



REQUEST FOR PROPOSALS
WIA/WIOA IN SCHOOL PROGRAMS

FISCAL YEAR 2016

July 1, 2015 - June 30, 2016

Funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

Issued on April 8, 2015
Bidder's Conference on April 22, 2015
Responses Due: May 7, 2015

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I. Background and General Information

Services Solicited by this Procurement

The Greater Lowell Workforce Investment Board is seeking providers who will singularly or collaboratively provide comprehensive services for WIOA eligible In-school youth between the ages of 16-21 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 Greater Lowell Workforce Investment Area.

About GLWIB

The Greater Lowell Workforce Investment Board is one of 16 Workforce Boards throughout Massachusetts, servicing the communities of Billerica, Chelmsford, Dracut, Lowell, Tewksbury, Tyngsboro, Dunstable and Westford. We are charged with overseeing and implementing workforce development initiatives throughout the Workforce Investment Area. Board members offer a wide range of skills and experience and include representatives from local businesses, educational Institutions, community based organizations, labor unions, governmental agencies, economic development, and the Greater Lowell Chamber of Commerce.

The Greater Lowell Workforce Investment Board oversees a variety of workforce development activities, representing a multitude of federal and state funding sources. These sources include the Youth, Adult and Dislocated Worker programs funded by the Workforce Innovation and Opportunity Act (WIOA), the Career Center of Lowell, School to Career Initiatives, Department of Education Adult Basic Education Activities, the Massachusetts Workforce Training Fund, and other specially funded workforce development initiatives.

WIOA Transition

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA takes effect on July 1, 2015 and is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The Act supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. For more information, go to <http://www.doleta.gov/wioa/>.

WIOA serves both In-School and Out-of-School Youth. It prepares vulnerable youth and other young job seekers for successful employment through increasing the use of proven service models. Highlights of new requirements include:

- At least 75 percent of youth formula funds must be used to serve out-of-school youth. (The GLWIB will commit 75 percent of its WIOA youth formula funds to serve out-of-school youth.)
- At least 20 percent of youth formula funds must be used for work experience activities such as pre-apprenticeship, on-the-job training, and internships so that youth are prepared for employment.
- Youth with disabilities will receive extensive pre-employment transition services so they can successfully obtain competitive integrated employment.
- WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development. This includes adult education, literacy programs, and Vocational Rehabilitation state grant programs that assist individuals with disabilities in obtaining employment administered by the Department of Education (DoED).

Successful proposals will be funded by WIOA, monitored for performance and full compliance with federal, state, and local statutes and all terms of the contract executed by the GLWIB.

Target Populations

The Workforce Innovation and Opportunity Act (WIOA) focuses on two youth participant populations: In-School and Out-of-School youth. For the purposes of this RFP, the target population is **In-School youth** defined as a youth between the age of 16-21, who has not attained a high school diploma or equivalent and is attending school on a full time basis.

II. General Conditions & Terms

Available Funding/Period of Performance

At the issuance of this RFP, funding amounts for fiscal year 2016, beginning July 1, 2015 and ending June 30, 2016, have not yet been made available. However it is estimated, less than \$50,000 will be available due to WIOA requiring a minimum of 75% of funding to be dedicated to out-of-school youth programming. This new federal requirement drastically changes the amount of funding available for In-School youth programming and limits the number of applicants that will be awarded funding. Terms, conditions, and specifications of this RFP are subject to change. Open and competitive procurement will occur on a one year cycle. Contracts are awarded for a one-year period.

Eligible Applicants

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.

WIOA Eligibility Requirements

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

- Age 16, or unless an individual with a disability and attending school, not older than 21
 - A low income individual* and one or more of the following:
 - Basic skills deficient
 - An English language learner
 - An offender
 - A homeless individual, a runaway, in foster care (or aged out of foster care), a child eligible for assistance under Sec. 477 of the Social Security Act, or a youth in an out-of-home placement
 - A pregnant or parenting
 - A youth with is an individual with a disability
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment
- * A low income individual may also include a youth living in a high poverty area (definition to be determined).
★ In school programs should enroll high school seniors in order to meet one of the common measures

WIA Youth Grandfathered into the WIOA Youth Program - On July 1, 2015, all WIA youth participants who are still enrolled in the WIA youth program must be grandfathered into the WIOA youth program, even if

the participant would not otherwise be eligible for WIOA. (This applies to all previous FY 15 vendors who have carry-overs and are awarded a grant).

