

The Greater Lowell Workforce Investment Board and The Career Center of Lowell

FY 2013 Request for Proposal
July 1, 2012 - June 30, 2013

A Division of the Office of the City Manager of
Lowell MA. Workforce Investment Act Year-Round
Services for In-School and Out-of-School Youth.
Funding provided by U.S. Department of Labor
federal Workforce Investment Act of 1998

Issue Date:
March 28, 2012
Closing Date:
May 2, 2012

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FISCAL YEAR 2013

I. Introduction

Acting on behalf of the Greater Lowell Workforce Investment Board and the GLWIB Youth Council, the Career Center of Lowell, 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 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.

II. Eligible Bidders

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.

III. Purpose of this RFP Solicitation

The Greater Lowell Workforce Investment Board and the Career Center of Lowell are seeking proposals for high quality performance driven programs and services that will result in specific outcomes for WIA eligible youth between the ages of 14-21. Funds available through this RFP are WIA Title I Youth funds. WIA requires the creation of an integrated youth serving system defined by access to a broad range of interconnected, year round services.

IV. RFP Timeline

March 28, 2012 Request for Proposals issued

April 5, 2012 Bidder's Conference Career Center of Lowell Administration Conference Room
3rd Floor

May 2, 2012 Proposals Due

Week of May 7-18 Presentation and Review Youth Council Proposal Review Subcommittee

Early June 2012 Youth Council Quarterly Meeting (Vote on FY 2013 Funding Recommendations) Mid-June 2012 Greater Lowell Workforce Investment Board Quarterly Meeting (Vote on FY 2013 Funding Recommendation of the Youth Council).

V. RFP Format

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

- To be considered for funding, **one (1) unbound original** and **five (5) bound copies** of the **program proposal** must be received at the GLWIB/CCL offices 107 Merrimack Street (3rdFloor) Lowell, MA 01852 no later than **4:00 p.m. on May 2, 2012** . **Please note: the Price Proposal requires one (1) unbound original and two (2) bound copies to be delivered on the same date and time.**
- Please check your proposal for internal consistency. The checklist for the Program proposal and Price proposal should be used as a guide to accomplish this. This completed checklist must be included as part of your proposal.
- Cover sheets for both the program and price proposal must be signed by the Authorized Signatory of the lead Agency, as documented by the submitted Authorized Signatory form.
- Failure to follow the RFP format could result in disqualification of your proposal.

VI. Submission Requirements

Proposals must be submitted to:

The Greater Lowell Workforce Investment Board/Career Center of Lowell
107 Merrimack Street 3rd Floor
Lowell, MA 01852

- The GLWIB and CCL reserves the right to declare proposals or any parts thereof received after the 4:00 pm May 2, 2012 deadline to be considered non-responsive and may be rejected entirely for consideration. The 4:00 pm deadline will be strictly enforced.
- **Do not combine the Program and Price proposals. In accordance with the City of Lowell procurement guidelines, Program and Price proposals must be reviewed and evaluated separately.**
- **Program and Price proposals must have their own cover sheet.**
- **The original of each proposal must contain the signature of your agency signatory.**
- The 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.
- Proposals will be logged in with the date and time of receipt. Bidders will be provided with a receipt of submission upon request.

VII. Bidder's Conference

A Bidder's Conference will be held on **April 5, 2012** at 10:00 AM the GLWIB, 107 Merrimack Street (3rd floor) Lowell, MA 01852.

All interested parties are strongly encouraged to attend. Please note that in order to maintain 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 email to Barbara O'Neil oneilb@nmsda.org Budget/Fiscal questions relating to the Price Proposal may be addressed to Michael Durkin at michael.durkin@cclowell.org. Questions and answers arising out of the Bidder's Conference will be documented and posted online after this meeting at www.glwib.org.

VIII. Available Funds

At the issuance of this RFP, funding amounts for fiscal year 2013, beginning July 1, 2012 and ending June 30, 2013 have not yet been made available however less than \$300,000 will be available. A minimum of 60% of the WIA funding will be dedicated to out of school programming. Open and competitive procurement will occur on a one year cycle. Contracts are awarded for a one-year period.

