

Greater Lowell Workforce Investment Board/CAREER CENTER OF LOWELL
Division of the Office of the City Manager
IN-SCHOOL and OUT-OF-SCHOOL YOUTH PROGRAMS
Federal Workforce Investment Act of 1998 (WIA)
REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2006 and FISCAL YEAR 2007

Introduction

Acting on behalf of the Greater Lowell Workforce Investment Board and the GLWIB Youth Council, the Career Center of Lowell, Division of the City Manager's Office, in its role as the fiscal agent and administrator of the Workforce Investment Act grant funds for the Greater Lowell Workforce Investment Area, is seeking providers who will singularly or collaboratively provide comprehensive services for WIA eligible youth between the ages of 14-21 who reside within the City of Lowell and the following seven towns: Billerica, Chelmsford, Dracut, Dunstable, Tewksbury, Tyngsboro and Westford. This area is collectively known as the Northern Middlesex Service Delivery Area.

The Greater Lowell Workforce Investment Board is seeking proposals, which result in programs meeting the following objectives:

- Support high-quality youth programs that meet the education, career and workforce development needs of young people identified as most in need and with potential to benefit from WIA services.
- Organize a wide variety of youth programs into a continuum of services that youth can access at different times, and in different combinations, to meet education and career goals.
- Develop youth programs that include certain core principles, including integrating work experience with academic learning, adult mentoring, civic responsibility, leadership development, positive peer-centered activities, and integrated case management with long-term follow-up and social service support.
- Coordinate local expertise and resources through a community-wide infrastructure – that actively links community institutions and youth service providers into a more coherent whole.

Who May Apply

Applicants eligible to submit a proposal(s) are: public or private agencies, public school systems, governmental units, non-profit, faith based and community based organizations, labor groups, private businesses and employers, proprietary schools, community and state colleges, post secondary accredited schools and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially low income youth.

Background

In August of 1998, President Clinton signed a bill passed by the U.S. Congress establishing the Workforce Investment Act. The Workforce Investment Act is federal legislation that addresses federal policy for job training. Tenets of this legislation included establishing a system that provides workers with the information, advice, job search assistance, and training they need to get and keep good jobs. In addition to major changes in employment and training for adults, WIA also addresses the way communities provide youth development services for low-income youth. Chief among these changes were:

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

Recent Changes in WIA Legislation

Beginning July 1, 2006, Common Measures for WIA Title I are being introduced into WIA youth programming. Common Measures eliminate the demarcation of older youth (19-21) and younger youth (14-18) and focus on outcomes for in school versus out-of-school youth. When fully implemented Common Measures will reduce the number of performance measures from the current seven (7) to three (3). This may not take effect until WIA re-authorization (FY08 or FY09)

Until such time, existing WIA Performance Measures are still in effect:

Younger Youth (14-18) Measures

- Attainment of basic skills, work readiness or occupational skills
- Attainment of secondary school diploma; and
- Placement and retention in postsecondary education, training, military, employment or apprenticeship

Older Youth (19-21) Measures

- Employment
- Retention in employment after 6 months
- Earnings 6 months after employment; and
- Attainment of an educational or occupational credential*

Three Youth Common Measures (New)

- Placement in employment, education or training
- Attainment of degree or certificate**
- Literacy and numeracy gains

During this interval, WIA Youth Programs will have ten (10) performances measures.

An important change in the area of performance outcomes is in the award of an occupational certificate and credential. On July 1, 2006, WIA will only recognize an occupational certificate and credential approved and registered by the Commonwealth of Massachusetts. A list of approved programs may be found on: www.massworkforce.org. The revised definition of a certificate is:

***Certificate:** (TEGL 17-05): A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by Workforce Investment Boards are no longer recognized as an outcome.

The definition of a credential is:

****Credential:** (TEGL 17-05): Nationally recognized degree or certificate, or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post secondary degrees and certificates, state and locally recognized skill standards, and licensure or industry-recognized credentials.

I. Purpose of this RFP Solicitation

The GLWIB and the Career Center of Lowell are seeking proposals for programs and services that will result in specific outcomes for WIA eligible youth between the ages of 14-21. Bidders may submit a proposal to serve all in-school youth or all out-of school youth or a combination of both.

Under WIA, an in-school youth is: a youth that has not attained a high school diploma or equivalent and is attending school on a full-time basis. A youth attending an alternative school is considered an in-school youth;

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

II. Proposal Timeframe/ Submission Requirements/Format

A. Timeframe:

To be considered for funding, an original and plus ten (10) copies must be received at the GLWIB/CCL offices 18 John Street (3rdFloor) Lowell, MA 01852 **no later than 5:00 pm on Friday May 12th, 2006.**

B. Submission Requirements:

Proposals must be submitted to:

The Greater Lowell Workforce Investment Board/Career Center of Lowell
18 John Street, Third Floor
Lowell Ma 01852

THE SUBMISSION MUST BE DIVIDED INTO TWO SEPARATE SEALED PROPOSALS, A PROGRAM PROPOSAL AND A PRICE PROPOSAL.

