

NPWDB, Inc.

Northern Panhandle Workforce Development Board, Inc.

To: Potential Bidders of Youth Programs and Services

From: John Sorrenti, Chairman, NPWDB, Inc.

Date: February 1, 2019

Re: **Solicitation of RFP's for Youth Programs and Services**

The Northern Panhandle Workforce Development Board, Inc. (NPWDB, Inc.) is soliciting Request for Proposals (RFPs) for the procurement of Youth Programs and Services in the Northern Panhandle region. The Northern Panhandle region includes: Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler counties and the cities of Wheeling and Weirton. One hundred percent (100%) of funds used to support Youth Programs and Services are being provided under the Workforce Innovation & Opportunity Act of 2014 (WIOA) through the U.S. Department of Labor. Youth Programs & Services will not be financed by non-governmental sources. The estimated, projected total amount of funding available for Youth Programs & Services for Program Year 2019-2020 is \$350,000.

A potential Bidder can submit a RFP to operate Youth Programs and Services in a particular area(s) in the region or in the entire region covered by the NPWDB, Inc. Preference will be given to a provider who can deliver services in all six (6) counties and the cities of Weirton and Wheeling. No less than eighty percent (80%) of Youth funds must be allocated and spent on Out-Of-School Youth; and, no less than twenty-five percent (25%) being allocated and spent on Work Experience Programs.

A potential Bidder can contact the NPWDB, Inc. office at (304) 231-1170 to request a copy of the RFP packet or pick one up at the NPWDB, Inc. office, 1245 Warwood Avenue, Wheeling, WV between the hours of 8 – 4, Monday - Friday. A potential Bidder can also download

RFP packet from the NPWDB, Inc.'s website. Steps to Download RFP are: STEP 1 – Go to <http://www.npworkforcewv.org>; STEP 2 – Click on the link Request for Proposals; and, STEP 3 – Click on the correct file name to open.

If a potential Bidder would like to meet with NPWDB, Inc. staff to discuss the requirements of the RFP they are to contact the NPWDB, Inc. office at (304)231-1170 by no later than 4:00 pm on Wednesday, February 20, 2019. A Meeting to discuss the RFP will be scheduled as requested on an individual basis.

The NPWDB, Inc. will not pay any costs associated with the preparation of the RFP. The NPWDB, Inc. will not be responsible for funding a RFP in whole or part. The NPWDB, Inc. reserves the right to negotiate terms of any or all parts of a RFP approved for funding.

All RFPs are due to the NPWDB, Inc. by no later than 4:00 pm, Wednesday, March 6, 2019. Only completed RFPs will be accepted for review by the NPWDB, Inc. Equal opportunity employer/program. Auxiliary aids and services are available upon required to individuals with disabilities.

THE NORTHERN PANHANDLE WORKFORCE

DEVELOPMENT BOARD, INC.

(NPWDB, INC.)

REQUEST FOR PROPOSAL

FOR THE SELECTION OF

A SUBCONTRACTOR(S)

FOR

YOUTH PROGRAMS AND SERVICES

FOR THE PERIOD JULY 1, 2019 – JUNE 30, 2020

**NPWDB, INC.
1245 WARWOOD AVENUE
WHEELING, WV 26003
PHONE: 304-231-1170
FAX: 304-231-1172
EMAIL ADDRESS: npwibinc@gmail.com**

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SECTION I

A. INTRODUCTION/OVERVIEW

The Northern Panhandle Workforce Development Board, Inc. (NPWDB, Inc.) is soliciting a Subcontractor(s) to oversee and administer Youth Programs & Services to area youth in the Northern Panhandle region of West Virginia. The Northern Panhandle region includes: the cities of Weirton and Wheeling and the counties of Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler. A subcontractor must agree to deliver Youth Programs & Services in all six (6) counties and the cities of Weirton and Wheeling in the Northern Panhandle region.

Youth Programs & Services will be one hundred percent (100%) funded with Workforce Innovation & Opportunity Act of 2014 (WIOA) funds. No Non-Governmental Sources are expected to be used for this Project. Cost Sharing/Matching is not required. The NPWDB, Inc. is the Administrative Agent and Grant Recipient for WIOA funds for the Northern Panhandle region of West Virginia.

Any Bidder is eligible to apply for to be Subcontractor of Youth Programs & Services. However, no potential Subcontractor who has been found to have violated a particular Federal, State or local statute/regulation is eligible to bid on this RFP. Additionally, a Bidder may not be recommended for funding, regardless of the merits of the RFP submitted, if they have a history of contract non-compliance and/or poor past or current program performance with the NPWDB, Inc.

NPWDB, Inc. Youth Programs & Services must meet the needs of Youth, ages 14 – 24, with barriers to employment, including those Youth with disabilities. No less than eighty percent (80%) of funds awarded must be allocated and spent on providing Programs & Services to Out-Of-School Youth, ages 16-24. Additionally, no less than twenty-five percent (25%) of total funds award must be spend on work experience activities for youth.

Programs & Services provided to Youth must be intensive and year-round and meet their educational and employment needs. Strong linkages must be developed and maintained between Academic Instruction and Occupational Education. Training Programs & Services must lead to the attainment of a Secondary School Diploma or its recognized equivalent; or, a recognized Post-Secondary Credential; or, preparation for Post-Secondary Education and Training Opportunities.