IX. Target Populations

The Workforce Investment Act (WIA) serves two youth participant populations: in-school youth and out-of-school youth.

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;

For the purposes of this RFP, an out-of-school youth is a youth who has a dropped out of high school prior to receiving a high school diploma.

The GLWIB/CCL has service to 16-21 year old out-of-school youth as a priority of service population. Please note: for In School Programs must end with the participant receiving a high school diploma. Therefore, enrollment should be geared towards seniors in high school.

X. WIA Eligibility Requirements

At a minimum, youth must meet the following eligibility criteria which consist of providing documentation for each applicable category:

A. Initial Eligibility

1. U. S. Citizenship and Eligible to Work in U.S.

2. Selective Service Registrant (males 18 yrs of age or older)
3. Age 14-21 at the time of enrollment. In school programs should enroll high school seniors in order to meet one of the common measures.

B. *Income Eligibility*

Youth must meet the definition and provide verification for one of the following low income categories:

1. Cash Public Assistance
2. Family income at or below the Poverty Line or 70% of the Lower Living Income Level {LLIL}
3. Food Stamp recipient or was determined eligible to receive food stamps within the last six months
4. Homeless per §103 (a) and §103(c) of the McKinney Act
5. Publicly supported Foster Child
6. Individual with a disability and their own income (if employed) at or below Poverty Line or 70% of the {LLIL}
7. Verification of family size i.e. individual birth certificates, US Passports, etc.

C. *Additional Barrier*

Youth must meet the definition and provide verification for one or more of the following barriers:

- Basic Skills Deficient (scores below 8.9 in Math or Reading on a standardized test)
- School Dropout
- Homeless, Runaway or Foster child
- Pregnant or Parenting
- Offender
- Is an individual who requires additional assistance to complete an educational program or to secure and hold employment.

The definition of a youth that requires additional assistance includes:

1. Is one of more grade levels below their age-appropriate grade level.
2. Has a disability including a learning disability.
3. Requires additional assistance as defined by the Youth Council and approved by the local board.

The Greater Lowell Workforce Investment Board and its Youth Council have approved the following criteria under the ‘requires additional assistance’ second barrier category:

- Having failed MCAS {as documented by school records}
- Having failed at least one course during any quarter of the preceding or current school year {as documented by school records}
- Resident of public housing or Section 8 housing {as documented by authorized public housing authority}

Background

The Workforce Investment Act is federal legislation that addresses federal policy for job training. WIA also addresses the way communities provide youth development services for low-income youth. Chief among these changes were:

- The creation of a Youth Council as an advisory committee to the local Workforce Investment Board.
- Increased accountability of youth service providers;
- Youth programs that provide long term comprehensive designs for academic and workforce preparation
- Eliminating summer work experience employment as a ‘stand alone’ activity

Overview of Common Performance Measures

In FY 2006, the implementation of Common Performance Measures occurred within the Workforce Investment Act legislation. Effective July 1, 2011, the Commonwealth of Massachusetts adopted common performance measures, thus reducing reporting measures from ten (10) to three (3). The net effect of these measures is to streamline performance by focusing upon fewer outcomes. These are:

1. Placement in employment, education or training
2. Attainment of a degree or skill certificate
3. Literacy and Numeracy Gain

Overview of Common Performance Measures

Performance Measure	Who counts	Positive Outcome	Required Documents
<i>Placement in EE or Education</i>	Participants who are unemployed and not in post-secondary education at date of participation.	Employed or in Post Secondary Education/Advanced Training <i>in the 1st</i> quarter after the exit quarter	Wage Records Copy of enrollment letter into post secondary, advanced training or military. Copy of post secondary class schedule
<i>Attainment of Degree or Certificate</i>	<i>Participants who are enrolled in school or in an education component at date of participation, or at any point in the program</i>	Attainment of a degree (diploma, GED, post secondary degree) or industry recognized certificate <i>by the end</i> of the 3 rd quarter after the exit quarter	Copy of High School Diploma Copy of GED
<i>Literacy/Numeracy Gain</i>	<i>Participants who are out of school AND basic skills deficient (8.9 or below) at time of registration</i>	An increase of one or more educational functioning levels.	Post-Test of TABE

Links for more information regarding Performance Measures:

http://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm

<http://www.spra.com/PEP/youth.shtml>

**Note: Any participants institutionalized/incarcerated or relocated to a mandated residential program at exit, customers exited for health/medical reasons or deceased, and participants called up for active duty are excluded from all common performance measures.