Each must consist of **AN UNBOUND ORIGINAL AND TEN (10) BOUND COPIES.**

Each must have its own cover sheet (See Attachments, Section XIV).

The original **MUST** contain the signature of your agency signatory. **FAILURE TO FOLLOW THE RFP FORMAT WILL RESULT IN DISQUALIFICATION.**

Delivery of proposals is the sole responsibility of the bidder. The transmission of proposals by fax or email is not permitted. It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. Some transportation lines are congested, and visitors or on-street parking can at times be difficult to obtain. Proposals will be logged in and stamped with the time and date of receipt. Bidders should plan accordingly for timely proposal delivery. The 5:00 p.m. deadline will be strictly enforced. **Proposals or any parts thereof received after the required date and time will not be accepted and will be rejected as non-responsive to the Request for Proposals.**

C. Format

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

- **Please check your proposal for internal consistency. The Proposal Checklist should match information in the body of the proposal.**
- **Both Cover Sheets must be signed by the Authorized Signatory of the Lead Agency, as documented through the Authorized Signatory form submitted.**

III. Bidder's Conference

A Bidder's conference will be held on Monday April 24, 2006 at 3:00 pm at the GLWIB/CCL offices 18 John Street (3rd floor) Lowell, MA 01852. Public parking is available at the Downes Garage on John St. Parking validation is available in Reception located upon entry to the CCL.

All interested parties are strongly encouraged to attend. Please note that in order to maintain a competitive bidding process, substantive questions (i.e. program design) arising during proposal preparation will be addressed only at the Bidder's Conference. Technical assistance (i.e. clarification on completion of requested/required documents) will be allowable throughout the proposal preparation period by contacting Vera Gallagher at vera.gallagher@cclowell (preferred) or calling (978) 805-4807. Budget/Fiscal questions contact: Michael Durkin at michael.durkin@cclowell.org or calling (978) 459-2336. Questions and answers arising out of the Bidder's Conference will be documented and posted online after this meeting at glwib.org

IV. Available Funds

We anticipate having \$300,000 to \$500,000 available. This is subject to change as the US Department of Labor has not yet made FY07 funding amounts available.

V. GLWIB/CCL and Vendor Roles and Responsibilities.

In order to operate an efficient WIA program it is important that roles and responsibilities of both the GLWIB/CCL and the Vendor are clearly defined.

1. **Outreach and Recruitment:** The GLWIB/CCL will include information about WIA funded programs on our website and in literature promoting services available to WIA eligible youth who register at the CCL. In addition, as part of a statewide One Stop Career Center network, CCL's programs will be included in any statewide publications. However, Vendors should be prepared to bear the primary responsibility for ensuring that their outreach and recruitment efforts result in the enrollment set in their contract.
2. **Eligibility Determination/Initial Assessment:** Eligibility determination is the sole responsibility of the CCL. This includes the completion of a WIA application, verification of the information provided by the applicant, collection of required documents, and a determination if the individual who has applied meets the eligibility criteria. No individual is permitted to receive a WIA payment in the forms of a stipend or wages until Vendors are notified in writing by the CCL of youth eligibility. An initial assessment refers to a youths' first contact with GLWIB/CCL youth staff. During this meeting, which includes a discussion of educational background, employment history and other information regarding their ability to access jobs, staff is able to determine what WIA or non-WIA services are most appropriate for the youth. If this initial assessment results in a determination that the

youth would benefit from WIA services, then the formal application process would begin.

3. **Assessment:** Effective July 1, 2006, WIA requires youth to be assessed (academic/literacy testing) using one of the following NRS (Adult Basic Education, National Reporting System) testing instruments:
 - Comprehensive Adult Student Assessment System (CASES)
 - Test of Adult Basic Education (TABE) Level 7 or 8
 - Adult Basic Learning Examination (ABLE)
 - Adult Measures of Educational Skills (AMES)
 - Student Performance Levels for ESL
 - Basic English Skills (BEST) for ESL
 - Workkeys (for the top three ABE levels)

The results of these assessments will be used to begin the development of an Individual Service Strategy (ISS).