The Subcontractor of Youth Programs & Services must ensure the effective delivery of the fourteen (14) required Service Elements to Youth, as needed and appropriate. Follow-up Services must be provided to all participating Youth. The Subcontractor will be responsible for identifying and recruiting Youth by working closely with Staff from Alternative Learning Schools, Area

Guidance Counselors from local Schools, Community Group Members, Foster Care, the local Juvenile System, etc. The Subcontractor of Youth Programs & Services will provide Youth with: Appropriate Supportive Services, as needed and necessary; Literacy and West Virginia High School Equivalency Preparation, as needed and necessary; A variety of Work Experiences coupled with Classroom Learning; and, An array of Career Pathways and Career-Focused Services.

Contracted services are from July 1, 2019 to June 30, 2020 followed by twelve (12) months of Follow-Up Services for Youth as required by WIOA. One hundred percent (100%) of funds used to support Youth Programs and Services are being provided under the WIOA. Youth Programs & Services will not be financed by non-governmental sources. The estimated, projected total amount of funding available for Youth Programs & Services for Program Year 2019-2020 is \$350,000 (Estimated Budget may be modified once actual Budget Award becomes available).

If initial funding is awarded, the NPWDB, Inc. reserves the option to renew the Agreement for two (2) additional Program Years, depending if the Subcontractor meets all of the terms, conditions and performance levels of the Agreement. If so, the Agreement will be re-negotiated at the start of each subsequent Program Year.

A Subcontractor will be competitively selected based on the scoring of RFP responses.

B. RULES/INSTRUCTIONS/EVALUATION PROCESS/TIMELINE

RULES

Please prepare your response to this RFP in the order described in this RFP.

A potential Bidder must provide accurate, valid and full disclosure of information required and requested. If a Bidder fails to follow the instructions provided and/or fails to respond to all parts of the RFP, the proposal shall be deemed non-responsive and will not be considered for funding. Failure to meet all eligibility criteria stated within this RFP by the deadline date will result in the proposal being returned and not reviewed or considered for funding. If inadequate responses, program design, budget, etc. to the RFP are submitted, the NPWDB, Inc. may decide not to award any funding during this RFP cycle. If this is the case, the NPWDB, Inc. reserves the authority to solicit RFPs again.

The NPWDB, Inc. will not accept any amendments, revisions or alterations after the deadline date unless requested and/or approved first by the NPWDB, Inc.

If it becomes necessary for the NPWDB, Inc. to revise any part of this RFP during the solicitation process, an amendment will be issued to all prospective Bidders who received a copy of the RFP. If it becomes necessary

for the NPWDB, Inc. to revise any part of this RFP after the solicitation process, an amendment will be issued to only those Bidders who submitted a RFP to the NPWDB, Inc. for its review on or before the deadline date.

The NPWDB, Inc. will take into account the Bidder's prior experience with the administration and delivery of NPWDB, Inc. sponsored Programs & Services; and the results of the Subcontractor's past audit report(s). If, and once, funding is awarded, a Subcontractor is expected to execute the award/contract by no later than thirty (30) working days upon receipt of the award/contract.

INSTRUCTIONS

- Three (3) copies of the proposal must be submitted. At least one (1) proposal must be an original, with original inked signatures. It should be marked "Original Signatures" in the upper right corner of the proposal. In addition to the required hard copies, the RFP may be submitted on compact disc in word format.
- Responses to the proposal must be single-spaced, on one side of standard (8½ inch by 11 inch) un-ruled white paper. Pages must be numbered and correspond with the Table of Contents.
- Any submitted proposal shall remain a valid proposal for one (1) year after the deadline date of the RFP.
- A Bidder may submit a proposal for one (1) or more program designs. However, a separate proposal is required for each program design submitted.
- Costs for developing a proposal are solely the responsibility of the Bidder. The NPWDB, Inc. will not provide reimbursement for any costs associated with a proposal.
- A submitted proposal may be withdrawn prior to the deadline date. A written request to withdraw the proposal must be submitted to the NPWDB, Inc.
- A Bidder should maintain hard copy proof of the mailing of the RFP to the NPWDB, Inc. for their records.
- Proposals should be sent, via mail only, to:

The Northern Panhandle Workforce Development Board, Inc.
1245 Warwood Avenue
Wheeling, WV 26003

Proposals must be received by 4:00 pm on Wednesday, March 6, 2019. A proposal submitted after the close of the solicitation period will be considered late and will not be considered for funding. The NPWDB, Inc. will date-stamp all proposals upon receipt.

EVALUATION PROCESS

There will be a three (3) stage evaluation process: 1) An initial review of proposals will be completed by NPWDB, Inc. Staff. NPWDB, Inc. Staff will rate proposals and assign a value; 2) Members of the Youth Committee will review proposals. Youth Committee members will rate proposals, assign a value and make a recommendation(s) for funding to the NPWDB, Inc. Board of Directors; then, 3) The NPWDB, Inc. Board of Directors will be responsible for selecting a Subcontractor(s) and awarding funding.

