



GREATER LOWELL WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS

WIOA YOUTH

IN-SCHOOL PROGRAMS

RFP 18-82

July 1, 2018 - June 30, 2019
(With Potential Renewal for FY'20)

Funded under the Workforce Innovation and Opportunity Act (WIOA)

Issued on March 26th, 2018
Bidders' Conference on April 5th, 2018

Responses Due: April 26th, 2018, 4:00 p.m.

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I. Background and General Information

Services Solicited by this Procurement

The Greater Lowell Workforce Development Board is seeking providers who will singularly or collaboratively provide comprehensive services for WIOA eligible 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 Development Area.

About Greater Lowell Workforce Development Board (GLWDB)

The Greater Lowell Workforce Development Board (GLWDB) 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 Development 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, and economic development.

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

Workforce Innovation and Opportunity Act Overview

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 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. For more information and a copy of the WIOA regulations go to <http://www.doleta.gov/wioa/>.

Successful proposals will be funded through WIOA. Performance and full compliance with federal, state, and local statutes, including all terms of the contract will be monitored and executed by the GLWDB.

Target Populations

The Workforce Innovation and Opportunity Act (WIOA) serves 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 low-income youth between the **ages 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 2019, beginning July 1st, 2018 and ending June 30th, 2019, have not yet been made available. The materials in this RFP are designed to give the bidder a general scope of funding available. For the purpose of this request for proposals, we are using FY18 funding levels totaling \$320,000 for all WIOA Youth as an estimate. **Approximately \$50,000 of the WIOA youth funding will be dedicated to in-school programming.** Terms, conditions, and specifications of this RFP are subject to change. Open and competitive procurement will occur on a two-year cycle. Contracts are awarded for a one-year period, with the possibility of a second year, based on performance and funding availability.

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 In-School Eligibility Requirements

An In-School Youth is defined as “a youth who has not attained a high school diploma or equivalent and is attending school on a full-time basis.” At a minimum, youth must meet the following eligibility criteria which consist of providing documentation for each applicable category:

1. Attending any school (as defined under State law);
2. Citizenship/Work Eligible and Selective Service Compliant;
3. Are age 16 through 21;
4. Are low income **AND**
5. Are one or more of the following:
 - a. Basic Skills Deficient;
 - at or below the 8.9th grade level in reading, writing, or computing skills on a generally accepted standardized test; or
 - Unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual’s family or in society.
 - b. An English language learner
 - c. An individual subject to the juvenile or adult justice system (offender)
 - d. A homeless individual, child, or youth, a runaway, in foster care or aged out of foster care, eligible for assistance under SSA section 477, or in an out-of-home placement
 - e. An individual who is pregnant or parenting
 - f. A youth who is an individual with a disability
 - g. A low-income* individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. Local definitions of this barrier include:
 - (i) Having Failed MCAS
 - (ii) Having failed at least one course during any quarter of the preceding/current school year

*A WIOA Youth participant will be considered Low Income if any of the following is true:

1. They are in school and on a free or reduced lunch program
2. They are homeless/runaway (as defined by the McKinney Act) or in Foster Care
3. They are receiving public assistance (TAFDC, EAEDC, SNAP, SSI)
4. They are dependent on the income of their parent/guardian and parent/guardian receives public assistance (TAFDC, EAEDC, SNAP, SSI)
5. Their family income is at or below 70% of the Lower Living Standard (LLS), or below the poverty line for a family of one
6. They are dependent on the income of their parent/guardian and total family income is at or below 70% of the Lower Living Standard (LLS)
7. They reside in a High Poverty Area – The Census Bureau defines a “poverty area” as a census tract where at least 20% of the residents are economically disadvantaged

Low income eligibility is determined by the U.S. Department of Labor; 70% Lower Living Standard Income Levels (updated May, 2017).