Submission Date & Requirements

All proposals and modifications must be submitted no later than May 7, 2015 at 4:00 p.m. One signed, unbound original and five (5) copies must be delivered to GLWIB's office at 107 Merrimack Street, Lowell, MA 01854 and an electronic copy should be emailed to shaun.mccarthy@cclowell.org. Proposals must be complete and submitted in accordance with Proposal Provisions & Requirements section of this RFP (pg 11). The applicant is solely responsible for assuring that anything sent to GLWIB arrives safely and on time. Any submission to GLWIB, including inquiries regarding the RFP, and/or proposals not received at either the specified place and/or by the specified date and time will be rejected and returned to the bidder unopened by the GLWIB. Issuance of this RFP is coordinated by:

Gail Brown, Director
Greater Lowell Workforce Investment Board
107 Merrimack Street
Lowell, MA 01854
978-805-4802
gail.brown@cclowell.org

Notification and Distribution

The RFP is available for distribution on April 8, 2015 on the GLWIB website at www.glwib.org. The GLWIB will also distribute the RFP via email to all previous vendors and other known interested vendors.

Information relating to the RFP, including updates, amendments, minutes of the Bidders' Conference, and responses to questions submitted by email, will be posted to www.glwib.org. Interested applicants are responsible for monitoring the website for updates; GLWIB does not intend to send individual notification of updates directly to applicants. If you would like a copy of the RFP package in Microsoft Word formatting, please contact Shaun McCarthy at shaun.mccarthy@cclowell.org.

Bidder's Conference

A Bidder's Conference will be held on April 22, 2015 at 10:00 AM at 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 related to this RFP will be addressed at the Bidder's Conference only.

Technical assistance (i.e. clarification on completion of requested/required documents) will be allowable throughout the proposal period by email to Gail Brown at gail.brown@cclowell.org. Budget/Fiscal questions relating to the Price Proposal may be addressed to Shaun McCarthy at shaun.mccarthy@cclowell.org. Q&A from the Bidder's Conference will be documented and posted online after this meeting at www.glwib.org.

Notification of Awards

The GLWIB Proposal Review Sub-committee will score and rank the proposals during the proposal review period of May 8 through May 22, 2015. The Sub-Committee consists of Board members who have no vested interest or benefit from the funding decisions of the GLWIB. The committee shall then provide their findings to the full GLWIB Youth Council for recommendations. Those recommendations shall be presented to the full WIB Board for final approval. Awarded vendors will be notified with a letter from the GLWIB Director.

Vendors who have not been selected for funding will also be notified at this time. It is anticipated that contract awards will be made on or around June 23, 2015; contract operations will begin July 1, 2015, contingent upon successful contract negotiations.

GLWIB and Proposer's Rights/Appeal Procedures

- I. The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate the GLWIB to execute a contract with any bidder. The GLWIB reserves the right to accept or reject any offers on the basis of the general conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria in this RFP.
- II. The GLWIB issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if in the best interest of the GLWIB.
- III. The GLWIB reserves the right to negotiate the final terms of all contracts with successful vendors. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, schedule of services, target groups, geographic goals and service levels.
- IV. The proposer has the right of protest and appeal of procurement decisions.
 - o Proposer s 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. The appeal letter should clearly state the basis of the appeal request.
 - o 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.
 - o The Greater Lowell WIB Director shall then notify the proposer of the outcome of the appeal process within three (3) business days of the appeal meeting. If the proposer is still in disagreement with the appeal outcome, they may write the Department of Career Services at 19 Staniford Street, Boston, MA 02114 to officially request an appeal of the GLWIB.
- V. Following the competitive procurement process, all proposals become public record.

Contract Terms

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

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

Budget & Cost Control Statement

The contract awarded to each vendor selected through this procurement will include terms and conditions required to ensure compliance with WIOA statute and regulations. The above may be subject to periodic changes and/or revisions as deemed necessary by GLWIB Staff and/or the City of Lowell Law Department. A sample agreement can be made available by contacting Shaun McCarthy by telephone at 978-805-4814 or by email at shaun.mccarthy@cclowell.org.