Members of the Youth Committee and NPWDB, Inc. Staff will score RFPs according to the RFP Criteria and assign points (**Enclosure I**). Once calculated, scores will then be used as a guide for discussion and selection of a Subcontractor(s). Some of the Criteria that will be considered for an award of funding will be based on, but not limited to: Program Design, Effectiveness and Operations; The effective Delivery of required Program Elements; Career Development and Employment Opportunities; Demonstrative ability to meet Program Performance; Cost and Budget Effectiveness; Identified Target Group(s); Level of Customer Satisfaction with past Programs & Services; and, The ability to meet Administrative and Fiscal Grant Responsibilities. It is the NPWDB, Inc.'s Board of Directors' responsibility to ensure that Youth Programs & Services are provided in the most efficient, cost-effective manner.

A Bidder may be given an award with the stipulation that special terms and conditions be met and/or exceeded regarding identified areas of concentration, etc. If this is the case, special terms and conditions will be made a part of the contract. A Bidder who is denied funding through this RFP process may submit a letter to the NPWDB, Inc. Executive Director requesting further details for the denial of funding. In the event the response is not satisfactory to the Bidder, the Bidder may submit a written appeal to the NPWDB, Inc. Board of Directors. An appeal must be submitted within thirty (30) days of the NPWDB, Inc. denying funding. The decision of the NPWDB, Inc. Board of Directors shall be final.

TIMELINE

February 1, 2019	Public Notice.
February 1, 2019	RFP available from NPWDB, Inc.
February 4 th – 20 th , 2019	Bidders' Conference At Request of Bidder.
March 6, 2019	RFPs due at NPWDB, Inc.
March 7 th – May 20 th , 2019	NPWDB, Inc. Board of Directors, Youth Committee and Staff Evaluation Process.
May 20, 2019	Award Notification; Contract Negotiations start.

C. BIDDER'S QUALIFICATIONS & ASSURANCES AND RESPONSIBILITIES

A Bidder must meet the minimum level of administrative and fiscal requirements in order to contract with the NPWDB, Inc. Therefore, a Bidder must provide the following items listed in Qualifications and Assurances.

Failure to satisfactorily provide the following documentation will result in the proposal not being considered for funding. Requested documentation and information should be included with the proposal in order as **Attachment I.**

QUALIFICATIONS & ASSURANCES

Bidder is required to provide hard copy documentation or information for the following:

1. Organization's resolution stating that it possesses the legal authority to contract with the NPWDB, Inc.
2. Organization's Articles of Incorporation, Educational Accreditation, if applicable, and Fidelity Bond.
3. Organization's Personnel Policy, including Conflict of Interest and Code of Ethics Policies for its staff as well as its Board of Directors.
4. Organization's Grievance Policy and Procedures.
5. Organization's Policy Statement assuring compliance with applicable State and local laws relating to Equal Opportunity, Affirmative Action and non-discrimination in Program operations.
6. Organization's Policy regarding promotion of a Drug Free Workplace.
7. Organization's Statement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.
8. Organization's Proof of Insurance.
9. A Letter of Assurance that the Organization has access to Outside Funding Sources and/or will have access to Outside Funding Source(s) should WIOA funding be awarded.
10. A Letter stating the Organization is in compliance with all applicable unique entity identifier and SAM requirements, if applicable. Organization's assurance to comply with Child Labor Laws.
11. A Letter that the Organization assuring compliance with NPWDB, Inc. Audit requirements.
12. A letter from the Organization stating it understands that if funding is awarded from the NPWDB, Inc., performance-based contracting will be acceptable.
13. The Organization's Policies on: Certification Regarding Debarment and Suspension; Drug-Free Workplace Requirements; Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and Equal Opportunity Non-Discrimination Notice (included with this RFP).
14. No less than eight (8) letters of commitment from area employers expressing their expected involvement with employment and work experience programs.
15. No less than (4) letters of commitment from partners in the regional American Job Center system expressing their anticipated involvement and assistance in the delivery of Programs & Services and resources to participating Youth.
16. A Letter stating if any incentives will be offered to Youth who successfully complete the Program & Services and whether certificates will be awarded upon successful completion of the

- program. The Incentive Policy must be included.
17. Assurance that the Organization will promote awareness of regional American Job Centers by ensuring that one hundred percent (100%) of Youth enrolled in Youth Programs & Services register at one of the regional American Job Centers.
 18. Assurance from the Organization that Youth Programs & Services will be offered and made available out of each of the three (3) regional American Job Centers on a regular and ongoing basis.

Each Policy submitted must be signed by Management Staff from the Bidder's Organization.

RESPONSIBILITIES

Program success is contingent upon the ability of the Subcontractor to meet the demands of managing and administering Youth Programs & Services in a dynamic environment. Any contract awarded will be based on program performance with allowable cost limited to those that are reasonable and necessary for the effective and efficient performance of contracted Programs & Services. Subcontractor responsibilities include, but are not limited to:

- Effective and Timely Recruitment of area Youth.
- Effective and Efficient Program Operations and Fiscal Management.
- Adequate and Sufficient Oversight of Daily Staff and Program Operations.
- Participant Tracking and Documentation (including Follow-Up Services).
- Timely Billings and Accurate Completion of Required Reports and Forms.
- Timely Reporting of Required Data & Information.
- Serving In-School and Out-Of-School Youth Target Groups effectively.
- Cooperation and Coordination with the NPWDB, Inc. and other Providers performing Same/Similar Work.
- Self-Evaluation and an Efficient In-House Monitoring System of Youth Programs & Services.
- Meeting and/or exceeding Regional Performance Indicators for Youth
(Enclosure 1).

