

Rhode Island
YouthWORKS411



REQUEST FOR PROPOSALS
In the area of
SUMMER EMPLOYMENT OPPORTUNITIES FOR YOUTH

ISSUED: March 21, 2012

PROPOSAL DUE: Monday, April 16, 2012 before 4:00 PM

STATEMENT OF WORK

The Bidders Conference will be held on
Wednesday, March 28, 2012 at 9:00 AM at the
Roger Williams Park Casino
Roger Williams Park (Elmwood Avenue side)
Providence, RI 02907

Please bring your business card to facilitate the sign-in process.

**Auxiliary aids and services are available upon request to individuals with disabilities.
EO/Affirmative Action Employer**

Workforce Solutions of Providence/Cranston
Workforce Partnership of Greater RI



Today's Vision... Tomorrow's Opportunity.



TIMELINE

	Workforce Solutions of Providence/Cranston	Workforce Partnership of Greater RI
Announcement of availability of RFP	March 16, 2012	
Legal Notice Publication and Advertisement	March 18, 2012	
Release of Request for Proposals	March 21, 2012	
Non-Mandatory Bidders Conference	March 28, 2012	
Last date to email questions	April 2, 2012	
Answers to questions posted on websites	April 4, 2012	
Proposals Due	April 16, 2012 by 4:00 PM	
Review of Applications	April 17 to April 30, 2012	
Recommendations to Youth Councils	May 7, 2012	May 10, 2012
Recommendations to Local WIBs	May 16, 2012	June 12, 2012
Contract Development	May 7 -30, 2012	May 10 – June 15, 2012
Programs to Start	July 1, 2012	
Programs to End	September 15, 2012	

Procurement process dates may be subject to change.

Bidders Conference (NOT Mandatory)

**Wednesday, March 28, 2012 at 9 AM at the:
Roger Williams Park Casino
Roger Williams Park (Elmwood Avenue side) Providence, RI 02907**

BIDDERS CONFERENCE

This informational and training session will be held after the release of the RFP to discuss and explain the Scope of Services, the application package and the grants process. While attendance at the bidders conference is not required to submit a proposal, it is strongly encouraged. Please read the RFP in advance and prepare questions you may have.

After the information is presented attendees will be allowed to ask questions. Please note that procurement policies mandate that staff of Workforce Solutions of Providence/Cranston or Workforce Partnership of Greater RI will **not** be allowed to discuss the RFP outside of the procurement process. Additional questions may be submitted after the bidders conference but only written inquiries will be accepted and must be sent to either cribeiro@dlt.ri.gov or awalsh@providenceri.com by April 4, 2012.

All inquiries will be logged in and posted along with responses on the websites of the local WIBs at Workforce Partnership of Greater RI at <http://www.griworkforce.com/youthGRI.htm> and Workforce Solutions of Providence/Cranston at <http://cityof.providenceri.com/wspc>

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RESPONSE PACKET FOR THIS RFP IS ATTACHED AS A FILLABLE DOCUMENT IN MS WORD WITH A FILLABLE BUDGET DOCUMENT IN MS EXCEL FORMAT

Request for Proposals In the Area of Youth Workforce Development

There is a growing gap between the skills of the workforce and the skill requirements of unfilled jobs and the types of jobs that are expected to increase in Rhode Island. Through the State Workforce Investment Office (SWIO) Job Development (JDF) Funds have been apportioned by the Governor's Workforce Board –RI (GWB) to the two local Workforce Investment Boards (WIBs). These two local boards have worked cooperatively to design the Youth Workforce System (YWS) and issue this joint Request for Proposals that will use these state funds in complementary ways that address the needs of both groups and advance the outcomes for both youth and employers.

The two local Workforce Investment Boards, Workforce Solutions of Providence/Cranston (WSPC) and the Workforce Partnership of Greater RI (WPGRI), seek qualified agencies that can contribute to the achievement of two statewide outcomes. That...

