

**PIEDMONT WORKFORCE NETWORK
LOCAL WORKFORCE INVESTMENT AREA 6
REQUEST FOR PROPOSALS
YEAR ROUND YOUTH PROGRAMS
WORKFORCE INVESTMENT ACT (WIA)
ISSUED February 3, 2010**

I. INTRODUCTION

The Piedmont Workforce Network Board (PWNB) and the PWN Youth Council, is currently seeking proposals from eligible proposing organizations to provide services for WIA eligible In and Out of School Youth, for the twelve (12) month period of July 1, 2010 to June 30, 2011, with the option for up to two (2) one (1) year extensions, at the sole discretion of PWNB. The anticipated initial contract effective date is July 1, 2010.

Organizations located within Local Workforce Investment Area (LWIA) 6 - (City of Charlottesville and Counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange and Rappahannock) and/or those who can demonstrate that they have the capability to provide youth services within LWIA 6 are encouraged to submit proposals.

Proposals may be submitted by any public or private educational institution, community based organization, non-profit or for-profit organization or government agency. Proposing organizations must be able to serve In-School and Out of School Youth. Proposals may be submitted to provide services by Planning District or for the entire workforce area. Planning District 10 consists of the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson. Planning District 9 consists of the Counties of Culpeper, Fauquier, Madison, Orange and Rappahannock.

It is anticipated that **funding** for the twelve months of program services requested under this RFP will be approximately \$150,000 for Area 6. Of the approximate available funds, 60% will be allocated to Planning District 10 and 40% will be allocated to Planning District 9. **Applicants are cautioned that this amount is a best estimate of anticipated available funding and is subject to change.** All contract awards will be based upon the availability of WIA formula funding to the local area. In addition to the amount of funds requested, proposals must indicate the amount and source of cash and/or in-kind resources that will be leveraged in support of their proposed program(s).

II. RFP AVAILABILITY, PROPOSAL DUE DATE AND PUBLIC MEETING

The RFP Package will be available on the PWN Website www.piedmontworkforce.net and at the PWN Office located at the Omni Hotel, Downtown Business Center, Suite 100, 210 Ridge-McIntire Street, Charlottesville, Virginia 22902 beginning Wednesday, February 3, 2010 at 9:30 A.M. EST. RFPs may be mailed upon request by calling (434) 979-5610. **Proposals are due to PWN, at the address shown above, by 4:00 P.M. EST on Wednesday, March 10, 2010.** Proposals received after this date and time will not be considered.

There will be an optional public meeting regarding the RFP on Wednesday, February 17, 2010 at 10:00 A.M. EST in the PWN Office at the address shown above. Attendance at this meeting is not required to bid on this RFP.

Questions regarding this RFP may be addressed to Heather Foor, Program Manager, at (434) 979-5610 or heather@tjped.com. Answers to questions that are not available in the RFP Package or any other clarification(s) or addendum(s) regarding the RFP will be posted on the PWN Website without further notice.

III. PROGRAM DESIGN FEATURES

The following primary program activities are to be provided by the proposing organization.

A. In-School Youth – 30% of the youth served should be In-School Youth.

1. **Leadership Development Opportunities** that encourage responsibility, employability and other positive social behaviors. Leadership Development Opportunities should include, but not be limited to, the following:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and teamwork training, including team leadership training;
- Training in decision making and determining priorities; and,
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.

2. **Summer Employment Opportunities** that are directly linked to academic and occupational learning. These activities are to be individually developed with private and public sector employers in consideration of the career interests of each youth based on related assessment results and in support of career exploration activities conducted during the school year. These opportunities may be subsidized or unsubsidized. **Paid and Unpaid Work Experiences**, including internships and job shadowing, may also be provided to youth based on assessed need. These work experiences are to provide youth with practical exposure to the working world and its requirements and an opportunity for career exploration and skills development.

3. **Comprehensive Guidance and Counseling Services** to youth throughout their program participation. These services are to be delivered by staff and include career and personal counseling and referrals to other sources of counseling, based on the needs of the youth. In addition, case management services must be provided to youth on an ongoing basis in order to successfully navigate their path to the successful completion of their Individual Service Strategy (ISS).