FAMILY SIZE	INCOME GUIDELINE
1	\$11,602
2	\$19,012
3	\$26,104
4	\$32,218
5	\$38,023
6	\$44,463
Over 6 increment	\$ 6,440

Submission Date & Requirements

All proposals and modifications must be submitted **no later than April 26, 2018 at 4:00 p.m.** EST. One signed, unbound original and **seven (7)** copies must be delivered to GLWDB's office at 107 Merrimack Street, 3rd Floor, Lowell, MA 01852 and an electronic copy should be emailed to Cathleen.sturtevant@glwdb.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 GLWDB arrives safely and on time. Any submission to GLWDB, 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 GLWDB. Issuance of this RFP is coordinated by:

Peter Farkas, Executive Director
Greater Lowell Workforce Development Board
107 Merrimack Street, Lowell, MA 01852
978-805-4736
peter.farkas@glwdb.org

Notification and Distribution

The RFP will be available March 26th, 2018 on the GLWDB website at www.glwdb.org. The GLWDB 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.glwdb.org. Interested applicants are responsible for monitoring the website for updates; GLWDB 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 Cathleen Sturtevant at Cathleen.sturtevant@glwdb.org.

Bidders' Conference, RFP Questions and Answers

A Bidders' Conference will be held on **April 5th, 2018 at 10:30 AM at the GLWDB, 107 Merrimack Street (3rd floor) Lowell, MA 01852**. All interested parties are strongly encouraged to attend. Please note that in order to maintain a competitive bidding process, substantive questions related to this RFP will be addressed. Questions may be submitted via email to Cathleen.Sturtevant@glwdb.org between March 26th and April 13th, 2018. All questions must be received by April 13th. All questions and answers will be posted to the GLWDB website.

Notification of Awards

The GLWDB Proposal Review Sub-Committee will score and rank the proposals. The sub-committee consists of board member volunteers who have no vested interest or benefit from the funding decisions of the GLWDB. Those recommendations shall then be made to the full Board for final approval. GLWDB staff will then notify the approved vendors with a letter indicating award of grant.

Vendors who have not been selected for funding will also be notified at this time. It is anticipated that contract awards will be made in early June with contract operations beginning on July 1, 2018, contingent upon successful contract negotiations.

GLWDB and Proposer's Rights/Appeal Procedures

- A.** The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate the GLWDB to execute a contract with any bidder. The GLWDB 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.
- B.** The GLWDB 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 GLWDB.
- C.** The GLWDB 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.
- D.** The proposer has the right of protest and appeal of procurement decisions. The appeal process will consist of two levels: a debriefing and an appeal:
- E.** The proposer has the right of protest and appeal of procurement decisions.
 - Proposers may request an appeal to a funding decision within then (10) business days after receipt from the GLWDB 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.
 - Staff from the Greater Lowell WDB 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.
 - The Greater Lowell WDB Executive 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 GLWDB.
- F.** 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 GLWDB staff and/or the City of Lowell Law Department. A sample agreement can be made available by contacting Cathleen Sturtevant by telephone at 978-805-4812 or by email at Cathleen.sturtevant@glwdb.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 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 GLWDB is also prioritizing the development of regionally focused Career Pathways for all job seekers (regardless of age/education level) in our Strategic Plan 2018-2021(available on our website: www.glwdb.org). The priority industries are advanced manufacturing, education, healthcare and social services, construction/trades and professional/technical.

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 (pg. 8/9).

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.

WIOA ELEMENTS

The Workforce Innovation and Opportunity Act (WIOA Sec. 123) lists **14 program elements** that must be made available to eligible youth. Applicants are NOT required to provide all 14 (fourteen) elements. However, all 14 elements must be available locally, if a youth is assessed and requires those services.

The GLWDB requires that **WIOA Title I In-School Vendor's provide all the mandatory elements highlighted below, and at least 3(three) additional elements in your program design. Applicants are encouraged to provide the full array of services if possible.**

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, occupational skills training, employment 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: (**mandatory**)
 - summer and other employment opportunities available throughout the school year
 - pre-apprenticeship programs
 - internships and job shadowing
 - on-the-job training opportunities
 - career panels/guest speakers
 - company tours

***20% of total budget must be allocated towards work experience activities including dedicated staff time**

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 **(mandatory)**
11. Entrepreneurial Skills Training
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; **(mandatory)**
13. Activities that help youth prepare for and transition to postsecondary education and training **(mandatory)**
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Sequence of Services

Programs funded through this RFP are required to document the sequence of services consistent with the WIOA system 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 GLWDB and the vendor are clearly defined.