D. PROGRAM SPECIFICATIONS

TARGET POPULATIONS

In-School Youth are Individuals who are:

- Attending School as defined by State law including Secondary and Post-Secondary School*;
- Not younger than age 14 (unless it is an individual with a disability who is attending school under State law) and not older than age 21 at the time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- A Low Income Individual; and
- One (1) or more of the following:

1. Basic Skills Deficient. (A Youth is "Basic Skills Deficient" if he/she: Has English, reading, writing or computing skills at or below the 8th grade level on a general accepted standardized test or; Are unable to compute or solve problems or read, write or speak English at a level necessary to function on the job, in the individual's family or in society. In assessing basic skills, local programs must use assessment instrument that are valid and appropriate for the targeted population and must provide reasonable accommodations in the assessment process, if necessary, for Youth with disabilities);
2. An English Language Learner;
3. An Offender;
4. A Homeless Individual, a Homeless Child or Youth, a Runaway in Foster Care or has aged out of the Foster Care System, a Child eligible for assistance under Section 477 of the Social Security Act or in an out-of-home placement;
5. An Individual who is Pregnant or Parenting;
6. An Individual with a Disability; or,
7. An Individual who requires additional assistance to complete an Educational Program or to secure or hold Employment.*

Out-of-School Youth are Individuals who are:

- Not attending any school as defined under State Law.
- Not younger than 16 or older than 24 at the time of enrollment. Because age eligibility is based on age at enrollment, participant may continue to receive services beyond the age of 24 once they are enrolled in the program; and,
- Fall within one (1) or more of the following categories:
 1. A School Dropout*;
 2. A Youth who is within the age of Compulsory School Attendance but has not attended school for at least the most recent complete School Year Calendar Quarter. School Year Calendar Quarter is based on how a local school district defines its school year quarters;
 3. A Recipient of a Secondary School Diploma or its recognized equivalent who is low income and is either is Basic Skills Deficient or an English Language Learner*;
 4. An Individual who is subject to the Juvenile or Adult Justice System;
 5. A Homeless Individual as defined in Section 41403 (6) of the Violence Against Women Act of 1994, a Homeless Child or Youth as defined in Section 725 (2) of the McKinney-Vento Homeless Assistance Act, a Runaway, in Foster Care or has aged out of the Foster Care System, a Child eligible for assistance under Section 477 of the Social Security Act or in an out-of-home placement;

6. An Individual who is Pregnant or Parenting;
7. An Individual with a Disability; or,
8. A Low Income Individual who requires additional assistance to enter or complete an Educational Program or to secure or hold Employment.

Priority must be given to Youth with Barriers to Employment, including those with Disabilities.

PROGRAM DESIGN

Under WIOA, the following elements must be addressed in the Bidder's program design. Elements can be made available directly or through partnerships. The primary goal of WIOA is meeting a Youth's needs and providing a continuity of services. If partnering to deliver elements, coordination of services must be clearly detailed. Not all Youth need to take part in each of the elements. However, each element must be made available to Youth in a substantial way. Follow-up Services must be offered to all Youth participating in a WIOA funded Youth Program or Service. During the twelve (12) months of Follow-Up activity, Youth are to be contacted at least once a month with proper documentation noted in each Youth's Case Notes File and the subcontractor is required to enter Case Management Notes in the State approved MACC system. Programs & Services to be offered may not duplicate Facilities or Services available in the area from other Federal, State or local sources, unless it is demonstrated that alternative Services or Facilities would be more effective or more likely to achieve the NPWDB, Inc.'s performance goals.

Required Program Elements are:

1. Tutoring Skills Training, Instruction and Evidence-Based Dropout Prevention and Recovery Strategies that lead to completion of the requirement of 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 Post-Secondary Credential.
2. Alternative Secondary School Services or Dropout Recovery Services, as appropriate.
3. Paid and Unpaid Work Experience that have, as a component, Academic and Occupation Education which may include: Summer Employment opportunities and other employment opportunities available throughout the school year; Pre- Apprenticeship Programs; Internships and Job Shadowing; and, On-The-Job Training opportunities.
4. Occupational Skill Training which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the program meets the quality criteria as described in Section

- 123 of the WIOA.
5. Education offered concurrently with and in the same context as Workforce Preparation Activities and training for a specific occupation or Occupational Cluster.
 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.
 8. Adult Mentoring for the period of participation and a subsequent period, for a total no not less than twelve (12) months.
 9. Follow-up Services for not less than twelve (12) months after completion of participation, as appropriate.
 10. Comprehensive Guidance and Counseling, which may include Drug and Alcohol Abuse Counseling and Referral, as appropriate.
 11. Financial Literacy Education.
 12. Entrepreneurial Skills Training.
 13. Services that provide Labor Market and Employment Information About high demand industry sectors or occupations available in the local area, such as Career Awareness, Career Counseling and Career Exploration Services.
 14. Activities that help Youth prepare for and transition to Post-Secondary Education and Training.

Successful proposals will emphasize program performance (**Enclosure II**).

Proposals will be expected to display a clear strategy for investing WIOA funding in participating Youth in a way that generates corresponding successful, rational outcomes. Creativity and innovation is encouraged.

No less than eighty percent (80%) of funds must be allocated and spent on Out-Of-School Youth activities.

No less than twenty-five percent (25%) of funds must be allocated and spent on Paid and Unpaid Work Experiences.

