers in the development of their projects. This involvement may include (a) committing to participate in the training by providing instructors, guest speakers, funds or other in-kind contributions such as space, equipment, supplies, etc., (b) assistance in mock workplace environment development, and (c) consider agreeing to hire participants upon completion of the program.

15. **Stipend Policy:**

WIA eligible youth ages 16-21 who are enrolled in a youth program approved and funded by the GLWIB/CCL are eligible to receive a monthly cash payment for meeting/exceeding attendance standards and performance goals. Policy is available from GLWIB upon request.

**VII. Programmatic Performance Standards**

Vendors funded as a result of this proposal will be expected to achieve the following outcomes in compliance with the performance measures established for the GLWIB/CCL:

**Older Youth (19-21)**

Entered Employment Rate: 68%  
Employment Retention 83%  
Earnings Gain (Pre-Post) \$ 3,100.00  
Credential Attainment Rate 52%

**Younger Youth (16-18)**

Skill Attainment Rate 84%  
Diploma or Equivalent Attainment Rate 61%  
Employment or Education Retention Rate 63%

These percentages apply to 100% of your proposed enrollment goal.

**VIII . WIA Ten Program Elements** – The Workforce Investment Act (WIA) lists **ten program elements** that must be generally available to eligible youth. They are as follows:

1. Tutoring, study skills training, and instruction, including dropout prevention strategies, leading to a) completion of secondary school for in-school youth and out-of-school youth who are re-enrolled in secondary school; or b) a GED for youth enrolled in a non-WIA funded GED program;
2. Summer employment opportunities that are directly linked to academic and occupational learning;
3. Supportive services;
4. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
5. Alternative secondary school services, as appropriate;
6. Paid and unpaid work experiences, including internships and job shadowing, as appropriate;
7. Occupational skills training, as appropriate;
8. 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;
9. Follow-up services for a 12 month period after exit; and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Bidders are NOT required to provide all 10 (ten) elements. However all ten elements must be available, if a youth is assessed to requires those services. Most WIA Title I Vendor’s provide at least 5 (five).

## **IX. GLWIB/CCL Proposal Review**

### ***Program Proposal***

Program proposals will be reviewed and rated by GLWIB/CCL staff and a sub-committee from the Youth Council who have no vested interest or benefit from the funding decisions of the GLWIB. The program proposal narrative has five (5) parts. Proposals will be rated according to a point system. The maximum total any proposal may receive is 100 points. Each part is awarded points as follows:

1. Program Design: (25 points).
2. Customer Identification (Outreach and Recruitment) (25 points)
3. Past Performance (incumbent Vendors)/ Ability to achieve WIA Youth Program Outcomes (40) points
4. Administration (5 points)
5. Program Operations (5 points)

Complete proposals received by the submission deadline that meet all threshold requirements, will be reviewed by the WIB's Youth Council Proposal Review Subcommittee consisting of those persons mentioned above. The Committee shall utilize the evaluation criteria noted in the Program Proposal. The committee shall then provide their findings to the full Youth Council for recommendations. Those recommendations shall be made to the full WIB Board for final approval.

Proposals will be given an overall rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable based on the points awarded. The overall scoring and overall rating breaks down as follows:

75 to 100 points	Highly Advantageous
50 to 75 points	Advantageous
20 to 29 points	Not Advantageous
Less than 20 points	Unacceptable

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.

### ***Price Proposal***

Career Center of Lowell budgetary/fiscal staff will first review all proposals to determine if the minimum qualifying criteria has been met (See section XII. Price Proposal). If minimum-qualifying criteria has been met, proposals will then be reviewed for cost reasonableness. Proposed costs will be compared with similar costs proposed by other bidders, as well as historical data available (i.e. current or previously funded contracts). Results will be documented.

### ***Final Funding***

Final funding decisions will take into consideration the results of the program and price proposal reviews, an adequate mix of the various types of services to be made available and an equitable distribution of funds and services to youth throughout the region. The WIB reserves the right to reject any and all proposals, to not fund any or all proposals, and/or to partially fund any and all proposals as submitted in response to this RFP. All proposals become the property of the GLWIB/City of Lowell.