B. Out of School Youth – 70% of the Youth served should be Out of School Youth

1. **Occupational Skills Training** in occupational areas which show current employer demand and projected growth. Successful completion of training must result in the award of a recognized credential.
2. **Leadership Development Opportunities**, as outlined above.
3. **Paid and Unpaid Work Experiences**, as outlined above.
4. **Comprehensive Guidance and Counseling** services, as outlined above.
5. **Job Search Assistance** in order to assist youth to obtain and retain unsubsidized employment (including the military).

C. Target Population Requirements

1. WIA eligible **In-School Youth** must be attending full-time secondary school; be fourteen (14) to twenty-one (21) years of age; and, be capable of earning a High School Diploma or attaining a GED.
2. WIA eligible **Out of School Youth** must be eighteen (18) to twenty-one (21) years of age and either a school dropout or an individual who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

D. Overall Program Objectives

1. **In-School Youth**

- School drop-out prevention
- High School graduation or equivalent
- Enrollment into post-secondary education and/or advanced training/occupational skills training or obtain employment (including the military)
- Demonstrated proficiency in work readiness skills
- Planning District 10 currently has 13 active In-School Youth
- Planning District 9 currently has 6 active In-School Youth
- All Youth must be in follow-up for 12 months after exiting the program
- Approximately 5-7 in-school youth will be in follow-up on July 1.

2. **Out of School Youth**

- Full-time unsubsidized employment (including the military)
- Attainment of a recognized credential
- Enrollment into post-secondary education and/or advanced training/occupational skills training
- Demonstrated proficiency in work readiness skills
- Planning District 10 currently has 39 active Out of School Youth

- Planning District 9 currently has 13 active Out of School Youth
- All Youth must be in follow-up for 12 months after exiting the program
- Approximately 10-15 out of school youth will be in follow-up on July 1.

Note: Out of School youth who are assessed to be basic skills deficient must receive academic remediation services and are expected to increase their literacy/numeracy score by one (1) or more education functioning level by the end of the first year of program participation.

IV. ADDITIONAL WORK REQUIREMENTS

In addition to the delivery of programmatic services to In and Out of School youth, proposing organizations must also perform the following work activities:

- A. **Outreach and Recruitment** – The proposing organization will be responsible for the development and implementation of a viable outreach and recruitment plan to result in the enrollment levels identified in the proposal.
- B. **Eligibility Determination** – The proposing organization will be responsible for the determination, verification and documentation of WIA eligibility for program participants, maintenance of a formal participant eligibility file and related quality assurance activities. In order to participate in a program funded under this RFP, In-School and Out of School youth must meet the following eligibility requirements, in addition to the specific target population requirements shown under Section III (C) (1) (2) of this RFP:
 1. Be fourteen (14) to twenty-one (21) years of age; **and**,
 2. Have the right to work in the United States; **and**,
 3. Be registered for Selective Service (males eighteen (18) years and older); **and**,
 4. Be considered low income in accordance with Section 101 (25) of WIA; **and**,
 5. Have one (1) of the following barriers to employment:
 - Basic skills deficient
 - School drop-out
 - Homeless or runaway
 - Foster child
 - Offender
 - Pregnant or parenting
 - Other barrier that requires additional assistance
- C. **Assessment and WIA Ten (10) Program Elements** – The proposing organization will be responsible for conducting and documenting a comprehensive assessment of all participants, to include basic skills, occupational skills, interests, aptitude, work readiness skills, barriers and supportive service needs. The PWNB requires that the Careerscope assessment be used for assessing

occupational skills, interests and aptitudes and TABE assessments be used to assess basic skills. Assessment instruments appropriate to the population are to be used. If proposers plan to use additional tools, indicate the specific instruments that will be used. Based on the results of the assessment, a determination will be made as to which of the WIA defined ten (10) program elements, listed under Section 129 (c) (2) of WIA, will be needed by the assessed youth. Proposing organizations are responsible for entering into written agreements and establishing viable linkages with community resources to provide those program elements that will not be directly provided by the proposing organization. Youth are not required to receive all ten (10) program elements, just the ones that are needed. In addition to the above, the proposing organization will also be responsible for the administration and evaluation of appropriate pre and post tests in order to measure actual performance outcomes for participants, as appropriate to the activity.