- *All Rhode Island young adults have the skills and credentials they need for upward mobility, for engaged citizenship, and for leading strong families.*
- *All Rhode Island employers have access to a pool of workers with the skills they need to remain competitive and grow.*

Approximately \$1 million will be made available statewide through this *Request for Proposals* to serve this purpose through summer youth employment programs during 2012. Programs will serve youth in three age categories:

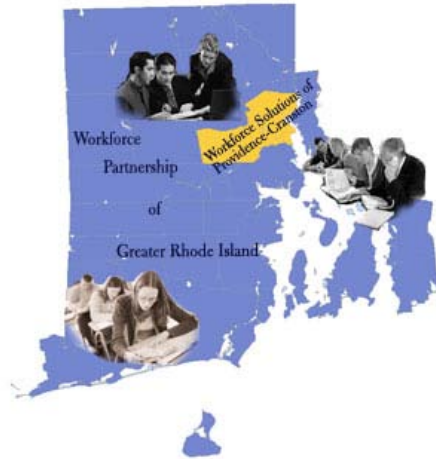
- Youth ages 14 - 16
- Youth ages 17 - 19
- Youth ages 20 – 24

BACKGROUND: YOUTH WORKFORCE SYSTEM IN RI

In 2007 the Governor's Workforce Board began allocating State Job Development Fund (JDF) resources for youth workforce development programs to support its goal of an all-youth agenda. These funds made it possible for the local workforce boards to work to create this youth workforce system, YouthWORKS411 in 2007, 2008 and 2009. The system now includes 15 Youth Centers in 13 communities around the State providing workforce development services for youth. In 2009, the local boards funded 97 programs (combined WIA and JDF) in addition to the Youth Centers with almost 10,000 youth now enrolled in the system. In 2010, the state funding was limited to the youth centers only. In 2011, funds were provided for the Youth Centers and for a Summer Youth Jobs Program.

YouthWORKS411 and other JDF programs were developed using the model of the Workforce Investment Act (WIA) of 1998, in that the WIA elements form the foundation for the State funded programs. One important difference is that while WIA participants must meet both income and barrier criteria for enrollment, the State funded JDF programs that serve the "all youth" agenda, are less restricted. Therefore, all youth that can provide the required documentation that they are residents of the local workforce area and are legally eligible to work will be determined eligible to participate in JDF funded programs.

These funds are apportioned by formula to the two Local Workforce Investment Boards, Workforce Solutions of Providence/Cranston (WSPC) and the Workforce Partnership of Greater RI (WPGRI).



The WSP/C's Workforce Investment Area includes the cities of Providence and Cranston.

The WPGRI's Workforce Investment Area includes the following communities listed below by region:

East Bay: Barrington, Bristol, East Providence, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren

Northern RI: Burrillville, Central Falls, Cumberland, Lincoln, North Smithfield, Pawtucket, Smithfield, and Woonsocket

Washington County: Charlestown, Exeter, Hopkinton, Narragansett, New Shoreham, North Kingstown, Richmond, South Kingstown, West Greenwich, and Westerly

West Bay: Coventry, East Greenwich, Foster, Glocester, Johnston, North Providence, Scituate, Warwick, and West Warwick

YouthWORKS411 RI's Youth Workforce Development Centers



1. Pawtucket (2 locations)
2. Woonsocket
3. Wakefield
4. Charlestown
5. Westerly
6. Johnston
7. Providence (2 locations)
8. Warwick
9. East Providence
10. Bristol/Warren
11. Newport
12. West Warwick
13. Cranston
14. North Providence
15. North Kingstown

YouthWORKS411 will expand the opportunities for youth to gain the skills and experiences to positively impact the outcomes for both youth and employers for the following effect:

All Rhode Island young adults have the skills and credentials they need for upward mobility, for engaged citizenship, and for leading strong families.

All Rhode Island employers have access to a pool of workers with the skills they need to remain competitive and grow.

For more information see: <http://www.dlt.ri.gov/youthworks411>

Clarification of process regarding the two local Workforce Boards:

Workforce Solutions of Providence/Cranston (WSPC) and the Workforce Partnership of Greater RI (WPGR) have worked together to create this Request for Proposals, which is issued jointly. The Bidders Conference and the interim question period will also be handled jointly.

However, once the applications are submitted, each local board will process its own applications separately. Each local workforce board will evaluate and award its own proposals. Therefore, it is imperative that any applicant wishing to serve both areas must submit an application to each area and it should include the specific outcomes for that workforce area only.

Each proposal must be submitted to the workforce area in which your participants reside.