## **X. GLWIB AND PROPOSER'S RIGHTS**

- A. The Career Center of Lowell and the Greater Lowell Workforce Investment Board reserve the right to reject any and all proposals.
- B. Bidders wishing to appeal the final funding decisions of the Greater Lowell WIB shall follow the procedures listed below:
  - i. Bidders may request an appeal to a funding decision within then (10) business days after receipt from the WIB concerning funding recommendations. An appeal will NOT be accepted due to any attempts to modify or include additional information to the original application.
  - ii. The appeal letter should clearly state the basis of the appeal request.
  - iii. Staff from the Greater Lowell WIB and Review Team shall then have ten (10) business days to review the appeals request. All parties shall be provided with the original proposal, initial ranking scores and appeal letter. A meeting will be held either in person or through telephone conference call method to discuss and review the appeal request.
  - iv. The Greater Lowell WIB Director shall then notify the bidder of the outcome of the appeal process within three (3) business days of the appeal meeting. If the bidder is still in disagreement with the appeal outcome, they may write the Division of Career Services at 19 Staniford Street, Boston, MA 02114 to officially request an appeal of the GLWIB.

## **XI. CONTRACT TERMS**

A sample contract agreement can be made available by contacting Mike Durkin by telephone at 978-459-2336 or by email at [Michael.Durkin@cclowell.org](mailto:Michael.Durkin@cclowell.org).

**GLWIB/Career Center of Lowell  
Division of City Manager's Office  
WIA In-School and Out-of-School Youth Programs**

**FY 2009-2010**

**XII . PRICE PROPOSAL**

**GLWIB/Career Center of Lowell  
Division of City Manager's Office  
WIA In-School and Out-of-School Youth Programs**

**FY 2009-2010**

**Price Proposal Cover Sheet**

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fiscal Person Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/Towns to Be Served: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Amount of Funding Request:**

Total \$ \_\_\_\_\_

Youth Served  
 Out-of-School

In-School

**Project Performance Goals:**

Total Participants: \_\_\_\_\_

Total Participants Completing Individuals Program Objectives: \_\_\_\_\_

Participant: Supervisor/or Instructor Ratio: \_\_\_\_\_

**Duration:**

Youth Activity (Start Date) \_\_\_\_\_ to \_\_\_\_\_ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## A. MINIMUM QUALIFYING CRITERIA

***In order to be considered for funding, the following must be completed and submitted with your original price proposal only (it is not necessary to submit these with the copies). Failure to complete these certifications and affidavits could result in your proposal not being considered for funding.***

- Signatory Authorization for Corporate Providers (If Applicable)
- Signatory Authorization for Non-Corporate Providers (If Applicable)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Statement of Commitment to a Drug-Free Workplace
- Certificate of Non Collusion
- Audit Assurance Certification
- Evidence of Commitment to Equal Opportunity, Nondiscrimination, and Affirmative Action

**SIGNATORY AUTHORIZATION  
FOR  
CORPORATE PROVIDERS**

PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**COMPLETE ALL SECTIONS**

MASSACHUSETTS OR FOREIGN CORPORATION

- Massachusetts Corporation  Non-Massachusetts Corporation

A non-Massachusetts Corporation is required to register with the Massachusetts Secretary of State to obtain an authorization to do business within Massachusetts. Attach a copy of such authorization to this form.

**CORPORATE TAX STATUS**

- For-Profit Corporation     Corporation exempt from taxation under 501 [C] [3] of the Internal Revenue Code.     Corporation exempt from taxation under \_\_\_\_\_ of the Internal Revenue Code.

**CERTIFICATE OF VOTE**

The following statement must be completed and signed by the Clerk(s) of the corporation, or a Certificate of Vote authorizing a signator to execute contracts on behalf of the corporation must be attached.