Any contract awarded will be for a one (1) year cycle. Terms and conditions of a contract will be performance – based. Youth Programs & Services will begin no earlier than July 1, 2019 and conclude no later than June 30, 2020. Follow-up services will begin no later than June 30, 2020 and conclude no later than June 30, 2021.

KEY PROGRAM COMPONENTS

1. **Eligibility:** Under the WIOA, Youth must be either Out-Of-School or In-School. A determination of WIOA eligibility must be completed prior to enrollment in a WIOA funded Youth Program or Service.
2. **Orientation:** Youth must receive information on the full range of Programs and Services that are available through eligible providers, including contracted programs and required partners' programs.

3. **Assessment:** Youth shall be provided with an objective assessment of his/her academic, employment skills and Supportive Service needs. This includes, but is not limited to, a review of educational skill level, occupational skills, prior work experience, employability, interest, aptitudes and Supportive Service needs.
4. **Career Pathways/Services:** An objective assessment of academic skill levels and service needs shall be completed for each Youth. Assessment shall include a review of basic skills occupational skills, prior work experience, employability interest aptitude, etc. for the purpose of identifying appropriate career services and career pathways for Youth. Activities must be provided that lead to the attainment of a secondary school diploma or its recognized equivalent or a recognized Post-Secondary credential, preparation for Post-Secondary education and training opportunities, strong linkages between academic instruction and occupational education, preparation for unsubsidized employment opportunities and effective connections to employers, including small employers.
5. **Academic Requirements:** To assist Youth for academic and occupational success, services must have a strong emphasis on academic skill gains in basic English language, literacy skills and math computation skills. Approved assessment instruments must be utilized to show skill level gain. The NPWDB, Inc. requires the region's approved assessment testing tool(s) be administered to all Youth. There are a variety of strategies that may help Youth attain academic skills. The following are examples: Basic skills instruction leading to grade or skill level increase; Instruction leading to a high school diploma or West Virginia High School Equivalency Preparation; Project based learning, with learning objectives tied to academic competencies, Etc.
6. **Employer Connections:** "Bona-fide" connections to area employers are essential in the creation employment and work experience opportunities for out-of-school Youth. These connections should lead to increased placements in employment or continuing education, as well as meaningful exposure to the world of work leading to measurable skill increases. Employment and work experience opportunities must be developed in "high demand" industries and occupations.
7. **Individual Service Strategy (ISS):** An individual, written plan of long and short-term goals, that includes educational, employment related and personal support services needed, is to be developed for each Youth participant. The plan is to be used to track Programs & Services delivered and/or coordinated by the subcontractor for the Youth and should be regularly reviewed and updated as changes occur.
8. **Referral(s):** If necessary and needed, a Youth must be given a referral(s) to the appropriate partner's Programs and/or Services so he/she can have access to any and all needed, applicable Programs and

Services available. Partners are strongly encouraged to link and share information with the Subcontractor of Youth Programs & Services in order to effectively meet the needs of a Youth.

9. **Supportive Services:** Supportive Services are those services that are necessary to assist the Youth to be successful in achieving his/her goals. These services may include transportation, childcare, work-related tools, clothing, etc. To the greatest extent possible, Youth Programs & Services will leverage existing, outside resources whenever possible and necessary.
10. **One Stop Partnership:** The Subcontractor will be expected to engage in partnerships in the regional One Stop system. It is imperative that Youth are provided with and have access to the full range of available partners' Programs & Services. The Subcontractor will be required to negotiate an MOU with the region's American Job Center Operator.

FUNDING/BUDGET GUIDELINES

Funding for the delivery of Youth Programs & Services in the region will not exceed \$350,000 (Estimated Budget may be modified once actual Budget Award becomes available) for Program Year 2019-2020. The Bidder will be required to determine a unit cost for the Youth within the budget amount provided. Please keep in mind, all costs associated with the proposed Youth Programs & Services must be allowable, fair and reasonable in accordance with WIOA rules and regulations.

ADDITIONAL ASSURANCES

The NPWDB, Inc. will: Provide maximum opportunities for minority and women-owned businesses to obtain a contract(s); Place qualified small businesses and minority and women-owned businesses on regional proposal solicitation lists, if requested; Ensure that small businesses and minority and women-owned businesses are solicited whenever they are potential sources; Encourage maximum participation of small businesses and minority and women-owned businesses; Establish delivery schedules that encourage participation by businesses, including small businesses and minority and women-owned businesses; Use services and assistance, as appropriate, from entities such as the Small Business Administration (SBA) and Minority Business Development Agency (MBDA); and, Require a contract(s) to follow previously identified requirements.

The NPWDB, Inc. will not: Place unreasonable requirements on an agency/organization in order for them to qualify to do business with the NPWDB, Inc.; Require unreasonable past program experience and/or excessive bonding; Maintain non-competitive pricing practices between an agency/organization or between an affiliate agency/organization; Give a non-competitive contract to a consultant(s) that is on a retainer contract(s); Award a contract(s) to an agency/organization that poses an organizational conflict of interest; Specify the use of only a brand name product instead of

allowing an equal product to be offered; Engage in any other arbitrary action in the procurement process; and, Will not provide geographical preference in awarding a contract(s) with federal funds (Uniform Guidance takes precedent over State and local laws requiring geographical preference).