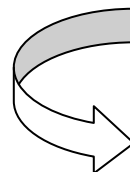
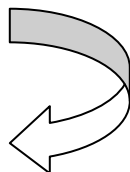
Workforce Solutions of Providence/Cranston	Workforce Partnership of Greater RI
Proposals to serve eligible youth that are residents of Providence or Cranston.	Proposals to serve eligible youth that are residents of all cities and towns except Providence or Cranston.
WSP/C will evaluate and award its own proposals.	WPGR will evaluate and award its own proposals.

Workforce Solutions of Providence/Cranston and Workforce Partnership of Greater RI RFP process:

JOINT PROCESSES:
 Request for Proposals
 Bidders Conference **March 28, 2012 at 9:00 am**
 Questions and Answers on websites by **April 4,, 2012**
 Application Deadline **April 16, 2012 before 4 PM**

PROPOSAL SUBMISSION
 Processes Separated by Workforce Area

Proposals are submitted to local WIRs



II. PURPOSE:

For the purposes of this RFP, the LWIBs are soliciting qualified entities to plan and provide Summer Employment Opportunities for Youth in three separate age categories: 14-16, 17-19, 20-24.

A. Qualified Applicants

- Established community based organizations
- Private non-profit agencies/institutions
- Private for-profit companies
- Public agencies
- Educational institutions

Organizations applying to administer more than one program **MUST SUBMIT A SEPARATE APPLICATION FOR EACH PROGRAM TO THE APPROPRIATE WORKFORCE BOARD.**

B. Available Funds – Approximately \$1 million will be available statewide for these programs.

Workforce Solutions of Providence/Cranston will receive approximately 40% of these funds.

The Workforce Partnership of Greater RI will receive approximately 60% of these funds.

C. Period of Performance

This RFP will cover activities that may begin as early as July 1, 2012 and must end by September 15, 2012.

III. GIVENS

The following “givens” pertain to federal and local guidelines the local WIBs operate under and cannot be changed. The local WIBs must work within their mandatory parameters and invest only in services provided by eligible providers to eligible youth.

A. Participant Eligibility

To be eligible to participate in JDF Programs a youth must be:

Between the ages of 14-24 inclusive (at the time of registration) **and**

Legal residents of the State of RI **and** their local Workforce Area **and**

Legally eligible to work in the United States

Documentation is required at the time of application for:

Age, Address, US Citizenship/Alien Status and Social Security Number.

Participants already enrolled in the YouthWORKS411 system will need to verify that their address and contact information is current prior to being accepted into the summer program.

B. Youth Recruitment

Contractors will recruit applicants, who must come through the YouthWORKS411 youth center in their local area. Youth center staff will determine when the eligibility requirements have been documented.

Participants may not receive program services before they are determined eligible for the program.

For the 2012 summer program, a minimum of 50% of the youth accepted into each program will be referred from the local youth center to the individual programs. The purpose of this is to not penalize youth that have come to the youth centers independently in search of summer jobs.

An exception to this may be made if you are proposing to serve a specific population of at-risk youth (offenders, homeless, pregnant/parenting teens, etc.) and cannot get 50% of your target population in referrals from the youth center. In that case, request a waiver of the 50% in your proposal on the enrollment plan page.

Funds allocated through this RFP cannot be expended before July 1, 2012. Recruiting and enrollment activities for these programs must be completed before that time. Therefore, contractors must expect that they will need to conduct recruitment activities for which they will not be reimbursed.

All vendors will be required to process their recruited applicants through the local youth centers and are responsible for scheduling their recruitment activities with the youth centers. Partnership agreements with the youth centers are not required under this RFP as working with the youth centers is mandatory.

C. Summer Employment Opportunities for Youth Work and Learning Sites

Development of Worksites and Learning Sites will be judged based on the richness of the experience that they provide to youth. High quality sites are those that:

- Provide a properly supervised and safe experience that adheres to child labor laws, including allowable youth to adult ratios, no greater than 20:1
- Expose and prepare youth for careers in identified priority/growth industries

A key expectation of this RFP is that every participating youth will complete a project or workplace portfolio. Program providers will work with youth to identify appropriate educational and employment goals, including contextual learning for the summer program, which will be reflected in the project or portfolio.