At a duly authorized meeting of the Board of Directors of

\_\_\_\_\_

[Name of Corporation] held on \_\_\_\_\_ [Date], in accordance with the by-laws of said corporation, it was voted that:

\_\_\_\_\_ and/or  
NAME TITLE

\_\_\_\_\_  
NAME TITLE

of the corporation be hereby authorized to execute contracts and bonds on behalf of the corporation and that such execution of any contract or obligation in this corporation's name on its behalf by the person so authorized shall be valid and binding on this corporation.

SIGNATURE OF CLERK: \_\_\_\_\_ DATE \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE**

I \_\_\_\_\_, authorized signator of \_\_\_\_\_ [name of corporation] do hereby certify that the above named corporation has filed with the Secretary of State all certificates and reports required by MGL c.1563 s. 109 and MGL c. 180 s. 26A.

**SIGNATORY AUTHORIZATION**

**FOR**

**NON-CORPORATE PROVIDERS**

Name of entity: \_\_\_\_\_

Address: \_\_\_\_\_

Designate type of entity (e.g., sole proprietorship, partnership, local education agency, municipality, etc.):

\_\_\_\_\_

Title of the staff position with authority to sign contracts: \_\_\_\_\_

Name of the person currently filling this position: \_\_\_\_\_

Signature of authorized party \_\_\_\_\_

\_\_\_\_\_  
Date:

**CERTIFICATION REGARDING**

**DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

**PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, 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 SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
  - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED SIGNATORY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**DRUG FREE WORKPLACE CERTIFICATION**

I, \_\_\_\_\_, in representation of  
(Print Name)

\_\_\_\_\_, do hereby certify that  
(Agency/Organization)

\_\_\_\_\_, has taken all  
(Agency/Organization)

necessary measures to ensure a drug free workplace consistent with the **Drug Free Workplace Act of 1988**, as well as all applicable state laws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made or 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 individual submitting bid or proposal)

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

**AUDIT CERTIFICATION**

Check whichever is applicable.

\_\_\_\_\_A copy of my organization’s most recent Audited Financial Statements or Single Audit (if applicable) is attached.

\_\_\_\_\_A copy of my organization’s most recent Audited Financial Statements or Single Audit (if applicable) has already been submitted to the Career Center of Lowell Fiscal Manager.

\_\_\_\_\_ As an entity of the Commonwealth of Massachusetts, a copy of my organization’s most recent Single Audit is available on line at \_\_\_\_\_  
(indicate website)

\_\_\_\_\_  
(Printed name of individual submitting bid or proposal)

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

**COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION/NON-DISCRIMINATION**

I have attached my organization's Equal Opportunity/Affirmative Action/Non-Discrimination Policy.

\_\_\_\_\_  
(Printed name of individual submitting bid or proposal)

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

## B. Budget & Budget Narrative

There are 2 parts to this section. They are Part 1, Youth Program RFP Budget, and Part 2, Youth Program Budget Narrative. Complete both sections as instructed. Please be aware of the following:

- Administration costs (i.e. accounting, budgeting, legal services, payroll, purchasing, procurement, personnel management) will not be funded at more than 5% of the total contract awarded. CCL budgetary/fiscal staff will classify all costs for contracts awarded.
- Payments to eligible youth (i.e. wages and/or stipends) shall be made directly by the Career Center of Lowell to the program participant and should **not** be included in the proposal.
- Documentation of your federally approved Indirect Cost Rate must be provided if applicable.

**1. Youth Program RFP Budget**

Vendor Name: \_\_\_\_\_

Program Name \_\_\_\_\_

Program Period: \_\_\_\_\_

**Funds Requested**

Category	Hourly Rate	Hours Per Week Worked	Hours Per Week Charged to this Proposal	# of Weeks Charged to this Proposal	Total Cost
<i>Staff Positions</i>					
<b>Subtotal Salaries</b>					
<i>Fringes (Describe)</i>	<i>% of Salaries</i>				<b>Total Cost</b>
<b>Subtotal Fringe</b>					
<b>Other Costs:</b>	<b>Describe briefly - Explain fully in Narrative Section III</b>				<b>Total Cost</b>
<i>Premises</i>					
<i>Supplies</i>					
<i>Travel</i>					
<i>Communications</i>					
<i>Equipment</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					

<b>Subcontracts</b>					
<b>Subtotal Other</b>					

**Grand Total**

## 2. Youth Program Budget Narrative

Provide a narrative justification of the following costs in the space provided as directed. Attach additional space if necessary.