- D. **Individual Service Strategy (ISS) Development** – The proposing organization will be responsible for the development and documentation of an ISS for each participant based on the results of the assessment. This document will identify the participant’s short and long term goals, specific plan of activities and services to attain the goals, identification of any applicable barriers and resolutions and required supportive services. The ISS is to be periodically reviewed with the participant and adjusted, as warranted, and is to be developed within thirty (30) days of the date of program enrollment and reviewed every sixty (60) days thereafter.
- E. **Worksite Facilitation** – The proposing organization will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experience, summer employment, job shadowing and internship activities. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations and assurances related to the relationship. All such relationships will include supervisor and participant orientations prior to start.
- F. **Participant and Fiscal Reporting** – The proposing organization will be responsible for maintaining participant enrollment, service activity and outcome records, documenting and verifying applicable performance metrics and directly entering such information into the Virginia Workforce Connection System case management system on a regular and ongoing basis. Specific participant reports will be provided to PWN upon request. In addition, the proposing organization will maintain a system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract. All requests for reimbursements will be made to PWN through the WIBeq software system.
- G. **Integration and Co-location with Comprehensive One-Stop Facilities** – In the interest of establishing a seamless delivery of services for all prospective customers and in keeping with both the spirit and letter of the WIA legislation (as well as guidance from the Virginia Workforce Council) as it pertains to the participation of all mandatory partner agencies and programs, it is essential that all of the WIA Title I funded programs be operated in the most effective and integrated manner possible.

Applicants to this RFP will need to understand the general expectation that the outreach and recruitment functions associated with the delivery of any proposed Out-of School activities being proposed will need to be located and coordinated out of the One-Stop Centers to the extent

possible. Ideally, all of the Youth Service Provider's WIA staffing infrastructure, with the exception of in-school programs and training components, will be physically co-located to the extent practicable within existing One-Stop Center locations.

The only exceptions to this general expectation of co-location of services with the One-Stop Centers, is if suitable space in the One-Stops is not available or if there is a strong business case that can be made, on the part of either the One-Stop System or Youth Services, why this expected integration would not benefit the customers and/or why such integration may not be feasible at this point in time. Currently, the Charlottesville One-Stop Center has 1 office designated for the WIA Youth program.

H. Performance Outcomes - Successful proposals will emphasize clearly articulated program objectives and outcomes. The Commonwealth of Virginia has adopted the Common Measures and they will be implemented during this contract year. It is important for proposers to understand these common measures and how they will be calculated.

Additional information pertaining to Common measures can be obtained by reviewing the following technical guidance:

TEGL 17-05 Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195

TEGL 17-05 Change 1
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2505

V. PROPOSAL SELECTION CRITERIA

- A. Organizational Capability and Experience (0 to 20 points)
- B. Program Design and Implementation Strategy (0 to 30 points)
- C. Linkages with Community Resources (0 to 15 points)
- D. Proposed Cost and Participant Service Levels (0 to 20 points)
- E. Leveraged Cash and/or In-kind Resources (0 to 15 points)

NOTE: The specific proposal preparation instructions, related definitions, required certifications and general terms and conditions for this RFP can be found on the PWN website located at www.piedmontworkforce.net and are incorporated herein by reference.

PIEDMONT WORKFORCE NETWORK
REQUESTS FOR PROPOSALS
GENERAL TERMS AND CONDITIONS

These General Terms and Conditions are applicable to all official Requests for Proposals (RFPs) issued by PWN for the procurement of professional services and/or non-professional services. Any of these terms and conditions may become part of contracts resulting from RFPs and are not binding on proposing organizations unless included in executed contracts. The five certifications included in this Attachment must be signed and submitted as part of all proposals and will become part of executed contracts. Additional requirements or certifications not found in these general terms and conditions may be included in contracts to be negotiated and executed. Unless otherwise specified in the official notice for each RFP, the competitive negotiation method will be used for procurements applicable to these general terms and conditions. All official public notices of RFPs will include its Internet website address stating where these General Terms and Conditions are currently available for access.

Proposing organizations are advised that these terms and conditions are subject to additions, deletions, amendments or revisions by PWN at any time due to revisions in applicable Federal, State or Local laws, rules or regulations.