D. Priority Industries

The following industry sectors have been identified by the Governor's Workforce Board – RI as priorities in terms of economic growth and career-ladder labor market opportunities for youth in RI:

Health Care	Advanced Manufacturing	Hospitality and Tourism
Construction	Marine Technology	Financial Services
Bioscience	Information Technology	Defense

Information about the GWB Industry Partnerships can be found here: <http://www.rihric.com/ipartners.htm>

Labor Market Information can be found here: <http://www.dlt.ri.gov/lmi/>

E. Payments to Youth:

Service providers will make all payments to youth and the local WIBs will reimburse the providers for those properly documented expenses, which includes signed timecards.

F. Program Design: There are three elements to the 2012 JDF summer program:

- Age-appropriate work readiness, with a certificate of completion
- Placement in a Work Experience or Community Service Work Experience, with a certificate of completion
- Optional Certifications

Work Readiness Age Appropriate Activities and Work Readiness Goals

Activities should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk students and high school dropouts, as summer employment may be one of the few opportunities they come across to learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies: what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate.

Please see the work readiness outline in the application packet. Applicants are required to submit a work readiness outline with activities that fit their age group. A separate outline must be submitted for each age group.

Placement in Work Experience or Community Service Work Experience:

Meaningful Work Experience is the core component of a summer employment program.

Work Experience is a paid or non-paid activity designed to enable participants to gain work maturity, occupational skills, and exposure to the working world. The Work Experience will help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The work experience provides participants with the opportunities for career exploration and skill development. Work experience should focus around high demand occupations as well as the Governor's Workforce Board – RI industry clusters.

The selection of a worksite for work experience is determined by the needs of the participant and employer. The employer agrees to provide work-related activities for the participant(s) to develop basic work habits, learn basic occupational skills, and gain usable "Work Experience" to promote future employment at a worksite.

The employer agrees to maintain records and prepare reports on the participant as prescribed by the youth program service provider. The employer must observe and comply with applicable safety and health standards; observe Workers Compensation and the Youth Labor Laws of Rhode Island and the Federal Government; maintain sufficient general liability insurance for tort claims protection; and allow the youth program service provider and/or duly authorized representatives to visit the premises to observe work place conditions, observe work place activities, and follow up with the participant.

"Work Experience" activities will not reduce current employees work hours, displace current employees or create a lay-off of current employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees and the work experience of participants should not replace the work of employees who have experienced layoffs. Youth summer employment should

be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company.

Employers and work-site managers will be asked to fill out a brief survey about their experience at the end of the summer program. See sample survey in Attachment E.

After the participant is enrolled, a Work Experience Site Agreement must be signed for **every participant placed in a work experience**. The only exception occurs when a participant is added to a company payroll and the employer/employee statutes cover that relationship.

All proposals must include plans for where the work placements will occur and what they will be. Partnership agreements should be included that demonstrate commitments from the work sites.

As part of this program vendors will be required to assist their participants below the age of 18 in the process of obtaining work permits (“working papers”) in their local area.

Certifications:

The youth workforce system is working toward the Governor’s Workforce Board’s goal to increase the number of youth with certifications. Upon successful completion of work readiness as outlined in the response packet, each participant will receive a work readiness certificate. Each participant will also receive a certificate upon successful completion of the work experience. Both certificates will be provided by the local WIB and endorsed by the Governor’s Workforce Board. Samples of these may be found in Attachment D.

As in the past, proposed program design may include the attainment of certificates from existing, credible training sources. These include, but are not limited to OSHA trainings, Customer Service, ServeSafe, Certified Nursing Assistant Training and Lifeguard Certification.

G. PERFORMANCE OUTCOMES:

A minimum of 94% of participants must achieve a measurable skill gain in work readiness.