- **Outreach and Recruitment:** The GLWDB will include information about WIOA funded programs on our website and in literature promoting services available to eligible youth. 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 should be completed during the first six (6) months of the contract period: July 1, 2018 through December 31, 2018. Vendors will be able to concentrate their efforts on WIOA outcomes from January 1, 2019 through June 30, 2019. Significant progress towards meeting the negotiated enrollment goal is required by December 31, 2018.
- **Referrals:** The highly-suggested period for referrals will be from July 1, 2018 through December 31, 2018. It is expected that vendors will accept referrals made to them by the GLWDB, Career Center of Lowell and other local agencies serving the youth population. Significant progress towards meeting the negotiated enrollment goal is required by December 31, 2018.
- **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 required to determine WIOA eligibility. Also, information on services and programs are provided to the applicant.
- **Point of Entry/Eligibility Determination:** Eligibility determination is the sole responsibility of the GLWDB. As such the point of entry into the WIOA system should be the GLWDB. 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. All documents must be submitted to

GLWDB staff and a paper file is maintained. No youth is permitted to receive WIOA services until vendors are notified in writing by the GLWDB of youth's eligibility.

- **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 and assessment testing is scheduled. The information is then entered into MOSES, the Massachusetts One Stop Employment System Database. A determination of what WIOA or non-WIOA services are most appropriate for the youth is also completed.
- **Counseling:** This includes education and career and, if requested, personal counseling.
- **Vendor Meetings:** Vendors are required to attend meetings with the GLWDB staff. The purpose of these meetings is to sustain clear communication between the vendor and the GLWDB. Meetings may be held on site or at the GLWDB offices.
- **Technical Assistance:** GLWDB 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 GLWDB 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 GLWDB maintains an electronic record of an individual, including enrollment information, services received and case management notes provided by the vendor, once they have been determined eligible to participate in the program 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 plan is a tandem effort between the vendor and GLWDB staff, to ensure goals of the case plan are achieved and positive outcomes are attained for common measures.
- **Retention after Exit and Follow-up Activities:** Follow-up services are a required element under WIOA funding. Vendors will conduct in conjunction with GLWDB 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. GLWDB will provide follow up reports including exit dates for all participants as well as outcome information at exit.
- **Monthly Reporting:** Reports must be submitted to the GLWDB during the first week of each month.
- **Final Narrative Report:** A final end of year report must be submitted to the GLWDB 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

Bidder's responding to this RFP must meet Common Measures as applicable for in-school youth. Applicants must consider strategies for meeting the WIOA Performance Indicators:

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

For the purposes of this RFP, the common measures goals for FY17/18 will be used as guidelines. Outcome rates are based on program exiters only:

1. Placement in Employment/Education/Military 2 nd Quarter After Exit	80.5%
2. Placement in Employment/Education/Military 4 th Quarter After Exit	73.0%
3. Credential Attainment (Up to 1 Year After Exit)	70.5%

Median Earnings 2nd Qtr. After Exit, Measurable Skills Gains and Effectiveness in Serving Employers goals will be determined at a later date.

IV. Proposal Provisions & Requirements

RFP Timeline

March 26, 2018	Request for Proposals Released
April 5, 2018	Bidder's Conference – GLWDB - 107 Merrimack Street, Lowell, MA 10:30am
April 13 th , 2018	Deadline for Submission of Written Questions. All questions and responses posted on GLWDB's website.
April 26, 2018	Proposals Due by 4:00 pm
Early June 2018	Bidders Notified of Outcome
Contract Start Date	July 1, 2018

Submission Requirements

Proposals must be submitted to:

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

The GLWDB reserves the right to declare proposals received after the 4:00 pm April 26, 2018 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 **seven (7) bound (staples, paper clip, etc) copies** of the **Program Proposal** must be received at the GLWDB offices at 107 Merrimack Street (3rd Floor) Lowell, MA 01852, no later than **4:00 p.m.** on April 26, 2018. **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 Cathleen Sturtevant at Cathleen.sturtevant@glwdb.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.