III. Program Specifications

Program Design

WIOA places an emphasis on the development of Career Pathways designed to transition youth from education to the workforce. Career Pathways are an integrated collection of programs and services intended to develop a youth's core academic, technical, and employability skills, provide them with continuous education, training, and placement into high-demand jobs.

The term "Career Pathway" means a combination of rigorous and high-quality education, training, and other services that:

- Align with the skill needs of industries in the economy of the State or regional economy involved;
- prepare individuals to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships;
- Include counseling to support an individual in achieving education and career goals;
- Include, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organize education, training and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enable an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- Help an individual enter or advance within a specific occupation or occupational cluster.

As WIOA emphasizes Career Pathways, the GLWIB is also prioritizing the development of regionally focused Career Pathways for all job seekers (regardless of age/education level) in our Strategic Plan 2015-2016. Therefore, for the purposes of this RFP, high preference will be given to applicants who develop innovative Career Pathway focused program designs using the 14 WIOA elements (listed below).

Additionally, WIOA aims to maximize opportunities for competitive, integrated employment for individuals with disabilities. Pre-employment transition services must be made available to youth with disabilities who are in need of such services. Pre-employment transition services for youth include job exploration, work-based learning experiences, workplace readiness training, counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs and instruction in self-advocacy. All applicants must include components in their program design to develop Career Pathways and meet the needs of individuals with disabilities.

In addition to including Career Pathways and components to serve individuals with disabilities, the GLWIB requires that the majority of core services for In-School programs take place after school hours. Applicants must provide clear evidence that activities will be taking place after school. The GLWIB believes that providing

youth opportunities for a safe environment after school to engage in the WIOA program elements will lead to positive outcomes both short term and long term.

WIOA ELEMENTS

The Workforce Innovation and Opportunity Act (WIOA Sec. 123) lists **14 program elements** that must be made available to eligible youth. In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, vendors shall provide services consisting of the following elements:

1. Tutoring, study skills training, instruction, and evidence-based 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; **(Mandatory)**
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - summer and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities;
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved;
5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services - examples may include: Linkages to community services; Assistance with transportation; Assistance with child care and dependent care; Assistance with housing; Referrals to medical services; and Assistance with uniforms or other appropriate work attire and work-related tools. Provision of additional services that will support youth with disabilities
8. Adult mentoring for the period of participation and a subsequent period, for a total of 12 months;
9. Follow-up services for 12 months after the completion of participation, as appropriate; **(Mandatory)**
10. Financial Literacy Education (*new*);
11. Entrepreneurial Skills Training (*new*);
12. 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 (*new*); **(Mandatory)**
13. Activities that help youth prepare for and transition to postsecondary education and training (*new*);
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster (*new*).

Applicants are NOT required to provide all 14 (fourteen) elements. However all 14 elements must be available, if a youth is assessed and requires those services. The GLWIB requires that **WIOA Title I In-School Vendors provide three mandatory elements highlighted above, and at least 4 (four) additional elements in your program design. Applicants are encouraged to provide the full array of services.**

Sequence of Services

Programs funded through this RFP are required to document the sequence of services consistent with the WIOA system in order to guarantee all participants receive comprehensive and individualized services in adherence with the Workforce Innovation and Opportunity Act. In order to operate an efficient WIOA program, it is important that the roles and responsibilities of both the GLWIB and the vendor are clearly defined.