GENERAL TERMS AND CONDITIONS

- A. VIRGINIA PUBLIC PROCUREMENT ACT: All RFPs are subject to the provisions of the Commonwealth of Virginia Public Procurement Act (VPPA) and any revisions thereto, which are hereby incorporated into this document.
- B. APPLICABLE LAWS AND COURTS: All RFPs and resulting contracts shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth and must be in compliance with all applicable federal, State and local laws, rules and regulations, inclusive of, but not limited to, the Workforce Investment Act of 1998, as amended, or any other Federal, State, or Local funding source identified in specific RFPs.
- C. ETHICS IN PUBLIC CONTRACTING: Proposing organizations certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- D. IMMIGRATION REFORM AND CONTROL ACT OF 1986: Proposing organizations certify that they do not and will not employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 in the performance of any contract

resulting from any RFP.

- E. **ANTITRUST:** By entering into a contract which may result from this RFP, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the services purchased or acquired under the contract.
- F. **PAYMENTS:** Terms for payments under contracts will be part of the competitive negotiations process for any RFP.
- G. **QUALIFICATIONS OF PROPOSING ORGANIZATION:** Proposing organizations agree to allow PWN to inspect their physical facilities and to provide PWN with any other requested information at any time to determine their ability to perform the services proposed. PWN may, at its sole discretion, cease negotiations with proposing organizations if information provided or other evidence fails to meet the requirements of any RFP.
- H. **ASSIGNMENT OF CONTRACT:** A contract which may result from RFPs shall not be assignable by the contractor, in whole or in part, without the prior written consent of PWN.
- I. **CHANGES TO THE CONTRACT:** Either party to a contract may request, in writing, changes to the contract. Changes are not binding until both parties have signed an official contract modification document. An increase or decrease in the price of the contract resulting from any modification is subject to applicable provisions of the Virginia Public Procurement Act.
- J. **DEFAULT:** In case of failure to deliver services in accordance with the contract terms and conditions, PWN may declare the contractor in default and will immediately notify the contractor in writing. As a result, PWN may procure the same services from other sources and reserves the right to seek compensation from the contractor for any and all additional expenditures as a result of the default.
- K. **INSURANCE:** By signing and submitting a proposal in response to RFPs, proposing organizations certify that they shall maintain and provide documentation, if requested, of all applicable and/or required insurance coverage(s). Insurance requirements for contracts with Federal, State or Local Governments or their agencies may vary from contracts with private entities.
- L. **AVAILABILITY OF FUNDS:** In the event Federal, State or Local funds that are the resources for contracts are discontinued, curtailed or otherwise no longer available, contracts awarded as a result of any RFP may be cancelled or reduced at any time. PWN will notify contractors in writing as soon as possible after receiving any such notice.
- M. **PROPOSAL ACCEPTANCE PERIOD:** Proposals shall be binding upon proposing organizations for one hundred twenty (120) calendar days following submission deadlines. Any proposal that requests a shorter acceptance period may be rejected at the sole discretion of PWN.
- N. **SUBCONTRACTS:** In the event contractors desire to subcontract for services to be provided,

contractors shall furnish to PWN the names, qualifications and experience of their proposed subcontractors. Contractors shall remain fully liable and responsible for the work to be done by subcontractors and shall ensure compliance with all requirements of contracts. All subcontracts must be approved in writing by PWN prior to execution of the subcontracts.

- O. **RECORDS RETENTION:** Contractors agree to retain all books, records, and other documents relative to contracts for four (4) years following the expiration of the contract or until audited, which ever is greater. However, if any audit claim, litigation, negotiation or other action involving the records has been started as a result of the audit or before the expiration of the four (4) year period, the records shall be retained until completion of the action and resolution of all issues which may arise. PWN, its authorized representatives, and/or State and Federal auditors shall have full access to and the right to examine any of said materials during said period. Contractors are responsible for all costs associated with the retention of the books, records and other documents.
- P. **CLARIFICATION OF TERMS OR QUESTIONS:** All RFPs issued by PWN will have instructions regarding questions or clarifications.
- Q. **HOLD HARMLESS:** Contractors agree to indemnify, defend and hold harmless the PWNB, the Chief Local Elected Officials of the PWN, the Commonwealth of Virginia, and their officers, agents and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or equipment of any kind or nature furnished by the contractor, or arising from, or caused by any services of any kind or nature provided by the contractor, provided that such liability is not attributable to the sole gross negligence on the part of PWN or to the failure of PWN to use the materials, goods, or equipment in the manner outlined by Contractors and descriptive literature of specifications submitted with contractors' proposals. This section does not apply to contracts with Federal, State or Local Governments or their agencies.
- R. **CONTRACTUAL DISPUTES:** In accordance with Section 2.2-4363 of the Code of Virginia, claims arising out of a contract issued as a result of any RFP, whether for money or other form of compensation, shall be submitted by the contractor, in writing, with all necessary data and information attached to the claim. This submission must be received by PWN no later than sixty (60) calendar days after final payment is provided under any contract. PWN will respond in writing within ninety (90) calendar days of receipt of the claim, unless both parties agree to a longer response period. In the event PWN does not respond within this time period, the contractor may institute legal action pursuant to Section 2.2-4364 of the Code of Virginia. Pending claims shall not delay payment of amount agreed to in the final payment. Otherwise, the contractor shall proceed diligently with its performance of the contract, and its failure to do so may result in default of the contract.
- S. **EXTENSION OF CONTRACT:** All RFPs will include statements specifying if contracts will be able to be extended past their original term.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Instructions for Certification