SECTION II

**THE NORTHERN PANHANDLE WORKFORCE DEVELOPMENT BOARD, INC.
YOUTH PROGRAMS & SERVICES REQUEST FOR PROPOSAL**

A. COVER PAGE

Organization: _____

Contact Person/Title: _____

Address: _____

Phone #: _____ **Fax Number:** _____

E-Mail Address: _____

DUNS #: _____ **FEIN #:** _____

CCR #: _____ **CFDA# AND NAME:** _____

WV OASIS #: _____

Program Design: (Describe each proposed design below. Be specific).

- _____
- _____
- _____

Program Hours/Length: _____

Number of Youth to be Served: **Out-Of-School** _____ **In-School** _____

Youth will be served in the Following Jurisdiction(s): (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Hancock County | <input type="checkbox"/> City of Wheeling |
| <input type="checkbox"/> City of Weirton | <input type="checkbox"/> Marshall County |
| <input type="checkbox"/> Brooke County | <input type="checkbox"/> Wetzel County |
| <input type="checkbox"/> Ohio County | <input type="checkbox"/> Tyler County |

Number of Youth to be served in each County:

_____ Hancock	_____ Brooke	_____ Ohio
_____ Marshall	_____ Wetzel	_____ Tyler

Total Number of Youth to be served: _____

Funding Amount Requested: \$ _____

I hereby declare that the information provided in the RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

Name: _____

Title _____

Date: _____

B. INFORMATION TO BE INCLUDED IN PROPOSAL

Please make sure to read the entire RFP packet before answering following questions. Responses to questions one (1) through seven (7) should be limited to no more than eight (8) pages each and should be answered in the order presented. In addition, a Bidder must complete the cover page and budget information sections, as well as Qualifications/Assurances.

1. GENERAL PROPOSAL INFORMATION (Attachment III)

- a) Describe your Staffing Plan. Include job positions, Staff to Youth ratio, and Staff responsibilities/duties as related to the proposed program. Detail any new personnel to be hired.
- b) Describe how the proposed program will fit into your organization's mission and goals. Provide a detailed overview of the proposed program.
- c) Detail the proposed program's design(s).
- d) Describe the targeted population and primary geographic areas to be served in the region.
- e) Describe past experiences and results delivering Programs & Services in similar projects and/or to similar populations, if applicable.
- f) Describe how you will link your Program & Services with regional American Job Center Services and Partner Services. Describe how you will coordinate and link with Partners in the American Job Center system (ie: West Virginia Division of Rehabilitation Services, Adult Education and Literacy Programs, etc.).
- g) Detail the standards and/or expectations you will require of Youth participating in the program.

2. PROGRAM OPERATIONS (Attachment IV)

- a) Describe outreach and recruitment strategies for Youth. Detail how you intend to adequately recruit and enroll Youth from each of the six (6) counties in the region.
- b) Describe how you plan on recruiting Youth with barriers to employment, including those with disabilities. Describe any special, unique activities to be developed and offered to Youth with disabilities.
- c) Detail the criteria/processes to be used to select Out-Of-School and In-School Youth for participation in your program.

- d) Describe how you will ensure that no less than eighty percent (80%) Out-Of-School Youth are recruited for participation in your program.
- e) Detail how you intend to track Out-Of-School Youth enrolled in your program.
- f) Detail all types of Work Experience Activities that will be offered to Youth during the Program Year.
- g) Detail how you will track Work Experience expenditures (no less than twenty-five percent (25%) of total budget). Please include any forms, reports, etc. that will be used to track these expenditures. Detail the frequency of the tracking processes.
- h) Describe the referral process to partnering agencies for Youth not selected for participation in your program.
- i) Describe how you intend to track Youth during their participation in your program.
- j) Detail internal, daily program oversight processes and procedures that will be implemented if funding is awarded. Detail frequency of oversight of daily operations.
- k) Describe orientation/assessment activities. Include assessment tools, instruments and methods your program will use to gather the necessary assessment information to develop Individual Service Strategies (ISS). Describe how Youth training and career goals will be developed, coordinated and evaluated.
- l) Describe what types of Supportive Services will be made available to participating Youth (ie: Transportation, etc.).
- m) Detail the location(s) of Programs, Services and Activities to be offered.
- n) Describe the strategies to be used to motivate, and/or reward Youth. Describe if any incentives will be provided to Youth and under what circumstances would a Youth be provided with an incentive(s). Be specific.

3. ELEMENTS (Attachment V)

- a) Describe how the required fourteen (14) elements will be delivered. Identify any resources you will use to support and enhance the delivery of program elements.
- b) Detail how you will identify and determine each Youth's individual needs for described services.

- c) Detail effective one (1) year Follow-Up Services to be provided.

4. ACADEMIC OPPORTUNITIES (Attachment VI)

- a) Describe the different types of educational and training opportunities that will be offered to Youth, especially Out-Of-School Youth.
- b) Describe how Youth with barriers to employment, including those with disabilities, will be assisted with accessing available educational opportunities.