- **Outreach and Recruitment:** The GLWIB will include information about WIOA funded programs on our website and in literature promoting services available to 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 meeting the enrollment goals established in their contract. Recruitment efforts will be completed during the first six (6) months of the contract period: July 1, 2015 through December 31, 2015. As a result, vendors will be able to concentrate their efforts on WIOA outcomes from January 1, 2016 through June 30, 2016. Significant progress towards meeting the negotiated enrollment goal is required by December 31, 2015.
- **Point of Entry/Eligibility Determination:** Eligibility determination is the sole responsibility of the Career Center of Lowell. As such the point of entry into the WIOA system should be the GLWIB. This includes the completion of a WIOA 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 WIOA services until vendors are notified in writing by the GLWIB of youth's eligibility.
- **Initial Assessment:** An initial assessment is conducted on the first visit and is considered the "Application Orientation". The applicant will receive the application and an explanation of the documentation necessary to determine WIOA eligibility. In addition, information of services and programs are provided.
- **Comprehensive Assessment:** During this meeting, the application is reviewed along with the documentation to determine WIOA eligibility. An overview of their educational background, employment history, and barrier(s) to employment are discussed. The information is then entered into MOSES. A determination of what WIOA or non-WIOA services are most appropriate for the youth is also completed.
- **Referrals:** The highly-suggested period for referrals will be from July 1, 2015 through December 31, 2015. It is expected that vendors will accept referrals made to them by the GLWIB. Significant progress towards meeting the negotiated enrollment goal is required by December 31, 2015.
- **Counseling:** This includes education and career and, if requested, personal counseling.
- **Vendor Meetings:** Vendors are required to attend meetings with the GLWIB staff. The purpose of these meetings is to sustain clear communication between the Vendor and the GLWIB. Meetings may be held on site or at the GLWIB offices.
- **Technical Assistance:** GLWIB staff is available at all times to assist vendors in any matter relating to the administration of their WIOA program.
- **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 as well as invoices submitted on a monthly basis.
- **Information Systems MOSES:** (Massachusetts One Stop Employment System) Database: The GLWIB maintains an electronic record of an individual once they have been determined eligible to participate in and is receiving services under WIOA.
- **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 long-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 GLWIB staff member to ensure goals of the case plan are achieved and positive outcomes are attained for common measures.

- **Retention in First Quarter after Exit and Follow-up Activities:** Follow-up services are a required element under WIOA funding. Vendors will conduct in conjunction with GLWIB staff follow up services which are intended to enhance youth outcomes. All WIOA 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 WIOA youth program.
- **Monthly Reporting:** Reports must be submitted to the GLWIB during the first week of each month.
- **Final Narrative Report:** A final end of year report must be submitted to the GLWIB 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 services.

Program Performance Measures

The WIA Youth Common Measures **will remain in effect through June 30, 2016**. The Common Measures for In-School youth are:

1. Placement in employment, education or training
2. Attainment of a degree or skill certificate

Performance Measure	Who counts	Positive Outcome	Documents
Placement in Employment or Education	Participants who are unemployed and not in post-secondary education at date of participation.	Employed or enrolled in Post Secondary Education/Advanced Training in the 1 st quarter after the exit quarter	Wage Records Copy of enrollment letter into post secondary, advanced training or military. Copy of post secondary class schedule
Attainment of Degree or Certificate	Participants who are In-School at date of participation, or at any point in the program	Attainment of a degree (HS diploma, Hi-SET, post secondary degree) or industry recognized certificate by the end of the 3 rd quarter after the exit quarter	Copy of High School Diploma Copy of Hi-SET Diploma Copy of Industry Recognized Credential

*****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 the Common Measures listed above as applicable for In-School youth. The WIA Youth Common Measures will remain in effect through **June 30, 2016**. However, applicants must consider strategies going forward in meeting the new WIOA Performance Indicators which will become effective **July 1, 2016, next fiscal year**.

The WIOA Performance Indicators are:

1. Placement in Employment/Education 2nd Qtr. after exit
2. Placement in Employment/Education 4th Qtr. after exit
3. Median Earnings 2nd Qtr. after exit
4. Credential Attainment (up to 1 year after exit)
5. Measurable Skills Gains
6. Effectiveness in Serving Employers

IV. Proposal Provisions & Requirements

RFP Timeline

April 8, 2015 - Request for Proposals issued

April 22, 2015- Bidder's Conference GLWIB Conference Room 3rd Floor 10:00 am

May 7, 2015- Proposals Due no later than 4:00 pm

Period of May 8 - May 22, 2015 - Proposal Review Subcommittee review period

June 11, 2015 - Youth Council Quarterly Meeting (Vote on FY 2016 Funding Recommendations)

June 23, 2015 - Greater Lowell Workforce Investment Board Quarterly Meeting (Vote on FY 2016 Funding Recommendation of the Youth Council)

Submission Instructions

Proposals must be submitted to:

Greater Lowell Workforce Investment Board
107 Merrimack Street 3rd Floor
Lowell, MA 01852

The GLWIB reserves the right to declare proposals received after the 4:00 pm May 7, 2015 deadline to be considered non-responsive and may be rejected entirely for consideration. The 4:00 pm deadline will be strictly enforced.

- **In accordance with the City of Lowell procurement guidelines, Program and Price proposals must be reviewed and evaluated separately. Program proposals and Price Proposals must be submitted in separate sealed packaging.**
- **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. It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. The transmission of proposals by fax or email is not permitted. Bidders will be provided with a receipt of submission upon request.