1. By signing this document, the proposing organization is providing the certification set out below.
2. This certification is a material representation of fact upon which reliance will be placed when PWNB awards a contract. If it is later determined that the proposing organization knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, PWNB in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

The proposing organization certifies that it will 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 workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing a drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) It'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 any employee engaged in the performance of the contract be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

- (e) Notifying PWNB within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect of any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; 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), (e) and (f).

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE
PROPOSING ORGANIZATION	DATE SUBMITTED

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER 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).

- (1) The proposing organization and prospective recipient of Federal Funds certifies, by submission of this proposal, that neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into a contract with any Federal, State or Local Government Department or Agency.

- (2) Where the proposing organization and prospective recipient of Federal Funds is unable to certify to the statement in paragraph (1) above, a detailed explanation must be attached to any proposal submitted..

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE
PROPOSING ORGANIZATION	DATE SUBMITTED

CERTIFICATION REGARDING LOBBYING

By signing this document, the proposing organization certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the proposing organization, to any person or person(s) for influencing or attempting to influence an officer or employee of any entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the execution of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any non-federal funds have been paid or will be paid to any person or person(s) for influencing or attempting to influence an officer or employee of any entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the execution of any cooperative agreement or the extension, continuation, renewal, amendment or modification of the same, then the proposing organization shall complete and submit Federal Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The proposing organization shall require that the language of this certification be included in the award documents for all sub-contracts at all tiers and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when PWNB awards a contract. Submission of this certification is required 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 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE
PROPOSING ORGANIZATION	DATE SUBMITTED

**CERTIFICATION REGARDING NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY**

The proposing organization agrees that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), the Nontraditional Employment of Women Act of 1982, as amended; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; the Virginia Fair Employment Contracting Act of 1975; the Virginians with Disabilities Act; the American with Disabilities Act and all other applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34.

This certification is a material representation of fact upon which reliance is placed when PWNB enters into a contract. If it is later determined that the proposing organization knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, PWNB in addition to any other remedies available, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	PRINTED NAME AND TITLE
PROPOSING ORGANIZATION	DATE SUBMITTED

PROPOSAL SUBMISSION CERTIFICATION

CERTIFICATION:

I agree to comply with the terms and conditions related to this Request for Proposal issued by PWNB as published and/or made available on its official Internet Website. I certify that I am authorized to sign and submit this proposal on behalf of the proposing organization.

Signature

Printed Name and Title

Proposing Organization Legal Name

Date Submitted

Contact Phone Number and E-mail Address

PIEDMONT WORKFORCE NETWORK
TIMELINE OF EVENTS FOR WIA YOUTH RFP

February 3 to March 10, 2010	RFP Package posted on Website and also available at the PWNB Office.
February 17, 2010	Optional Public Meeting at the PWNB Office (10:00 A.M. Eastern Time)
March 10, 2010	RFP Proposals due to PWNB (4:00 P.M. Eastern Time)
March 16, 2010 a.m.	RFP Review Team Meets – Proposers will be asked to come for an interview at the PWNB office.
March 23, 2010	PWN Youth Council meets to consider RFP Review Team recommendations.
April 29, 2010	PWNB meets to select programs and authorize funding
April 30, 2010	RFP proposers are notified of selection decisions
May 3 to 31, 2010	Contract Negotiations
June 1, 2010	Contracts Executed
July 1, 2010	Program Year 2010 begins

**PIEDMONT WORKFORCE NETWORK
WIA YOUTH YEAR-ROUND PROGRAM
PROPOSAL PREPARATION GUIDANCE**

A. General Requirements

1. RFP Response

Proposing organizations must submit one (1) fully completed original proposal and eight (8) copies to Piedmont Workforce Network, Omni Hotel, Downtown Business Center, Suite 100, 210 Ridge-McIntire Street, Charlottesville, Virginia 22902, no later than 4:00 P.M. EST on Wednesday, March 10, 2010. Proposals received after the aforementioned deadline will not be considered.