Bidder's responding to this RFP must meet all three Common Measures as applicable for Out of School youth. In School Youth Programming does not require Literacy/Numeracy gain.

XI. Sequence of Services

Programs funded through this RFP are required to document the sequence of services consistent with the WIA system in order to guarantee all participants receive comprehensive and individualized services in adherence with the Workforce Investment Act of 1998.

In order to operate an efficient WIA program it is important that the roles and responsibilities of both the GLWIB/CCL and the applicant {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. 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 goals established in their contract.

Recruitment efforts will be completed during the first six (6) months of the contract period July 1, 2012 through December 31, 2012. In this way Vendor's be able to concentrate their efforts on WIA outcomes from January 1st through June 30, 2013. This will also serve to minimize any disruption of a planned curriculum or job development efforts.

2. Point of Entry/ Eligibility Determination: Eligibility determination is the sole responsibility of the CCL. As such the point of entry into the WIA system should be the Young Adult Youth Center at the CCL. This includes the completion of a WIA application and the verification of the information provided by the applicant. The collection of required documents is the responsibility of the applicant and Vendor. No youth is permitted to receive WIA services or any payments in the form of an attendance stipend or incentive payment until Vendors are notified in writing by the CCL of youth's eligibility.

3. Initial Assessment: An initial assessment occurs once an applicant has been determined eligible for the program and is conducted by CCL staff using the MOSES case plan. During this meeting each youth's educational background, employment

history and barrier{s} to employment is discussed. A determination of what WIA or non-WIA services are most appropriate for the youth is also completed.

4. **Assessment:** The CCL will perform all formalized testing on youth. This includes the administration of the TABE. The results of this test will be used to begin the development of the Career Action Plan (CAP)

5. **Referrals:** The period for referrals will be from July 1, 2011 through December 31, 2011. It is expected that Vendors will accept referrals made to them by the GLWIB and CCL.

6. **Counseling:** This includes education and career and, if requested, personal counseling.

7. **Vendor Meetings:** Vendors are required to attend meetings with the GLWIB/CCL staff. The purpose of these meetings is to sustain clear communication between the Vendor and the GLWIB/CCL. Meetings may be held on site or at the GLWIB/CCL offices.

8. **Technical Assistance:** GLWIB/CCL staff is available at all times to assist Vendors in any matter relating to the administration of their WIA program.

9. **Program Monitoring:** Each Vendor is formally monitored at least once during the contract year by the GLWIB staff. Regular programmatic reviews are done based on MOSES reports and Vendor reports and invoices submitted on a monthly basis.

10. **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.

11. **Case Management:** Under common measures strategic case management will be necessary in order to connect youth to multiple programs and services as well as to help youth achieve short term attainable goals and support youth in longer term positive outcomes. Program (vendor) Case Managers must create and maintain positive relationships with youth. The case management project is a tandem effort between the vendor and the CCL Young Adult Career Advisor to ensure goals of the case plan are achieved and positive outcomes are attained for common measures.

12. **Retention in First Quarter after Exit and Follow-up Activities:** Follow-up services are one of the required elements under WIA funding. Vendors will conduct in conjunction with CCL staff follow up services which are intended to enhance youth outcomes. All WIA youth participants who have been placed in employment, post secondary education and advanced training will receive follow-up services for a minimum of 12 months after exit from the WIA youth program.

13. **Monthly Reporting:** Monthly Reports are required to be submitted to the GLWIB/CCL during the first week of each month.

14. Final Narrative Report: A final end of year report is due at the GLWIB/CCL 90 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.