Proposal Review

A. Program Proposal

Program proposals will be reviewed and rated by a sub-committee of Board members who have no vested interest or benefit from the funding decisions of the GLWDB. 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: (40 points)
2. Customer Identification (Outreach and Recruitment): (25 points)
3. Past Performance (incumbent Vendors)/Ability to achieve WIOA Youth Program Outcomes: (25 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 Proposal Review Subcommittee. The Committee shall utilize the evaluation criteria noted in the Program Proposal section and identified in the GLWDB 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 89 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

Greater Lowell WDB staff will first review all proposals to determine if the minimum qualifying criteria has been met (pg. 24). 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 GLWDB 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 GLWDB/City of Lowell.

v. Attachments List

A. Map of Region

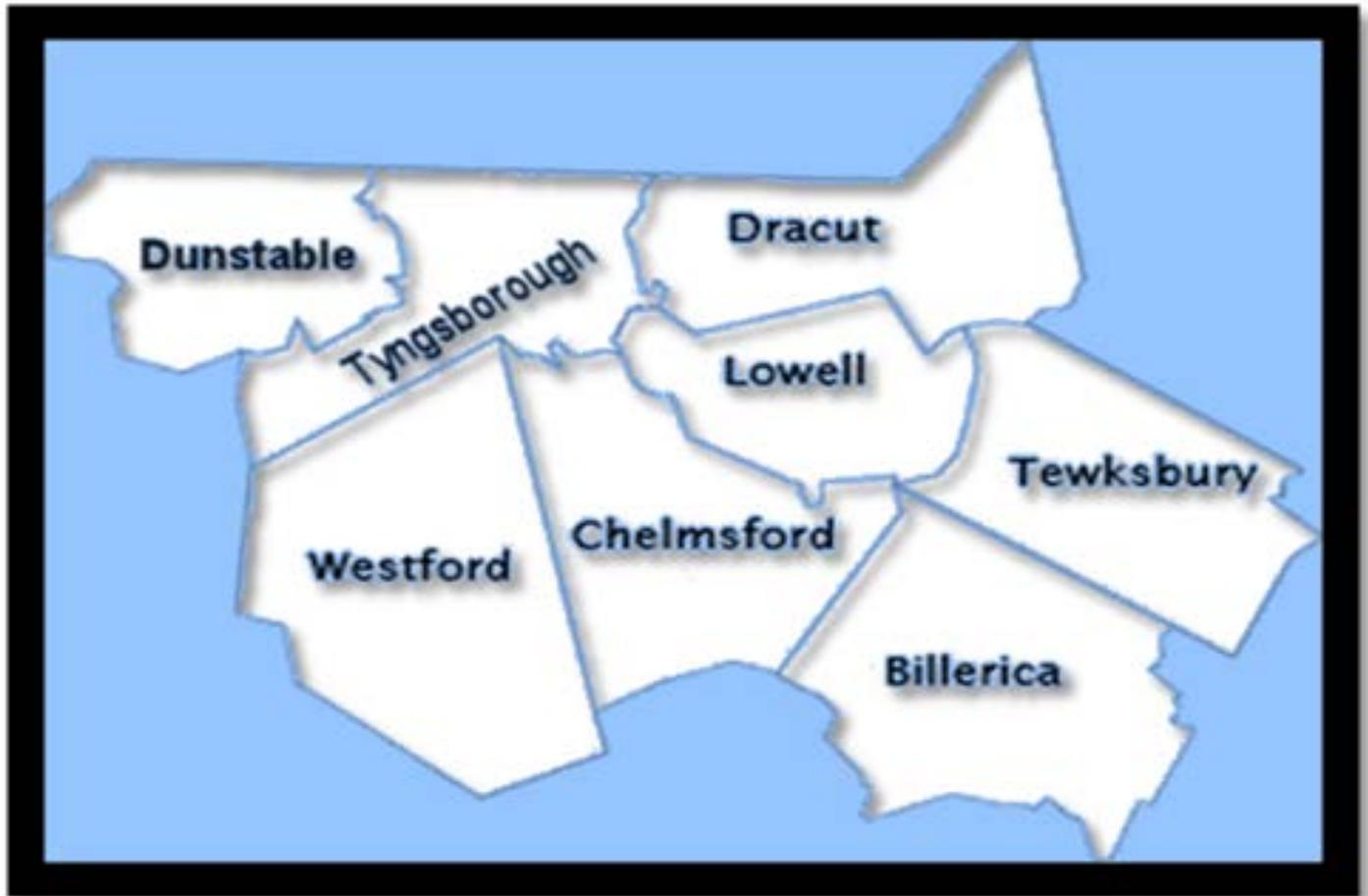
Program Proposal

- B. Contents Checklist (Program Proposal)
- C. Program Proposal Cover Sheet
- D. GLWDB WIOA Youth Proposal Rating Criteria and Narrative Questions
- E. In-School Planning Summary