2. Proposal Preparation

Proposals must meet all applicable specifications and requirements and be signed and dated by an authorized representative of the proposing organization. Failure to provide all of the required information and signed certifications may result in a lower evaluation rating or rejection of the proposal, at the sole discretion of PWN.

3. Required Certifications

All five (5) certification statements shown under Attachment A must be completed, dated and signed by an authorized representative of the proposing organization and submitted with the proposal.

B. Specific Requirements

1. Required Proposal Components

Proposals should be as thorough and detailed as possible and specifically address the requirements for either a program of services for In-school or Out of School Youth, as shown under RFP Sections III (A) or (B), respectively. Include the following:

a. Cover Page containing the following identifying information:

- * Name and Street Address of the Proposing Organization
- * Legal Status of the Organization, i.e. local government, for profit, non-profit, public school division, faith based, trade association, public or private college or university or other type of organization
- * Contact Name, Title, Street Address (if different from above), Telephone Number, Fax Number and Email for staff who can answer questions regarding the proposal
- * Name and Title of the authorized representative who can execute contracts on behalf of the proposing organization

- * Total Dollar Amount Requested
- * Total Number of Youth Planned to be Served
- * Specific Area to be served (Planning District 10, Planning District 9 or Both)
- * Year that the Proposing Organization was established
- * Number of Years of Experience in providing program services to youth
- * Date of Proposal Submission

b. Executive Summary for the proposed program providing an overview of the program design, operational aspects, partner organizations, site locations, performance expectations, leveraged in-kind and/or cash resources, participant recruitment and assessment activities, target population(s), cost, participant service level, performance outcome expectations, timeline, etc... Indicate the organization or other entity that will provide the specific services to participants. (Up to two (2) double spaced pages)

c. Program Description detailing the proposed program design, rationale and need for the proposed program and implementation and operational activities that will be conducted. (Up to twenty (20) double spaced pages, excluding attachments)

The Program Description must address how the following will be conducted: participant recruitment and outreach; participant selection criteria; participant eligibility verification, certification and documentation; participant assessment process and instruments; ongoing case management; paid and unpaid work experience worksite development and oversight; how worksite participant matching will involve participant career interests and how participant worksite performance will be evaluated; program staffing (attach an organizational chart and description of staff job responsibilities); participant performance incentives; fiscal management, including participant payments and method; Individual Service Strategy (ISS) development and review; records management and participant reporting; program staff development; sequence of program activities and services (attach a flowchart); participant supportive services; participant attendance tracking; internal monitoring and eligibility/participant records quality control; comprehensive guidance and counseling; leadership development activities; participant grievance process; site(s) where program services will be provided; participant evaluation process and criteria; linkage with and support from the business community; coordination and collaboration with community resource organizations in order to deliver the program services (attach a list with contact information); proposed quantitative participant performance outcomes (reference Section III (D) (1) and (2) of the RFP); how the WIA Youth Program Elements that participants are assessed to be in need of, which are not directly provided by the proposing organization, will be provided through other community resources; how the proposing organization will meet and/or exceed the Department of Labor (DOL) Youth Common Performance Measures for Program Years 2010; proposed timeline for the delivery of program services; amount or type of leveraged cash and/or in-kind resources that will support the proposed program, use of the cash or in-kind resources and the name and address of the organizations and/or other entity(s) who will contribute such; and, the specific jurisdictions within Local Workforce Investment Area 6 that will be served by the proposed program. (Reference Section I of the RFP for a list of the jurisdictions)

In addition to the above, specific information for the **In-School Youth Program** must also indicate the level of partnership with local public school divisions; degree of coordination and information exchange with school staff; whether the program will be held on campus during the school day and/or off campus at another time and place (attach a list of projected site locations and frequency of activity); if the program will result in school credit; how career exploration activities such as field trips and guest speakers will be conducted; how parents and legal guardians will be involved in the proposed program; and, the number of participants to be served.