XII. Ten Elements of a WIA Youth Program– 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. **WIA Title I Vendor’s are required to provide at least 5 (five) elements.**

XIII. Supporting Resource Materials:

Information and resources which potential bidders and interested parties might find beneficial in the development of their response to this RFP may be accessed at the Greater Lowell WIB website: www.glwib.org as well as the following link:

- Policy Issuances and WIA Communications can be found at: Massachusetts Department of Workforce Development including: Title I Eligibility Requirements Policy Issuance 05-74, WIA Documentation Requirements Policy issuance 05-74, Statewide WIA Youth Common Measures Policy-
www.massworkforce.org.

XIV. 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:

- | |
|---|
| <ol style="list-style-type: none"> 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 and that meet all threshold requirements, will be reviewed by the WIB’s Youth Council Proposal Review Subcommittee. The Committee shall utilize the evaluation criteria noted in the Program Proposal section and identified in the GLWIB WIA Youth Proposal Rating Criteria.

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:

Highly Advantageous	75 to 100 points
Advantageous	50 to 75 points
Not Advantageous	20 to 49 points
Unacceptable	Less than 20 points

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 Page 15). Proposals that do not meet the Minimum Qualifying Criteria may not be considered for funding. If minimum-qualifying criteria have 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.

XV. GLWIB and Proposer's Rights/Appeal Procedures

1. The Career Center of Lowell and the Greater Lowell Workforce Investment Board reserve the right to reject any and all proposals.
2. The proposer has the right of protest and appeal of procurement decisions. Proposers may submit a written letter of protest to GLWIB.
3. Following the competitive procurement process, all proposals become public record.

XVI. Contract Terms

Successful bidders will be awarded a cost reimbursement contract, which will typically consist of the following sections:

- **Programmatic Performance Standards**
- **Scope of Services**
- **Time of Performance**
- **Reporting**
- **Compensation & Method of Payment**
- **Use of Funds**
- **Costs**
- **Accounting/Documentation of Costs**
- **Program Monitoring/Corrective Action**
- **Withholding of Compensation/Penalties**
- **Termination of Agreement**
- **Severability of Provisions**
- **Changes**
- **Audits**
- **Records**
- **Disclosure of Confidential Information**
- **Maintenance of Effort**
- **Compliance with WIA**
- **Political & Lobbying Activities**
- **Sectarian Activity**
- **Conflict of Interest**
- **WIA Non-Discrimination & EEO Regulations**
- **Grievance Procedure Policy**
- **Disputes**
- **Ownership of Materials & Equipment**
- **Copyrights, Patents**
- **Rental & Leasing**
- **Assign ability**
- **Subcontracts**
- **Insurance & Bonding**
- **Indemnification**
- **Assurances & Certifications**
- **Purchase Order Requirement**
- **Budget & Cost Control Statement**

The above may be subject to periodic changes and/or revisions as deemed necessary by GLWIB/CC Lowell Staff and/or the City of Lowell Law Department. A sample agreement can be made available by contacting Mike Durkin by telephone at 978-805-4800 or by email at Michael.Durkin@cclowell.org

XVII. Attachments

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Minimum Qualifying Criteria	16
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Certification Regarding Debarment, Suspension and other Responsibility Matters Primary Covered Transactions	19
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**GLWIB/Career Center of Lowell
Division of City Manager's Office
WIA Title I Year Round Youth Services
In-School and Out-of-School Youth Programs**

FY 2013

Price Proposal

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

FY 2013

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

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 signatory 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

_____ and/or
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 signatory 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)

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. (FY13 stipend funding availability has yet to be determined).
- 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>					
Subtotal Salaries					

<i>Fringes (Describe)</i>	<i>% of Salaries</i>		Total Cost
Subtotal Fringe			

<i>Other Costs:</i>	Describe briefly - Explain fully in Narrative Section III	Total Cost
<i>Premises</i>		
<i>Supplies</i>		
<i>Travel</i>		
<i>Communications</i>		
<i>Equipment</i>		
<i>Other (Specify)</i>		

<i>Subcontracts</i>		
Subtotal Other		

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

FY2013 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 Title I Year Round Youth Services
In-School and Out-of-School Youth Programs**