5. CAREER DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES (Attachment VII)

- a) Detail the types of work-based learning and career development opportunities that will be made available to Out-Of-School Youth.
- b) Detail specific activities to be provided that will lead to the attainment of a Secondary School Diploma or its recognized equivalent or a recognized Post-Secondary credential, preparation for Post-Secondary education and training opportunities, strong linkages between academic instruction and occupational education, preparation for unsubsidized employment opportunities and effective connections to employers, including small employers.
- c) Describe Career Pathways and Career Services Strategies to be delivered. Detail partnerships that will be developed with area schools, community agencies, businesses, etc. to ensure the creation of Industry-Focused Pathways or Career-Ladder Programs that are market responsive. Detail strategic partnerships that will be developed to ensure that available resources are effectively invested to help Youth gain the skills necessary for jobs and Career Pathways in "high demand" industries.
- d) Describe how employment and work experience activities will be linked to learning objectives. Include how you will ensure that employer-defined skills and the most current labor market information reflecting "high demand" industries and occupations will be used to guide Career Development Activities.
- e) Describe how you will effectively develop employment and Work Experience opportunities for Out-Of-School Youth. Detail specific types of Work Experience activities that will be put in place for Out-Of-School Youth.

- f) Describe linkages to be developed with area employers. Include any resources that may be accessed from area employers in the form of outside funds, supplies, equipment, etc. that will be used to support Youth Programs & Services.

**6. PROGRAM PERFORMANCE INDICATORS (OUTCOMES)
(Attachment VIII)**

- a) Describe Program Performance Objectives. Include: Total targeted number of enrollments; Anticipated performance levels of specified outcomes; and, Methods and/or tools to be used to meet performance objectives. In addition, include any interim, or additional, Performance Indicators that will be used to ensure that progress is being made towards WIOA approved Program Performance Indicators.
- b) Detail how you will evaluate the effectiveness of the program on an on-going and regular basis.
- c) Detail the in-house data and management system that will be in place to ensure you are meeting and/or exceeding WIOA Program Performance Indicators.

7. OTHER ITEMS TO BE ADDRESSED (Attachment IX)

- a) Detail how you will link with local Alternative Schools.
- b) Detail linkages that will be develop with Youth in foster care, those aging out of foster care, Youth offenders, children of incarcerated parents and immigrant Youth.
- c) Detail linkages that will be developed with local juvenile justice agencies, faith-based and community-based organizations, as well as with the local business communities.
- d) Detail specific linkages that will be developed with the West Virginia Department of Rehabilitation Services in order to provide the needed and necessary services for Youth with disabilities.

C. BUDGET INFORMATION**TOTAL PROJECTED COSTS**

Cost Category	Amount	% of Budget
Administration		
Program Activity		
Support Services		
TOTAL		

BREAKDOWN OF PROJECTED COSTS

Cost Category	Admin	Program	Supportive Services	Total
Staff Salaries				
Fringes				
FICA				
Workers Comp				
Health/Welfare				
Retirement				
Other				
Rent				
Equipment				
Other Expenses				
Supportive Services				

BREAKDOWN OF STAFF COSTS

Staff Name	Title	Salary	Fringe Benefits	Travel

BREAKDOWN OF RENT COSTS

Location	Square Feet	Rate	Cost to Program

BREAKDOWN OF EQUIPMENT COSTS

Item	Cost to Program	Purchase/Lease/Rent

BREAKDOWN OF SUPPORTIVE SERVICES

Support Service	Admin	Program	Support

BREAKDOWN OF OTHER EXPENSES

Expense	Admin	Program	Support

D. CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Applicant:

This certification is required by the regulation 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).

- (1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principles:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (c) have not within a three-year period preceding this renewal 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 records, making false statements, or receiving stolen property;
 - (d) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (e) have not within a three-year period preceding this application/renewal 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 renewal package.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs, and,
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "a" above
 - d. Notifying the employee in the statement required by paragraph "a" that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "d.2" from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has

designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant; Taking one to the following actions, within thirty (30) calendar days of receiving notice under subparagraph "d.2", with respect to any employee who is convicted:

- f. 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "a", "b", "c", "d", "e" and "f".

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL,
- (3) "Disclosure Form to Report Lobbying", in accordance with its instruction.

(4) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (*including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements*) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (Name of agency), as a recipient of Workforce Innovation & Opportunity (WIOA) Title I financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees, and members of the public; including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

ASSURANCES

As a condition of the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant

assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation & Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and, Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Title 11, Subtitle A of the Americans with Disabilities Act of 1990 which prohibits exclusion on the basis of disability.

The grant applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
_____	_____
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	

SIGNATURE	DATE
_____	_____

YOUTH RPF EVALUATION/RATER CRITERIA

Total Points Awarded _____
Average Points Awarded _____
Name/Signature of Reviewer _____
Date _____

Bidder's Name: _____
Address: _____

Phone Number: _____

Proposed Program(s): _____

Area(s) Served: _____

Points Awarded

Proposal Responsiveness (5 Points)

1) Was proposal received by deadline date and time? (2 pts) _____
Comments _____

2) Were all required attachments and assurances provided? (1 pt) _____
Comments _____

3) Were RFP directions followed (ie: Questions answered in order provided, correct number of copies, original original signatures, letters of support included, etc. (2 pts) _____
Comments _____

Total Points Program Description and Operations _____

(If Bidder failed to meet any of the above line items, RFP is not to be reviewed/rated and is automatically considered disqualified for funding consideration).