Specific information for the **Out of School Youth Program** must also address how occupational skills training will be conducted and the process for identifying occupational training areas and training providers; how federal and other financial aid resources, such as Pell Grants, will be incorporated into the training funding strategy; how participant job search activities will be conducted; provision or facilitation of access to remedial education services to those participants who are assessed to be basic skills deficient and related performance tracking and reporting; and, the number of participants to be served.

d. Program Budget Information for the funds requested from PWNB under this RFP. Attach a Line Item Budget, a Budget Worksheet showing how the costs were calculated and a Budget Narrative explaining each cost as it applies to the proposed program. Please reference Section I of the RFP for information regarding funding parameters, accordingly. In Planning District 10, please include the costs of co-locating at the Charlottesville One Stop in your budget. Annual Rent-\$6,260, Annual Phone & Internet-\$900, Annual contribution to shared operating cost-\$2,500.

e. Program Support Letters from community resource organizations and other community partners who have endorsed the proposed program and will provide support are to be attached. Also, attach letters of commitment from organizations and other entities that will provide leveraged resources in the form of cash and/or in-kind contributions. Please have the letters reflect the amount and/or type of contribution, as well as, the purpose and timeframe for receipt. In-School Youth Programs that will operate in a school within the school day are to attach a letter of commitment from the school principal or other authorized school signatory.

f. Proposing Organization References from two (2) or more organizations and/or other entities where youth programs and/or services have been provided by the proposing organization. Attach a list of showing the contact name, organization, mailing address, telephone number, email, type of program or service and the date provided.

PIEDMONT WORKFORCE NETWORK WIA YOUTH YEAR-ROUND RFP KEY DEFINITIONS

ASSESSMENT – a documented review of basic skills, academic history, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), barriers, supportive service needs and developmental needs of youth. A recent assessment by a cognizant organization (school division, housing authority, department of social services or other educational or training program) that addresses the academic and service needs of a youth, that is no older than six (6) months, may be used for assessment purposes.

BASIC SKILLS DEFICIENT - an individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

CASE MANAGEMENT SERVICES - the provision of a client-centered approach in the delivery of services, designed

- a. to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- b. to provide job and career counseling during program participation and after job placement

COMMUNITY-BASED ORGANIZATION - a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

CREDENTIAL – Nationally recognized degree or certificate or State recognized credential (H.S. Diploma/GED, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates).

FAMILY - two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- a. a husband, wife, and dependent children
- b. a parent or guardian and dependent children
- c. a husband and wife

HOMELESS – an individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

- a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
- b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings

IN-SCHOOL YOUTH – a youth attending any school, including alternative school, when the education leads to a High School Diploma.

INDIVIDUAL WITH A DISABILITY – an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

INDIVIDUAL SERVICE STRATEGY (ISS) – the term “Individual Service Strategy” means a written individual plan for the participant, which shall include an employment and/or program goal, appropriate achievement objectives, combination of specific program services for the participant based on the assessment, identification of service providers and a projected timeline for the delivery of services and demonstrated achievement. The ISS is to be reviewed regularly with the participant and modified, as needed.

INTERNSHIP – A paid or unpaid internship is an opportunity created by an employer to provide an on-the-job practice. This may be done in collaboration with a participant’s school, so academic credit and real world work experience can be earned at the same time. Internships are typically for short periods of time and are developed to provide guidance, supervision and evaluation of the youth’s work as an intern.

JOB SEARCH TECHNIQUES – provision of instruction and support to provide skills to assist in the obtainment of full time employment. Services may include, but are not limited to, the following:

- a. Resume writing
- b. Interviewing skills
- c. Labor market guidance
- d. Telephone techniques
- e. Information on job openings
- f. Job acquisition strategies
- g. The provision of office space and supplies for the job search
- h. Coordination with the One-Stop System resources

JOB SHADOW – unpaid short-term activity offered by an employer who agrees to engage a student to follow or “shadow” them throughout their work day, providing insight on the duties and skills of the position, and information on career tracks.