4. **Individual Service Strategy (ISS) Development:** The ISS is a program service plan that is customized to meet the individual's needs. It incorporates the results of the initial assessment as well as determines which of the ten required elements, (under WIA) would most benefit each youth. These plans are used as a basis for referrals of youth to appropriate activities. The plans are developed jointly with the youth. The GLWIB/CCL staff will provide a copy of the ISS to the Vendor
5. **Individual Service Strategy (ISS) Updates:** The ISS, as a service plan, needs to be updated and reviewed on a regular basis by the Vendor. It is considered a 'static' document that is to be updated regularly-no less than every 60 days- to establish a record of service activity as well as to measure progress towards goals that have been set. The updates should reflect achievement and progress towards the intended program outcomes measures of WIA as well as demonstrate overtime how the goal came to be achieved.
6. **Counseling:** This includes career and, if requested, personal counseling.
7. **Vendor Orientation and Training/ Monthly Vendor Meetings/Ongoing Technical Assistance:** Upon execution of a contract with The GLWIB/CCL, all Vendors will be required to attend an orientation and training to review and understand all requirements of the contract. This will include, but not necessarily be limited to: WIA Title I Youth Eligibility Determination, WIA Performance Outcomes and Common Measures, Case Notes, assessment, stipend procedures, reporting, and billing procedures. In addition, Vendors are required to attend monthly meeting with the GLWIB/CCL. The purpose of these meetings are to sustain clear communication between the Vendor and the GLWIB. GLWIB/CCL staff are available at all times to assist Vendors in any matter relating to the administration of their WIA program.
8. **Program Monitoring:** Each Vendor is formally monitoring once during the contract year by the GLWIB/CCL staff. Regular programmatic reviews are done based on MOSES reports and Vendor reports and invoices submitted on a monthly basis. This regular 'desk top' review ensures contract compliance and implementation of funded program activities.
9. **Information Systems MOSES** (Massachusetts One Stop Employment System) Database: The GLWIB/CCL maintains an electronic record of an individual once they have been determined eligible to participate in and is receiving services under WIA. MOSES supports all Case Management functions from an individual's initial assessment and program eligibility determination through service delivery documentation, follow-up and case closure.

10. **Case Management:** Case Management is the responsibility of the Vendor. Case management encompasses, but is not necessarily limited to: ISS updates, contact dates, progress notes, attendance records, ongoing program activities, and follow-up. Case files must include the WIA application, eligibility determination documents, MSSA verification (Selective Service Registration for males over 18 yrs.), assessment results, the ISS , monthly progress reports, stipend information (copies of requests for payment) status changes for enrollment, achievement of individual youth goals, documentation of achievement of goals (i.e. copy of GED) termination (exit) and follow-up contact.
11. **Follow-up Activities:** Follow-up services are one of the required elements under WIA. This provision is *intended* to enhance youth outcomes. All WIA youth participants must receive some form of follow-up service for a minimum of 12 months after exit from the WIA youth program. This may include, at a minimum, checking in with the youth at least once during the 1st quarter after exit (1-6 months) to make sure youth are employed or enrolled in post secondary education or advanced training for the entered employment measure and the employment part of the credential measure. If they are in education or training, documentation of enrollment must be collected. This is also the time to verify and update contact information for future follow-up. Methods for conduction of follow up can include hosting group functions or by using GLWIB/CCL stipends to youth as an inducement for validating employment and education status.
12. **Monthly Reporting:** Monthly Reports are required to be submitted to the GLWIB/CCL during the first week of each month. (Forms are attached) (See Attachments, Section XIV).
13. **Final Narrative Report:** A final or final end of year report is due at the GLWIB/CCL ninety days from the contract end date. Vendors must include the following information: total number of youth served, performance goals met, exit reports, and a plan of action for follow-up activities.
14. **Internships (Work Experience)**
 - a. In conjunction with the year-round program activities, summer activities that may be a continuation of or an expansion of school year activities may be offered to in-school youth and are encouraged in the design of in-school youth programs. Summer internships are ideal for providing youth with a “bridge” from one school year to the next. Elements of a summer component should be developed in order to assist youth with the following:
 - Work Readiness Competency
 - Improvement In-School retention and completion of high school
 - Improvement in employability and work related skills.
 - Provide exposure to adults in a mentoring relationship
 - Developing responsibility and leadership skills
 - Attainment of Massachusetts Work Based Learning Plan Competencies

It will incumbent upon the Vendor to develop internships (paid and unpaid) for each youth. Vendors must obtain written consent from an individual authorized to make decisions on behalf of the internship sponsor prior to a youth being placed at that location.

Summer internships: Summer internships for in-school youth may not begin until the official close of school and must terminate prior to re-opening of school. Summer Internships for out-of-school youth must be justified as leading to full time paid employment, documented as part of their ISS, and should be brokered to extend beyond the summer months. It is for this reason that, although not prohibited, these types of internships are not encouraged.