Price Proposal

- F. Contents Checklist (Price Proposal)
- G. Price Proposal Cover Sheet
- H. Minimum Qualifying Criteria
- I. Signatory Authorization for Corporate Providers/ Affidavit of Compliance
- J. Signatory Authorization for Non-Corporate Providers
- K. Certification Regarding Debarment, Suspension and other Responsibility Matters Primary Covered Transactions
- L. Drug Free Workplace Certification
- M. Certificate of Non-Collusion
- N. Audit Certification
- O. Commitment to Equal Opportunity/Affirmative Action/Non-Discrimination
- P. Budget & Budget Narrative and other cost
- Q. Youth Program RFP Budget
- R. Youth Program RFP Budget with Work Experience: Youth Wages and/or Staffing
- S. Youth Budget Narrative
- T. Youth Budget Narrative with Work Experience: Youth Wages and/or Staffing

Greater Lowell Workforce Development Area



PROGRAM PROPOSAL

FY 2019 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

Attachment C

**Greater Lowell Workforce Development Board
Division of City Manager's Office
WIOA Title I Year-Round Youth Services
In-School Youth Programs - FY 2019
Program Proposal Cover Sheet**

Organization: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

City/Towns
To Be Served: _____

Project Performance Goals:

Total Participants (includes carry-in and new): _____

Total Participants Attaining a Credential (Diploma/Industry
Recognized Credential): _____

Total Participants Entering Employment/Post Secondary
Education/Advanced Training/Military at Exit _____

Participant: Supervisor/or Instructor Ratio: _____

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

Attachment D

GLWDB WIOA In- School Youth Program Proposal Narrative Questions

A. Program Design (40 points)

1. Summarize the design of your 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. Describe when the school year program services will take place (i.e. after school, evenings)
2. Describe the activities to take place during the summer component of the program
3. Describe career and self assessments to be utilized, labor market research techniques, and modes of exposure to targeted industries.
4. Describe case management strategies.
5. Identify the number and characteristics of the In-School youth population you propose to serve (examples: age, youth with disabilities, failing 1 or more classes or MCAS, pregnant or parenting teens, DYS or DCF involved youth, foster child, youth aging out of foster care, juvenile offenders, etc). Provide a description of why/how this cohort was identified.
6. Describe your past experience working with WIOA In-School youth or a similar population.
7. Describe your plan for providing all of the **mandatory** elements and at least three (3) of the required elements of a WIOA Youth program. Include your plan and your process for referring youth to other service providers who offer WIOA service elements that you are not providing.
 - o Describe your organization's plan for providing 'Work Experience' (p 8, #3)
8. Describe the components of your program design that meet the needs of individuals with disabilities.
9. 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).
10. Describe plan to provide supportive services to youth.

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 GLWDB in order to attract numbers of youth sufficient to meet WIOA performance measures/outcomes.
3. Current vendors - If your organization failed to meet enrollment goals through April 26th, 2018 please provide a description of new strategies your organization may take to ensure success in FY 19. For new applicants, explain a situation in the past when your organization has failed to meet enrollment or other 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.

C. Program Outcomes (25 points)

1. Provide a description of how a youth will progress from point of entry to exit achieving the WIOA performance outcomes as a goal.

2. **FOR FY18 VENDORS(CURRENT) 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 diplomas, total number of entered employment, entry into post secondary, military, and advanced training.
 - b. Describe your organization's strategy for meeting the outcomes as defined under WIOA.
 - c. Clearly list your organization's enrollment goals and actual results through April 26th, 2018.
 - 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 FY 18, explain why and discuss strategies that will be undertaken to successfully meet goals in FY 19.
 - f. A Program Planning Summary **must** be completed for FY 19 (See pg. 21).
 - g. 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 or if they left or never enrolled in post-secondary education, advanced training or military service.