FY 2013

XVIII. Program Proposal

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

FY 2013

Program Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

City/Towns to Be Served: _____

Email Address: _____

Youth Served

Out-of-School

In-School

Project Performance Goals:

Total Participants: _____

Total Participants Completing Individual 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. Explain how each participant will meet the common measures as defined for in and out-of-school youth.
- Identify the youth population you proposed to serve: In School or Out of School, pregnant or parenting teens, youth with disabilities, DYS or DSS, involved youth, foster child, youth aging out of foster care, juvenile offenders. Provide a description of why/how this cohort was identified.
- Describe your past experience working with WIA youth or a population similar to WIA youth.
- Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each? 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.

B. Outreach and Recruitment (25 points)

- Please provide a timeline of your organization's plan to recruit youth in order to meet proposed enrollment goals to participate in this program.
- Describe your organization's plan for outreach. Discuss how this outreach strategy will combine with the work of the GLWIB/CCL in order to attract numbers of youth sufficient to meet WIA performance measures/outcomes.
- 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. A handbook containing the policies of your Agency and program expectation i.e. hours of operation, attendance policy, complaint and grievance procedures {with AA/EEO information} should be included as part of this proposal.

C. Program Outcomes (40 points)

- Describe your plan for providing at least five of the required elements of a WIA Youth program.
- Describe how program activities will result in desired outcomes.
- Provide a description of how a youth will progress from point of entry to exit achieving one of the WIA performance outcomes as a goal.
- **Describe past/current performance in achieving WIA performance measures or similar program measures. 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. Describe your organization's strategy for meeting the performance outcomes as defined under WIA. FOR FY12 VENDORS ONLY: Clearly list your agencies, enrollment goals and actual results through April 25, 2012. Clearly list your agencies outcome goals and actual results through the same period. Discuss if your Agency did or did not achieve contract performance goals during the previous funding cycle.**
- Describe how program activities and services will result in outcomes that are appropriate for in-school and/or out-of-school youth.

- A Program Planning Summary **must** be completed for FY 13. (See Pages 33-34). Please note, planning summaries are provided for In and Out of School Programming.
- Describe Follow-up Activities, include in this how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment.

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.

**FY2013 WIA Title I Year Round Youth Services
In-School and Out-of-School Youth Program**

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 Operation

Program Planning Summary In-School Program Vendor
FY 2013

Participant Summary

	Actual	Plan	% of Plan
Enrollment			
New Participants			
Carry Over			
Total			
Common Measures	Actual	Plan	% of Plan
Attainment of Degree or Certificate			
Placement in Employment/PS/Adv.Train./Milit.			
Total Exits			

Program Planning Summary Out-of-School Program Vendor
FY 2013

QTR 1 - 7/1/12-9/30/12			
	Actual	Plan	% of Plan
Enrollment			
New			
	Actual	Plan	% of Plan
Attainment			
New			
CO			
Total			
	Actual	Plan	% of Plan
Lit./Num.			
New			
CO			
Total			
	Actual	Plan	% of Plan
Placement			
New			
CO			
Total			

QTR 2 - 10/1/12-12/31/12			
	Actual	Plan	% of Plan
Enrollment			
New			
	Actual	Plan	% of Plan
Attainment			
New			
CO			
Total			
	Actual	Plan	% of Plan
Lit./Num.			
New			
CO			
Total			
	Actual	Plan	% of Plan
Placement			
New			
CO			
Total			

QTR - 3 1/1/13-3/31/13			
	Actual	Plan	% of Plan
Enrollment			
New			
	Actual	Plan	% of Plan
Attainment			
New			
CO			
Total			
	Actual	Plan	% of Plan
Lit./Num.			
New			
CO			
Total			
	Actual	Plan	% of Plan
Placement			
New			
CO			
Total			

QTR 4 - 4/1/13-6/30/13			
	Actual	Plan	% of Plan
Enrollment			
New			
	Actual	Plan	% of Plan
Attainment			
New			
CO			
Total			
	Actual	Plan	% of Plan
Lit./Num.			
New			
CO			
Total			
	Actual	Plan	% of Plan
Placement			
New			
CO			
Total			