**Staff Positions** – Explain the function of each position. Justify the both number of hours charged per week for each position as well as the total weeks charged for each position.

Fringe Benefits – **Explain your fringe package.**

**Other Costs** - Fully explain and justify each proposed “Other” cost in the space provided. Describe why each is necessary to the proposed program.

Include the basis for calculating each cost. Examples for calculating costs may include but not necessarily limited to:

Premises – total square feet x cost per square foot

Supplies – historical data, cost per staff

Travel – total estimated miles x rate per mile

## **FY2009-2010 WIA Title I Youth Price Proposal Contents Checklist**

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

### **Cover Sheet**

\_\_\_\_\_ Each section fully completed

\_\_\_\_\_ Signed by authorized signatory

### **Minimum Qualifying Criteria**

\_\_\_\_\_ Signatory Authorization for Corporate Providers (If Applicable)

\_\_\_\_\_ Signatory Authorization for Non-Corporate Providers (If Applicable)

\_\_\_\_\_ Certification Regarding Debarment, Suspension and Other Responsibility Matters

\_\_\_\_\_ Statement of Commitment to a Drug-Free Workplace

\_\_\_\_\_ Certificate of Non Collusion

\_\_\_\_\_ Audit Assurance Certification

\_\_\_\_\_ Evidence of Commitment to Equal Opportunity, Nondiscrimination, and  
Affirmative Action

### **Budget & Budget Narrative**

\_\_\_\_\_ Budget Completed

\_\_\_\_\_ Budget Narrative Completed

\_\_\_\_\_ Indirect Rate Included (if applicable)

**GLWIB/Career Center of Lowell  
Division of City Manager's Office  
WIA In-School and Out-of-School Youth Programs**

**FY 2009-2010**

**XIII. PROGRAM PROPOSAL**

**GLWIB/Career Center of Lowell  
Division of City Manager's Office  
WIA In-School and Out-of-School Youth Programs**

**FY 2009-2010**

**Program Proposal Cover Sheet**

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/Towns to Be Served: \_\_\_\_\_

Email Address: \_\_\_\_\_

Youth Served  
 Out-of-School

In-School

High School Diploma

Advanced Training/  
Occupational Skills Training

Basic Certificate

Basic Skills and Advanced Training/  
Occupational Skills Training and/or  
Certificate

**Project Performance Goals:**

Total Participants: \_\_\_\_\_

Total Participants Completing Individuals Program Objectives: \_\_\_\_\_

Participant: Supervisor/or Instructor Ratio: \_\_\_\_\_

**Duration:**

Youth Activity (Start Date) \_\_\_\_\_ to \_\_\_\_\_ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

### **A. Program Design (25 points)**

- Summarize the design of your program. Highlight the strengths of your program and how it will contribute to the overall goals of serving youth who are WIA eligible.
- Identify the youth population you proposed to serve: Older youth (19-21) Younger youth (16-18) pregnant or parenting teens, youth with disabilities, DYS, DSS , involved youth, foster youth, youth aging out of foster care, juvenile offenders,. Provide a description of why/how this cohort was identified.
- Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each? Attach Memorandum of Understanding (MOU) if applicable.
- Describe the timeline for program implementation, indicating when all phases of the program will begin and end (include 12 month follow-up).
- Describe plan to provide supportive services to youth i.e. transportation, stipends for attendance, achievement of benchmarks.

### **B. Outreach and Recruitment (25 points)**

- Describe your organizations plan's to recruit youth to participate in this program. Discuss how this outreach strategy will combine with the work of the GLWIB/CCL and other youth serving agencies in our region.
- Describe your organizations plan for outreach.
- Describe any referral agreements you will enter into with other organizations to refer target group members to your program.
- Describe orientation materials and information that will be provided to youth. Do you provide a handbook for youth defining program expectations and policies?