All proposals conform to the following format requirements:

- To be considered for funding, **one (1) clearly marked, unbound original** and **five (5) bound (staples, paper clip, etc) copies** of the **Program Proposal** must be received at the GLWIB offices at 107 Merrimack Street (3rd Floor) Lowell, MA 01852, no later than **4:00 p.m. on** May 7, 2015. **Please note: the Price Proposal requires one (1) clearly marked, unbound original and two (2) bound (staples, paper clip, etc) copies to be delivered on the same date and time.**
- Send **one copy of your full proposal package electronically** to Shaun McCarthy at shaun.mccarthy@cclowell.org
- The Program Narrative can be no longer than 12 pages and no smaller than 11 size font.
- 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.

GLWIB Proposal Review

A. Program Proposal

Program proposals will be reviewed and rated by GLWIB staff and a sub-committee of Board members 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 WIOA 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 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 WIOA Youth Proposal Rating Criteria.

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:

90 to 100 points	Highly Advantageous
75 to 90 points	Advantageous
50 to 74 points	Not Advantageous
Less than 50 points	Unacceptable

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.

B. Price Proposal

GLWIB staff will first review all proposals to determine if the minimum qualifying criteria has been met (starting Page 21). Proposals that do not meet the Minimum Qualifying Criteria will not be considered for funding. If minimum-qualifying criteria have been met, proposals will then be reviewed for program costs. 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.

C. 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.

V. Attachments

Program Proposal

- Contents Checklist (Program Proposal)
- Program Proposal Cover Sheet
- WIB WIOA Youth Proposal Rating Criteria and Narrative Questions
- In-School Planning Summary

Price Proposal

- Contents Checklist (Price Proposal)
- Price Proposal Cover Sheet
- Minimum Qualifying Criteria
- Signatory Authorization for Corporate Providers
- Affidavit of Compliance
- Signatory Authorization for Non-Corporate Providers
- Certification Regarding Debarment, Suspension and other Responsibility Matters
Primary Covered Transactions
- Drug Free Workplace Certification
- Certificate of Non-Collusion
- Audit Certification
- Commitment to Equal Opportunity/Affirmative Action/Non-Discrimination
- Budget & Budget Narrative and other costs

PROGRAM PROPOSAL

**Greater Lowell Workforce Investment Board
Division of City Manager's Office
FY 2016 WIOA Title I Year Round Youth Services
In-School Youth Program
Program Proposal**

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

**Greater Lowell Workforce Investment Board
Division of City Manager's Office
WIOA Title I Year Round Youth Services
In-School Youth Programs**

FY 2016

Program Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

City/Towns to Be Served: _____

Email Address: _____

Youth Served

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

WIB WIOA In-School Youth Program Proposal Narrative Questions

A. Program Design (25 points)

1. Summarize the design of your after school program. Explain how each participant will meet the common measures as defined for In-School youth. Explain how your program design develops career pathways for each participant.
2. Identify the characteristics of the In-School youth population you proposed to serve: age, youth with disabilities, pregnant or parenting teens, DYS or DSS involved youth, foster child, youth aging out of foster care, juvenile offenders, etc. Provide a description of why/how this cohort was identified.
3. Describe your past experience working with WIOA In-School youth or a population similar.
4. Describe your plan for providing at least seven (7) of the required elements of a WIOA Youth program. Include your plan your process for referring youth to other service providers who offer WIOA service elements that you are not providing?
 - o If your organization plans to offer the 'Work Experience' element (p 8, #3), please list partners and attach coinciding memorandum of agreement.
5. Describe the components of your program design that meet the needs of individuals with disabilities.
6. 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).
7. Describe your plan to provide supportive services to youth (if applicable).

B. Outreach and Recruitment (25 points)

1. Please provide a timeline of your organization's plan to recruit youth in order to meet proposed enrollment goals to participate in this program.
2. Describe your organization's plan for outreach. Discuss how this outreach strategy will combine with the work of the GLWIB in order to attract numbers of youth sufficient to meet WIOA performance measures/outcomes.
3. If your organization failed to meet enrollment goals through May 7, 2015, please provide a description of new strategies your organization may take to ensure success in FY 16. For new applicants, explain a situation in the past when your organization has failed to meet enrollment goals and the strategies undertaken to resolve the issue (if applicable).
4. Describe any referral agreements you will enter into with other organizations to refer target group members to your program.
5. 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} may be requested during Proposal Review period (May 7- May 22, 2015).