Generally, it is expected that youth will work in summer internships for 25 hrs. per week and be paid \$ 6.75 p/hr. (Massachusetts minimum wage). Flexibility in this schedule is allowable if a program presents a longer timeframe with a reduced number of hours worked each week as long as the youth do not work more than 150 during the summer. Youth will be paid on a weekly basis.

Internship (worksites) placements must comply with applicable safety standards of Commonwealth of Massachusetts. For youth under 18, work permits or educational certificates must be obtained. The CCL will have the responsibility of processing payment of wages and/or stipends.

- b. Employer Involvement: Bidders providing a work experience component must also involve employers in the development of their projects. This involvement may include (a) committing to participate in the training by providing instructors, guest speakers, funds or other in-kind contributions such as space, equipment, supplies, etc., (by allowing tours/job shadowing, (c) assistance in mock workplace environment development, and (d) consider agreeing to hire participants upon completion of the program.

15. Stipend Policy:

WIA eligible youth ages 14-21 who are enrolled in a youth program approved and funded by the GLWIB/CCL are eligible to receive a monthly cash payment for meeting/exceeding attendance standards and performance goals. Policy is available from GLWIB upon request.

VI. Programmatic Performance Standards

Vendors funded as a result of this proposal will be expected to achieve the following outcomes in compliance with the performance measures established for the GLWIB/CCL:

Older Youth (19-21)

Entered Employment Rate: 68%
Employment Retention 83%
Earnings Gain (Pre-Post) \$ 3,100.00
Credential Attainment Rate 52%

Younger Youth (14-18)

Skill Attainment Rate 84%
Diploma or Equivalent Attainment Rate 61%
Employment or Education Retention Rate 63%

These percentages apply to 100% of your enrollment goal.

VII .WIA Ten Program Elements – The Workforce Investment Act (WIA) lists **ten program elements** that must be generally available to eligible youth. They are as follows:

1. Tutoring, study skills training, and instruction, including dropout prevention strategies, leading to a) completion of secondary school for in-school youth and out-of-school youth who are re-enrolled in secondary school; or b) a GED for youth enrolled in a non-WIA funded GED program;
2. Summer employment opportunities that are directly linked to academic and occupational learning;
3. Supportive services;
4. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
5. Alternative secondary school services, as appropriate;
6. Paid and unpaid work experiences, including internships and job shadowing, as appropriate;

7. Occupational skills training, as appropriate;
8. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
9. Follow-up services for a 12 month period after exit; and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Bidders are NOT required to provide all 10 ten elements. However all ten elements must be available, if a youth is assessed to requires those services.

VIII. Supporting Resource Materials:

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

- Policy Issuances and WIA Communications can be found at: Massachusetts Department of Workforce Development including: Title I Eligibility Requirements Policy Issuance 05-74, WIA Documentation Requirements Policy issuance 05-74, Statewide WIA Youth Common Measures Policy- www.massworkforce.org
- Commonwealth Corporation Center for Youth Development: - www.cyde.us/wiayouth/new
- Massachusetts Service Alliance: mass-service.org - www.detma.org: Youth Programs
- USDOL (Department of Labor) TEGL 28-04: Training and Guidance Letter establishes Common Measures via federal policy: <http://wdr.doleta.gov/directives/corrdoc.cfm?DOCN=1711>
- USDOL (Department of Labor) TEGL 17-95 Training and Guidance Letter: Common Measures Policy for the employment and Training administration's (ETA) Performance Accountability system and Related Performance Issues
- Common Measures Tutorial: On-line tutorial developed by social policy Research associates under contract to USDOL: <http://www.spra.com/PEP/online> intro.shtml
- USDOL FAQ on Common Measures: Common Measures explained in a Q& A format: <http://doleta.gov/performance/guidance/Implementation> commonmeasures.cfm#Title1B
- WIA Toolkit: WIA Title I Youth Program Toolkit prepared by Commcorp: www.commcorp.org/CYDE/index.html
- WIA section 117, CFR 661.300, and certain sections of CFR 664.110 describe the roles and responsibilities of certain partners with regard to WIA program implementation and oversight.
- Youth Asset Mapping <http://www.search-institute.org/assess/> (Assessment Tools)

IX. GLWIB/CCL Proposal Review

Program Proposal

Program proposals will be reviewed and rated by GLWIB/CCL staff and (volunteer) readers from the GLWIB Youth Council and community who have no vested interest or benefit from the funding decisions of the GLWIB. The program proposal narrative has five (5) parts. Proposals will be rated according to a point system. The maximum total any proposal may receive is 100 points. Each part is awarded points as follows:

1. Program Design: (25 points).
2. Outreach and Recruitment (25 points)
3. Program Outcomes (35) points
4. Administration (5 points)
5. Program Operations (5 points)

Complete proposals received by the submission deadline and that meet all threshold requirements, will be reviewed by the WIB’s Youth Council Proposal Review Subcommittee consisting of those persons mentioned above. The Committee shall utilize the evaluation criteria noted in the Proposal Narrative section and identified in the GLWIB WIA Youth Proposal Rating Sheet (s) (See Attachments). The committee shall then provide their findings to the full Youth Council for recommendations. Those recommendations shall be made to the full WIB Board.