Points Awarded

Program Description and Operations (25 Points)

1) Does Bidder have successful history of designing and delivering Youth programs for the target population? (10 pts) _____
Comments _____

2) Is the program design appropriate to the unique needs of the target population(s), including Youth with barriers to employment (ie: Youth with disabilities, etc.)? (3 pts) _____
Comments _____

3) Is there an internal tracking system in place to effectively track participating Youth? (3 pts)

Comments _____

4) Are linkages to the One Stop Center and partner services detailed? (1 pts)

Comments _____

5) Have outreach and recruitment strategies been detailed, especially those strategies targeted Youth with barriers to employment (ie: Youth with disabilities, etc.)? (2 pts)

Comments _____

6) Were strategies effectively detailed for recruiting and enrolling no less than 80% out-of-school Youth? (3 pts)

Comments _____

7) Are effective assessment tools going to be used? (1 pts)

Comments _____

8) Is there an effective referral process to partnering agencies in place? And, for those Youth not selected for participation? (1 pts)

Comments _____

9) Will any incentives be provided as a means to motivate/reward participating Youth? (1 pts)

Comments _____

Total Points Program Description and Operations

Program Elements (15 Points)

1) Does program provide all 14 required elements and are elements delivered in a way that supports youth development and philosophy? (5 pts)

Comments _____

2) Is the program designed to adequately track work experience Expenditures on an ongoing basis. (9 pts)

Comments _____

3) Is there an effective process and plan for the one year follow up? (1 pt)

Comments _____

Total Points Program Elements

Academic Opportunities (5 Points)

1) Is there a plan to link out-of-school Youth to academic opportunities? Will specialized curriculum, tools and resources be used? (2 pts)

Comments _____

2) Is there a detailed plan to assist Youth with disabilities? (2 pts)

Comments _____

Total Points Academic Opportunities

Career Development/Employment Opportunities (20 Points)

1) Does Bidder have a plan to offer work-based learning and career development opportunities to out-of-school youth? (8 pts)

Comments _____

2) Will activities be provided that lead to a secondary school diploma or equivalent, postsecondary credential, etc.? (3 pts)

Comments _____

3) Are there career pathways and career services strategies in place? (3 pts)

Comments _____

4) Are there effective employment and work experience opportunities in place for out-of-school Youth? Does Bidder have a plan in place to spend no less than 25% of funds on work experience activities? Is there a plan to link "high demand" employment and work experience activities to learning objectives? (4 pts)

Comments _____

5) Has Bidder established linkages to area employers? (2 pts)

Comments _____

Total Points Career Development/Employment Opportunities

Program Performance (10 Points)

1) Does Bidder have plan to effectively track program performance? (5 pts)

Comments _____

2) Does Bidder have plan to evaluate the ongoing effectiveness of the program? (5 pts)

Comments _____

Total Points Program Performance _____

Budget (20 Points)

Total Budget Requested _____

Total Youth to be Served _____ Total Youth to be Trained/Placed _____

Out-of-school Youth _____

of In- school Youth _____

Estimated Cost per Youth \$ _____

1) Is the cost per individual and the total budget the most effective use of resources? (10pts)

Comments _____

2) Is proposed budget reasonable and can it effectively support proposed program? (7 pts)

Comments _____

3) What are results of bidder's previous audit reports? (3 pts)

Total Points Budget _____

- _____ **Program Responsiveness**
- _____ **Program Description and Operations**
- _____ **Program Elements**
- _____ **Academic Opportunities**
- _____ **Career Development/Employment Opportunities**
- _____ **Program Performance**
- _____ **Budget**

_____ **Total Points Awarded (out of 100 Points)**

REGION 5 PERFORMANCE INDICATORS AND GOALS***

WIOA Performance		National Bench Marks	Negotiated Performance Goals PY 2016
Adults			
1	Entered Employment	78.8	81.0
2	6-Months Retention	83.0	86.3
3	6-Months Earning Gain*	\$2,800	\$13,000
4	Credential Attainment	70.0	Not Measured
Dislocated Worker			
5	Entered Employment	88.2	84.0
6	6-Months Retention	89.0	92.0
7	Wage Replacement	\$100	\$16,850
8	Credential Attainment		
Youth (18-24)			
9	Entered Employment	82.4	65.0
10	6 Months Retention	88.1	Not Measured
11	6 Months Earnings Gain	\$2,400	Not Measured
12	Credential Attainment	68.4	Not Measured
Youth (14-18)			
13	Diploma/GED Attainment**	72.6	65.0
14	Skill Attainment	98.9	Not Measured
15	Placement/Retention	61.2	Not Measured
Other			
16	Employer/Customer Satisfaction	68.0	Not Measured
17	Participant Customer Satisfaction	70.0	Not Measured
Youth (14-24)			
18	Literacy and/or Numeracy Gain	N/A	65.0

Additional NPWDB, Inc. Performance Indicators and Goals for Youth

Youth (19-24) – Employment Preparation – 70% of youth must have obtained occupational skills training and paid/unpaid work experience through either internships, job readiness, employability skills training or job shadowing. Hard copy documentation must be provided. Registration at a Local Job Center – 100% of youth must register at a local Job Center within sixty (60) days of enrollment in a youth program.

Youth (14-18) – Employment Preparation – 70% of youth must have obtained occupational skills training and paid/unpaid work experience through either internships, job readiness, employability skills training or job shadowing. Registration at a Local Job Center – 100% of youth must register at a local Job Center within sixty (60) days of enrollment in a youth program.

****When updated, Performance Indicators and Goals for each Program Year are determined or finalized, the NPWDB, Inc. will immediately notify its Subcontractor(s). At this time, please use the Region's Performance Indicators and Goals above is your guideline.**