C. Program Outcomes (40 points)

1. Provide a description of how a youth will progress from point of entry to exit achieving one of the WIOA performance outcomes as a goal.
2. **FOR FY15 VENDORS ONLY:**
 - a. **Describe past/current performance in achieving WIOA performance measures or similar program measures. Define results. For example, total number of youth enrolled, total number of Hi-SET attainments, diplomas, total number of entered employment, entry into post secondary, military, and advanced training.**

- b. Describe your organization's strategy for meeting outcomes as defined under WIOA.
- c. Clearly list your organization's enrollment goals and actual results through May 7, 2015.
- d. Clearly list your organization's outcome goals and actual results through the same period.
- e. If your agency did not achieve contract performance goals during the FY 15, explain why and discuss strategies that will be undertaken to successfully meet goals in FY 16.

3. FOR NEW VENDORS/PROGRAMS IN FY 16:

- a. Describe the past three years of programming resulting in performance outcomes similar to the requested performance measures outlined in this RFP. Define results. For example, total number of youth enrolled, total number of high school diplomas, total number of entered employment, entry into post secondary, military, and advanced training, etc. (If your organization has no prior experience working with this population, please be clear in explaining how your program design is based on evidenced based program models)
- b. Describe your organization's strategy for meeting performance outcomes outlined in this RFP.
- c. Clearly list your organization's projected enrollment goals /outcomes if awarded this grant.
- d. Please provide an example of a time when your organization did not achieve contract performance goals and discuss the strategies undertaken to successfully meet the goals in the following year (if applicable).

- 4. Describe how program activities and services will result in outcomes that are appropriate for In-School youth.
- 5. A Program Planning Summary **must** be completed for FY 16 (See pg 19). Please note planning summaries are provided In-School Programming.
- 6. 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)

- 1. Provide an overview and mission statement of the organization.
- 2. Describe staffing of program as it relates to this program.
- 3. 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.

- 1. Describe the facilities to be used for activities and services. Include location.

Program Planning Summary: In-School

In-School Program Vendor

FY 2016

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			

Please note: Goals for FY 16 are as follows unless the Commonwealth increases/decreases subsequent to 7/1/15.

Attainment of Degree/Industry Recognized Credential:	75%
Entered Employment/Placement into education:	75%

PRICE PROPOSAL

FY 2016 WIOA Title I In-School Youth Price Proposal

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)

**Greater Lowell Workforce Investment Board
Division of City Manager's Office
WIOA Title I Year Round Youth Services
In-School Youth Programs**

FY 2016

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

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 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:

1. Youth Program RFP Budget
 - 1A. Youth Program RFP Budget – Work Experience Only
2. Youth Program Budget Narrative
 - 2A. Youth Program Budget Narrative – Work Experience Only

Complete both sections as instructed. Please be aware of the following:

- If you are submitting a proposal that includes a Work Experience component, you must submit your total cost for everything by completing 1. Youth Program RFP Budget and 2. Youth Program Budget Narrative. Then, you will need detail what portion of your total proposal is Work Experience by submitting 1A. Youth Program RFP Budget – Work Experience, and 2A. Youth Program Budget Narrative – Work Experience.
- If you are submitting a proposal that does not include Work Experience, you only need to submit 1. Youth Program RFP Budget, and 2. Youth Program Budget Narrative.
- Be sure to include the cost of participant wages and fringe benefits in your budget if you are submitting a Work Experience Proposal.
- 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. GLWIB will classify all costs for contracts awarded.
- 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	Hrs Per Week Worked	Hrs 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>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
Subcontracts					
Subtotal Other					
Grand Total					

1A. Youth Program RFP Budget – Work Experience (If applicable)

Vendor Name: _____

Program Name _____

Program Period: _____

Funds Requested

Category	Hourly Rate	Hrs Per Week Worked	Hrs 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>Participant Wages</i>					
<i>Participant Fringe</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
<i>Other (Specify)</i>					
Subcontracts					
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 date, cost per staff
- Travel – total estimated miles x rate per mile

2A. Youth Program Budget Narrative (If applicable)

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 date, cost per staff
- Travel – total estimated miles x rate per mile