Proposals will be given an overall rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable based on the points awarded. The overall scoring and overall rating breaks down as follows:

75 to 100 points	Highly Advantageous
50 to 75 points	Advantageous
20 to 29 points	Not Advantageous
Less than 20 points	Unacceptable

Only proposals with an overall rating of Highly Advantageous or Advantageous will be considered for funding. Proposals receiving a rating of Not Advantageous or Unacceptable will not be considered for funding. Reviewers will utilize the GLWIB WIA Youth Proposal rating sheet to score and rate each proposal (See attached).

Price Proposal

Career Center of Lowell budgetary/fiscal staff will review proposals for cost and price reasonableness. Proposed costs will be compared with similar costs proposed by other bidders, as well as historical data available (i.e. current or previously funded contracts). Results will be documented.

Final Funding

Final funding decisions will take into consideration the results of the program and price proposal reviews, an adequate mix of the various types of services to be made available and an equitable distribution of funds and services to youth throughout the region. The WIB reserves the right to reject any and all proposals, to not fund any or all proposals, and/or to partially fund any and all proposals as submitted in response to this RFP. All proposals become the property of the GLWIB/City of Lowell.

X. PROGRAM PROPOSAL

A. MINIMUM QUALIFYING CRITERIA

The following must completed and submitted with your program proposal in order to be considered for funding.

- Signatory Authorization for Corporate Providers or for Non-Corporate Providers (See Attachments, Section XIV)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (See Attachments, Section XIV)
- Evidence of Commitment to Equal Opportunity, Nondiscrimination, and Affirmative Action and a Utilization Chart, If Available
- Statement of Commitment to a Drug-Free Workplace (See Attachments, Section XIV).
- Certificate of Non Collusion (See Attachments, Section XIV).
- Copy of Lease Agreement or title of ownership of the building and a copy of the most recent tax bill
- Copy of most recent audit

B. PROGRAM NARRATIVE

1. Program Design

- Summarize the design of your program. Highlight the strengths of your program and how it will contribute to the overall goals of serving youth who are WIA eligible.
- Identify the youth population you proposed to serve: Older youth (19-21) Younger youth (14-18) pregnant or parenting teens, youth with disabilities, DYS, DSS , involved youth, foster youth, youth aging out of foster care, juvenile offenders,. Provide a description of why/how this cohort was identified.
- Describe your plan for providing at least five of the 10 required youth program elements.
- Describe how program activities will result in desired outcomes.
- Describe past/current performance in administering a WIA program or similar program. Define results.
- Describe how program activities and services will result in outcomes that are appropriate for in-school and/or out-of-school youth
- Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each? Attach Memorandum of Understanding (MOU) if applicable.
- Describe the timeline for program implementation, indicating when all phases of the program will begin and end (include 12 month follow-up)
- Do you propose to provide transportation to youth?

2. Outreach and Recruitment

- Describe your organizations plan's to recruit youth to participate in this program. Discuss how this outreach strategy will combine with the work of the GLWIB/CCL and other youth serving agencies in our region,
- Describe your organizations plan for outreach.
- Describe any referral agreements you will enter into with other organizations to refer target group members to your program.
- Describe orientation materials and information that will be provided to youth. Do you provide a "handbook" for youth defining program policies?

3. Program Outcomes

- Describe your organizations strategy for meeting the performance outcomes as defined under WIA.
- A Program Planning Summary must be completed.
- Describe Follow-up Activities

4. Administration

- Describe organizations purpose
- Describe staffing of program as it relates to this program.
- Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions of staff to be hired

5. Program Operations

Facilities providing services should be in full compliance of American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1974 as well as other applicable federal and State laws.

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

XI. PRICE PROPOSAL

There are 2 parts to this section. They are part A, Youth Program RFP Budget, and Part B, Youth Program Budget Narrative. Complete both sections as instructed. Please be aware of the following:

- Administration costs (i.e. accounting, budgeting, legal services, payroll, purchasing, procurement, personnel management) will not be funded at more than 5% of the total contract awarded. CCL budgetary/fiscal staff will classify all costs for contracts awarded.
- Payments to eligible youth (i.e. wages and/or stipends) shall be made directly by the Career Center of Lowell to the program participant and should **not** be included in the proposal.
- Documentation of your federally approved Indirect Cost Rate must be provided if applicable.

A. Budget

Vendor Name: Enter the name of the vendor.

Program Name: Enter the name of the program.