LEADERSHIP DEVELOPMENT OPPORTUNITIES – the term “Leadership Development Opportunities” means the following activities:

- a. Exposure to post-secondary educational opportunities;
- b. Community and service learning projects;
- c. Peer-centered activities, including peer mentoring and tutoring;
- d. Organizational and team work training, including team leadership training;
- e. Training in decision-making, including determining priorities;
- f. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources

LOW-INCOME INDIVIDUAL - The term "low-income individual" means an individual who either:

- a. Receives or is a member of a family who receive cash public assistance payments (TANF, SSI, GA, RA);
- or,
- b. Has family income at or below the higher of the federal poverty level or 70 percent LLSIL; or,
 - c. Receives or is a member of a family that receives food stamps (or has been determined eligible to receive within six (6) months prior to application); or,
 - d. Is a Homeless Individual, as defined by the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or,
 - e. Is a Foster Child on behalf of whom State or local government payments are made; or,
 - f. A Disabled Individual who has personal income at or below the higher of the federal poverty level or 70 percent LLSIL who otherwise would be over the income guidelines by considering the income of other family members.

MENTORING – “one on one” training provided by an adult volunteer that would assist a youth to successfully complete training or a program of workforce development services and/or maintain employment, through counseling, tutoring and on the job interaction. Mentoring may take the form of educational mentoring, career mentoring and/or personal development mentoring.

OCCUPATIONAL SKILLS TRAINING – is short-term vocational skills training that provide participants with the skills necessary to obtain employment in career ladders leading to self – sufficiency. Occupational skills training may be up to two (2) consecutive years and must result in the award of a recognized credential upon the successful completion of training.

OFFENDER - any adult or juvenile:

- a. who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or,
- b. who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

ONE OR MORE GRADE LEVEL BEHIND – the appropriate grade level achievement is below the individual’s age.

ON-THE-JOB TRAINING (OJT) - The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that

- a. provides knowledge or skills essential to the full and adequate performance of the job;
- b. provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c. is limited in duration (not to exceed six (6) months) as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

OUT-OF-SCHOOL YOUTH - The term "out-of-school youth" means

- a. an eligible youth who is a school dropout; or
- b. an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

PARTICIPANT - an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title.

PLACEMENT – the act of securing for or by a participant unsubsidized employment for the duration of 1 calendar day, with an anticipated permanent duration.

POSTSECONDARY EDUCATIONAL INSTITUTION - an institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088).

PREGNANT OR PARENTING – a individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

PUBLIC ASSISTANCE - Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

RUNAWAY YOUTH – an individual under the age of 18 years of age, who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

SCHOOL DROPOUT - an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

SECONDARY SCHOOL - The term "secondary school" has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

SIMULATED WORK - The term “Simulated Work” means an activity that takes place in a training situation where a work product is produced for the purpose of learning work maturity skills and/or specific occupational skills rather than for the purpose of producing the work product.

SUPPORTIVE SERVICES - services such as transportation, child care, dependent care, housing, referral to medical services, work and/or training related tools, materials, supplies, attire, etc... that are necessary to enable an individual to participate in program activities. Supportive services for participants are to primarily be provided through referrals to various community resource organizations.

TRAINING – a systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

WIA TEN (10) ELEMENTS – are as follows:

- a. Tutoring, study skills, and instruction, leading to completion of secondary school, including school dropout prevention strategies
- b. Alternative secondary school services
- c. Summer employment opportunities that are directly linked to academic and occupational learning
- d. Paid and unpaid work experiences
- e. Occupational skills training
- f. Leadership development opportunities
- g. Supportive services
- h. Adult mentoring
- i. Comprehensive guidance and counseling
- j. Follow-up services for at least twelve (12) months after program completion

It should be noted that each participant is not required to receive all ten (10) elements. Participants are required to receive only those elements that they are determined to need based on their assessment.

WORK EXPERIENCES FOR YOUTH -

- a. Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid.

- b. Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.
- c. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

- (1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- (2) Exposure to various aspects of an industry;
- (3) Progressively more complex tasks;
- (4) Internships and job shadowing;
- (5) The integration of basic academic skills into work activities;
- (6) Supported work, work adjustment, and other transition activities;
- (7) Entrepreneurship;
- (8) Service learning;
- (9) Paid and unpaid community service; and
- (10) Elements designed to achieve the goals of work

UNEMPLOYED – An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

UNDEREMPLOYED – working part-time, but desires full-time employment or is working in employment not commensurate with the individual's demonstrated level of educational attainment