### **C. Program Outcomes (40 points)**

- Describe your plan for providing at least five of the 10 required youth program elements.
- Describe how program activities will result in desired outcomes.
- Describe past/current performance in administering a WIA program or similar program. Define results. For example: total number of youth enrolled, total number of GED attainments, diplomas, total number of entered employment, entry into post secondary, military, and advanced training. **Complete Chart A**(See Attachments Section XIV) **if you are currently being funded by WIA.**
- Discuss if you did or did not achieves contract performance goals.
- Describe how program activities and services will result in outcomes that are appropriate for in-school and/or out-of-school youth.
- Describe your organizations strategy for meeting the performance outcomes as defined under WIA.
- A Program Planning Summary **must** be completed (See Attachments Section XIV)
- Describe Follow-up Activities

### **D. Administration (5 points)**

- Describe organizations purpose
- Describe staffing of program as it relates to this program.
- Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions of staff to be hired .
- 

### **E. Program Operations (5 points)**

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. Include location.

## **FY2009-2010 WIA Title I Youth Program Proposal Contents Checklist**

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

### **Cover Sheet**

\_\_\_\_\_ Each section fully completed

\_\_\_\_\_ Signed by authorized signatory

### **Proposal Narrative**

\_\_\_\_\_ Program Design

\_\_\_\_\_ Outreach & Recruitment

\_\_\_\_\_ Program Outcomes

\_\_\_\_\_ Program Planning Summary completed

\_\_\_\_\_ Administration

\_\_\_\_\_ Program Operations

**GLWIB/Career Center of Lowell  
Division of City Manager's Office  
WIA In-School and Out-of-School Youth Programs**

**FY 2009-2010**

**XIV. ATTACHMENTS**

Youth Program Planned Performance for FY 2010	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	FY 2010 Total Plan
1. Participants (1.a+1.b)					
a. Carry-Ins from FY 2009					
b. New Enrollments					
i. In-School (non-add)					
ii. Out-of-School (non-add)					
2. Participant Exit/Follow-up Enrollments*					
3. Program Outcomes**					
<b>Younger Youth Outcomes (16-18)</b>					
a. Attained Skill (before exit)					
b. High School Diploma/Equivalent					
c. Retention of Outcome i.e. Employment/Education/Military					
<b>Older Youth Outcomes (19-21)</b>					
a. Entered Employment					
b. Retained Employment					
c. Received Credential (GED/Advanced Education Certificate)					

\*Each participant must receive follow-up services for a minimum of twelve (12) months after program exit.

\*\*Most outcomes are counted after exit while participant is receiving follow-up services.

**PROGRAM PERFORMANCE**  
**CHART A Program Performance FY 09 Enrollments ~Outcomes~**  
**As of March 2009**  
**Incumbant Bidders ONLY**

**Vendor Name:** \_\_\_\_\_

<b>In - School Enrollments</b>	<b>FY09</b>						<b>Projected OUTCOMES</b>							
	<b>Plan</b>	<b>Actual</b>	<b>%</b>	<b>CO</b>	<b>FY 08</b>	<b>YY(14-18)</b>	<b>OY(19-21)</b>	<b>DPL</b>	<b>EE</b>	<b>PS</b>	<b>AT</b>	<b>MTY</b>	<b>RIS</b>	<b>NEG</b>
TOTAL														

<b>Out-of School Enrollments</b>	<b>FY09</b>						<b>Projected OUTCOMES</b>							
	<b>Plan</b>	<b>Actual</b>	<b>%</b>	<b>CO</b>	<b>FY 08</b>	<b>YY(14-18)</b>	<b>OY(19-21)</b>	<b>GED</b>	<b>EE</b>	<b>PS</b>	<b>AT</b>	<b>MTY</b>	<b>EXC</b>	<b>NEG</b>
TOTAL														

MTY=Military  
 NEG=Negative  
 PS=Post-secondary Education  
 RIS=Remained in school  
 CO= Carryover

GED=General Equiv. Diploma  
 AT=Advanced Training  
 DPL=Diploma  
 EE=Entered employment  
 EXC=Exclusion