Program Period: Enter the program period in the MMDDYYYY to MMDDYYYY format.

Staff Positions: List the title of all staff positions proposed to this grant. For each position include the hourly rate, the total hours per week worked, the total hours per week charged to the proposal, and the total number of weeks charged to this proposal. List the total cost for each. Hours per week should be consistent with program schedule. Total number of weeks should be consistent with the duration of the program.

Fringe: List the components of your fringe benefits provided to the staff listed above. Indicate the % of the total fringe cost. Then list the total cost.

Other Costs: Briefly describe each and list the total cost. Such “Other Costs” may include but not necessarily be limited to the following:

- *Premises:* Cost of space for the program.
- *Supplies:* Cost of the office supplies and materials.
- *Travel:* Cost of staff travel.
- *Communications:* Postage, telephone, and Internet cost.
- *Equipment:* Cost of real property purchased for the program.
- *Subcontract:* Other services that are being subcontracted.

A. Youth Program RFP Budget

Vendor Name: _____

Program Name _____

Program Period: _____

Funds Requested

Category	Hourly Rate	Hours Per Week Worked	Hours Per Week Charged to this Proposal	# of Weeks Charged to this Proposal	Total Cost
<i>Staff Positions</i>					
Subtotal Salaries					

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

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

<i>Subcontracts</i>		
Subtotal Other		

Grand Total

B. Youth Program Budget Narrative

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

Staff Positions – Explain the function of each position. Justify the both number of hours charged per week for each position as well as the total weeks charged for each position.

Fringe Benefits – **Explain your fringe package.**

Other Costs - Fully explain and justify each proposed “Other” cost in the space provided. Describe why each is necessary to the proposed program.

Include the basis for calculating each cost. Examples for calculating costs may include but not necessarily limited to:

Premises – total square feet x cost per square foot

Supplies – historical date, cost per staff

Travel – total estimated miles x rate per mile

XII. CONTRACT TERMS

A. Contracts - All contracts will be cost reimbursement.

B. Collaborating Agencies

If a proposal is submitted with two or more collaborating agencies, the following information must be provided in a letter of agreement/commitment signed by the authorized signatory for each agency: Lead Agent, sub-contractual arrangement, and description of collaboration, description of continuum of services for participants, method for dispute resolution, and any other collaboration history, which the agencies may have.

C. Budgetary Information

A Budget and Cost Control Statement will accompany each contract. It will consist of all program costs and administration costs that have been determined necessary and reasonable during the review process. This document will be used to invoice for funds.

It may be altered but only after a written request has been submitted and written approval has been granted by GLWIB/Career Center of Lowell staff.

D. Terms and Conditions

All contracts will contain the GLWIB/CCL WIA Terms and Conditions.

E. CCL Grievance Procedure

All program providers must follow the GLWIB/CCL Grievance Procedures. Additionally, these procedures must be posted on-site at the provider's location, easily accessible to participants.

XIII. GLWIB AND PROPOSER'S RIGHTS

A. The Career Center of Lowell and the Greater Lowell Workforce Investment Board reserve the right to reject any and all proposals.

B. The proposer has the right of protest and appeal of procurement decisions. Proposers may submit a written letter of protest to GLWIB.

C. Following the competitive procurement process, all proposals become public record.

XIV. ATTACHMENTS

**GLWIB/Career Center of Lowell
Division of the office of the City Manager
WIA In-School and Out-of-School Youth Programs**

FY 2007

Price Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Fiscal Person Contact: _____ Telephone: _____

City/Towns to Be Served: _____

Email Address: _____

Youth Served
 Out-of-School In-School

Skill Activities

(Choose one per proposal)

Basic Skills Advanced Training/
Occupational Skills Training

Basic Certificate Basic Skills and Advanced Training/
Occupational Skills Training and/or
Certificate

Amount of Funding Request:

Total \$ _____

Project Performance Goals:

Total Participants: _____

Total Participants Completing Individuals Program Objectives: _____

Participant: Supervisor/or Instructor Ratio: _____

Duration:

Youth Activity (Start Date) _____ to _____ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

**GLWIB/Career Center of Lowell
Division of the office of the City Manager
WIA In-School and Out-of-School Youth Programs**

FY 2007

Program Proposal Cover Sheet

Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Fiscal Person Contact: _____ Telephone: _____

City/Towns to Be Served: _____

Email Address: _____

Youth Served
 Out-of-School In-School

Skill Activities

(Choose one per proposal)

Basic Skills Advanced Training/
Occupational Skills Training

Basic Certificate Basic Skills and Advanced Training/
Occupational Skills Training and/or
Certificate

Project Performance Goals:

Total Participants: _____

Total Participants Completing Individuals Program Objectives: _____

Participant: Supervisor/or Instructor Ratio: _____

Duration:

Youth Activity (Start Date) _____ to _____ (End Date)

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

**SIGNATORY AUTHORIZATION
FOR
CORPORATE PROVIDERS**

PROVIDER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

COMPLETE ALL SECTIONS

MASSACHUSETTS OR FOREIGN CORPORATION

- Massachusetts Corporation Non-Massachusetts Corporation

A non-Massachusetts Corporation is required to register with the Massachusetts Secretary of State to obtain an authorization to do business within Massachusetts. Attach a copy of such authorization to this form.