3. **FOR NEW VENDORS/PROGRAMS IN FY19:**
 - a. Describe the past three years of programming resulting in performance outcomes similar to the requested performance measures in this RFP. Define results. For example, total number of youth enrolled, total number of 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 built using an evidenced-based program model(s))
 - 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).
 - e. Describe how program activities and services will result in outcomes that are appropriate for In-School youth.
 - f. A Program Planning Summary **must** be completed for FY 19 (See pg. 21).
 - g. 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 or if they left or never enrolled in post-secondary education, advanced training or military service.

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.

Attachment E

Program Planning Summary: In-School FY-19

QTR 1 - 7/1/18-9/30/18	QTR 2 - 10/1/18-12/31/18	QTR 3 - 1/1/19-3/31/19	QTR 4 - 4/1/19-6/30/19
Total Enrollment	Total Enrollment	Total Enrollment	Total Enrollment
New	New	New	New
Carry In	Carry In	Carry In	Carry In
Total	Total	Total	Total
Credential	Credential	Credential	Credential
Diploma	Diploma	Diploma	Diploma
Other	Other	Other	Other
Total	Total	Total	Total
Total Outcomes 2nd Qtr. after exit			
Employment	Employment	Employment	Employment
PSE/Training/ Military	PSE/Training/ Military	PSE/Training/ Military	PSE/Training/ Military
Total	Total	Total	Total
Total Outcomes 4th Qtr. after exit			
Employment	Employment	Employment	Employment
PSE/Training	PSE/Training	PSE/Training	PSE/Training
Military	Military	Military	Military
Total	Total	Total	Total

This chart should be calculated cumulatively. Example, if you plan to enroll 5 students each quarter, Q1 would have 5 new enrollments. Q2 would show 10, Q3 15 and the Fourth Quarter should reflect the total number planned to serve for FY 19. Outcomes should be calculated in the same manner. **The carry-in number will always remain the same as indicated in Quarter 1.** Outcomes are based on exited participants only and based on 2nd and 4th quarter after exit.

Please note: Goals for FY 19 are as follows unless the Commonwealth increases/decreases the goals subsequent to 7/1/18.

Attainment of Diploma/Industry Recognized Credential:	70.5%
Entered Employment/Education/Military 2 nd Qtr.:	80.5%
Entered Employment/Education/Military 4 th Qtr.:	73.0%

PRICE PROPOSAL

FY 2019 WIOA Title I 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)

Attachment H

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

Attachment J

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: _____

Attachment K

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

Attachment L

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

Attachment M

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)

Attachment N

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 GLWDB Staff.

_____ 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)

Attachment O

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)

Attachment P

Budget & Budget Narrative

There are 2 parts to this section:

1. Youth Program RFP Budget
 - 1A. Youth Program RFP Budget –Work Experience: Wages and/or staffing
2. Youth Program Budget Narrative
 - 2A. Youth Program Budget Narrative – Work Experience: Wages and/or staffing

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

- ***20% of total budget must be used for work experience activities***
- All 4 budget forms must be completed.
- 1A and 2A detail the cost breakdown for work experience. Work experience can be youth wages and/or staff time.
- 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 to detail what portion of your total proposal is for paid or unpaid work experience and/or staffing by submitting 1A. Youth Program RFP Budget – Work Experience: Wages and/or staffing and 2A. Youth Program Budget Narrative –Work Experience and/or staffing
- Be sure to include the cost of participant wages and fringe benefits in your budget if you are submitting a Paid 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. GLWDB will classify all costs for contracts awarded.
- Documentation of your federally approved Indirect Cost Rate must be provided if applicable.

Attachment Q

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					

Attachment R

1A. Youth Program RFP Budget –

Work Experience: Youth Wages and/or Staffing (20% of total 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					
Fringes (Describe) % of Salaries					
					Total Cost
Subtotal Fringe					
Other Costs:					
	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					

Attachment S – Youth Program Budget Narrative

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

Attachment T – Work Experience Budget Narrative

2A. Youth Program Budget Narrative – Work Experience

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

Work Experience 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.

Participant Wages – Explain hourly rate, average total hours, and number of participants

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