CORPORATE TAX STATUS

- For-Profit Corporation Corporation exempt from taxation under 501 [C] [3] of the Internal Revenue Code. Corporation exempt from taxation under _____ of the Internal Revenue Code.

CERTIFICATE OF VOTE

The following statement must be completed and signed by the Clerk(s) of the corporation, or a Certificate of Vote authorizing a signator to execute contracts on behalf of the corporation must be attached.

At a duly authorized meeting of the Board of Directors of

[Name of Corporation] held on _____ [Date], in accordance with the by-laws of said corporation, it was voted that:

_____ and/or
NAME TITLE

NAME TITLE

of the corporation be hereby authorized to execute contracts and bonds on behalf of the corporation and that such execution of any contract or obligation in this corporation's name on its behalf by the person so authorized shall be valid and binding on this corporation.

SIGNATURE OF CLERK: _____ DATE _____

AFFIDAVIT OF COMPLIANCE

I _____, authorized signator of _____ [name of corporation] do hereby certify that the above named corporation has filed with the Secretary of State all certificates and reports required by MGL c.1563 s. 109 and MGL c. 180 s. 26A.

SIGNATORY AUTHORIZATION
FOR
NON-CORPORATE PROVIDERS

Name of entity: _____

Address: _____

Designate type of entity (e.g., sole proprietorship, partnership, local education agency, municipality, etc.):

Title of the staff position with authority to sign contracts: _____

Name of the person currently filling this position: _____

Signature of authorized party _____

Date:

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register [Pages 19160-19211].

BEFORE SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED SIGNATORY

SIGNATURE

DATE

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made or submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of business)

(Date)

Youth Program Planned Performance for FY'07	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY '07 Total Plan
1. Participants (1.a+1.b)					
a. Carry-Ins from FY 2006					
b. New Enrollments					
i. In-School (non-add)					
ii. Out-of-School (non-add)					
2. Participant Exit/Follow-up Enrollments*					
3. Program Outcomes**					
Younger					
Youth Outcomes (14-18)					
a. Attained Skill (before exit)					
b. High School Diploma/Equivalent					
c. Retention of Outcome i.e. Employment/Education/Military					
Older Youth Outcomes (19-21)					
a. Entered Employment					
b. Retained Employment					
c. Received Credential (GED/Advanced Education Certificate)					

(To be completed during program year)

Youth Program Planned Performance for FY'07	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	FY '07 Total Plan
1. Participants (1.a+1.b)					
a. Carry-Ins from FY 2006					
b. New Enrollments					
i. In-School (non-add)					
ii. Out-of-School (non-add)					
2. Participant Exit/Follow-up Enrollments*					
3. Program Outcomes**					
Younger Youth Outcomes (14-18)					
a. Attained Skill (before exit)					
b. High School Diploma/Equivalent					
c. Retention of Outcome i.e. Employment/Education/Military					
Older Youth Outcomes (19-21)					
a. Entered Employment					
b. Retained Employment					
c. Received Credential (GED/Advanced Education Certificate)					

*Each participant must receive follow-up services for a minimum of twelve (12) months after program exit.

**Most outcomes are counted after exit while participant is receiving follow-up services.

Performance is measured during 1st, 2nd, 3rd, and 4th quarters after exit, depending on specific

GLWIB/CCL Youth Program

**In-School
Youth Program
Monthly Progress Form**

Name: _____ **Month:** _____

Vendor: __

Were any referrals for support services made for this participant this month?

Yes No

If yes, what were the results of these referrals?

Is participant still attending school? Yes No

If No, why? _____

Has this participant been suspended or expelled from school this month?

Yes No

If yes, please describe the nature of the incident: _____

Has participant received mid-term evaluations or a report card this month and were all grades a C or better? Yes No

If no, what actions have you recommended to the participant to improve his or her grades:

How many times did you meet with this participant this month? _____

(Please list dates _____)

(Student must be met with a minimum of 1 time per month)

Please check off program activities that youth participated in this month.

_____ Academics _____ Alternative School _____ Internship
_____ Job Shadowing _____ Leadership Activity _____ Mentoring

Please explain:(add times, dates etc.) _____

Additional Comments (Be sure to list any successes, challenges or problems the participant has encountered this month): _____

Counselor Signature

Date

GLWIB/CCL Youth Program

**In-School
Youth Program
Monthly Follow-up Form**

Name: _____ **Month:** _____

Vendor: __

Were any referrals for support services made for this participant this month?

Yes **No**

If yes, what were the results of these referrals?

How many contacts with this participant this month? _____

Please list dates _____

(Student must be met with a minimum of 1 time per month)

Results of Contacts _____

Is student still in post-secondary education? Yes No

If Not Why? __

Is student still employed? Yes No

If Not Why _____

If student has changed jobs, please provide new employment information:

Additional Comments (Be sure to list any successes, challenges or problems the participant has encountered this month):

Counselor Signature

Date

GLWIB/CCL Youth Program

**Out-Of-School
Youth Program
Monthly Progress Form**

Name: _____ **Month:** _____

Vendor: __

Were any referrals for support services made to youth counselor for this participant this month? Yes No

If yes, what were the results of these referrals? _____

Is participant still attending program? Yes No

If no, why? _____

Has this participant been suspended or expelled from program this month? Yes No

If yes, please describe the nature of the incident: _____

Has participant had satisfactory attendance (75% or better) this month? Yes No

If not why? _____

If no, what actions have you recommended to the participant to improve his/her performance:

How many times did the participant attend the program this month? _____

When do you believe the student will complete the program, based on his/her academic progress? _____

Do you believe that the student is progressing at a level that is acceptable for him/her:

Yes No

If no, why? _____

Additional Comments (Be sure to list any successes, challenges or problems the participant has encountered this month):

Counselor Signature

Date

GLWIB/CCL Youth Program

**Out-Of-School
Youth Program
Monthly Progress Form**

Name: _____ **Month:** _____

Vendor: __

Were any referrals for support services made to youth counselor for this participant this month? Yes No

If yes, what were the results of these referrals? _____

Is participant still attending program? Yes No

If no, why? _____

Has this participant been suspended or expelled from program this month? Yes No

If yes, please describe the nature of the incident: _____

Has participant had satisfactory attendance (75% or better) this month? Yes No

If not why? _____

If no, what actions have you recommended to the participant to improve his/her performance:

How many times did the participant attend the program this month? _____

When do you believe the student will complete the program, based on his/her academic progress? _____

Do you believe that the student is progressing at a level that is acceptable for him/her:

Yes No

If no, why? _____

Additional Comments (Be sure to list any successes, challenges or problems the participant has encountered this month):

Counselor Signature

Date



Connecting Workers and Employers



Exit Request Youth Form

Submitted By (CA): _____ Date Submitted: _____

Customer Name: _____ MOSES ID#: _____

Enrollment Date: _____

Dates of Pre-employment: _____

Job Start Date: _____ Starting Wage: \$ _____

Earnings Calculator Attached: Yes No

If No Reason: _____

- WIA Program Enrollment:
- WIA Title I Low Income Adult
 - WIA Title I Dislocated Worker
 - WIA Title I Youth _____ Total Hours of Participation
 - Trade

Select Type of Exit and Provide Information Requested:

Positive Exit From WIA: Entered Employment
Attach a Copy of the Employment Screen with all Employment Information Correctly Completed.

Non-Positive Exit From WIA:
Please outline reason for request for WIA exit:

If loss of contact is reason (above), please document contact attempts:

Exit Approved: _____ **Date of Exit:** _____

Are they still working: Yes No Date (As of): _

Exit Not Approved
(Reason Not Approved): _____

I, _____, in representation of
(Print Name)

_____, do hereby certify that
(Agency/Organization)

_____, has taken all
(Agency/Organization)

necessary measures to ensure a drug free workplace consistent with the **Drug Free Workplace Act of 1988**, as well as all applicable state laws.

Signature

Date

**FY 2007
YOUTH PROGRAMS
PROPOSAL CONTENTS CHECK LIST**

NOTE: Proposal should be assembled in the order indicated below.

I. PROPOSAL FORMS

Cover Sheet
Narrative Summary
Body of Proposal
Youth Program Budget
Youth Program Budget Narrative

II. ATTACHMENTS

- A. Program Planning Summary
- B. Proposal Contents Check List
(Using Form Provided)
- C. Signatory Authorization for Corporate Providers or for Non-Corporate Providers
(Attach to Original Only Using Form Provided)
- D. Certification Regarding Debarment, Suspension and
Other Responsibility Matters (Attach to Original Only Using Form Provided)
- E. Evidence of Commitment to Equal Opportunity, Nondiscrimination, and
Affirmative Action (Attach to Original Only); and a Utilization Chart, If Available
- F. Statement of Commitment to a Drug-Free Workplace (Attach to Original Only)