2012 SUMMER EMPLOYMENT OPPORTUNITIES FOR YOUTH PROGRAM STRUCTURE

<i>Work Readiness</i>	Vendors will provide at least 20 hours of work readiness activities in accordance with the work readiness outline included in this packet. Participants will be grouped by age so that they can receive the greatest benefit from the training. A good program model would prioritize those lessons participants need prior to placement, with four days at the worksites and one day of work readiness activities each week during placement.
<i>Work Experience</i>	Vendors will place youth in appropriate paid work experiences as described on pages 8 and 9 of this RFP. The Worksite Agreement form must be filled out and signed for each youth participant after enrollment in the program and prior to the work placement. The only exception to this rule is if a youth is added to a company payroll as an employee, in which case employment law will define the relationship.
<i>Duration and Term</i>	Programs must be: <ul style="list-style-type: none"> • at least 20 hours per week • six weeks long, may begin no sooner than July 1, 2012 and • completed by September 15, 2012
<i>Certifications</i>	The youth workforce system is working toward the Governor's Workforce Board's goal to increase the number of youth with certifications. Upon successful completion of work readiness as outlined in the response packet, each participant will receive a work readiness certificate. Each participant will also receive a certificate upon successful completion of the work experience. Both certificates will be provided by the local WIB and endorsed by the Governor's Workforce Board. Samples of these may be found in Attachment D. As in the past, proposed program design may include the attainment of certificates from existing, credible training sources. These include, but are not limited to OSHA trainings, Customer Service, ServeSafe, Certified Nursing Assistant Training and Lifeguard Certification.
<i>Supervision</i>	Youth must be properly supervised in work experience placements according to the work site agreement. The youth to supervisor ratio will be no greater than 20:1. Vendors must offer training for workplace supervisors in the program.
<i>Payments to Youth</i>	Payments to youth will be made as a wage which shall be paid for a job with a specific job description, as well as for work readiness, career exploration or academic skill building. Each vendor contracted through this RFP will each pay their own program participants and submit their costs for reimbursement. Providers will be responsible for keeping accurate details of hours worked using the timesheets and format provided by the WIBs. Providers must also inform participants that they will receive W-2 forms documenting these payments and this may impact benefits from Department of Human Services (DHS) programs. Please note that while WIA funds do not impact income requirements for Cash Assistance and Food Stamps, funding for this program is from the State of RI and may affect cash assistance and/or food stamps benefits. At the end of the calendar year, vendors must provide the W-2s to program participants.

IV: PROPOSAL SUBMISSION REQUIREMENTS

A. Bidders Conference

A Bidders Conference will be conducted on **Wednesday, March 28, 2012** at 9 AM at the Roger Williams Park Casino, Roger Williams Park (on the Elmwood Ave. side) Providence, RI.

Attendance at this Bidders Conference is not mandatory.

A thorough review of the entire RFP package, including the format, instructions, and attachments will take place at the bidders' conference. Questions asked at the bidders conference and their answers will be posted to the local WIB websites: Workforce Partnership of Greater RI at <http://www.griworkforce.com/youthGRI.htm> and Workforce Solutions of Providence/Cranston at <http://cityof.providenceri.com/wspc>

You are advised to check these sites regularly prior to submitting your proposal.

After the bidders conference, applicants may ask additional questions by sending any *email only* to:

Carlos Ribeiro at cribeiro@dlr.state.ri.us or Anne Walsh at awalsh@providenceri.com **before April 2, 2012 at 4 pm. Please note: You will not receive a personal response to your question.** All questions and answers will be posted to the above websites by 4 pm on April 4, 2012 so that equal access to questions and answers is available to all interested parties.

B. Format

To be considered for review, **one original (containing original signatures) and eight (8) complete copies** of the proposal must be submitted **no later than 4:00 pm on Monday, April 16, 2012** to the appropriate local workforce office.

WPGRI proposals must be submitted to:

**The Workforce Partnership of Greater Rhode Island Office
RI Dept. of Labor and Training Center General Complex
1511 Pontiac Avenue, Bldg. 73, Cranston, RI 02920**

WSPC proposals must be submitted to:

**(Please note we have moved since the last RFP)
Workforce Solutions of Providence/Cranston Office
444 Westminster Street Suite Third Floor
Providence, RI 02903.**

Any submittals subsequent to the indicated deadline will not be considered.

The included proposal format MUST be used and is limited to the number of pages provided.

Instructions for completing the proposal are provided. All required forms have been included for convenience and information. All material must be typed. Proposal checklist must be used. Attachments such as videos, brochures, newspaper articles, or other extraneous materials will not be accepted. Any material considered extraneous by The Boards will be discarded prior to the proposal review. Proposals must be wholly contained and securely stapled. Do not enclose the proposal in a binder or portfolio or add any cover sheet other than the Proposal Cover Sheet included in the response package. Proposals not submitted according to the required format may not be accepted.

SECTION V: GENERAL REQUIREMENTS

A. Period of Performance

Programs may begin as early as July 1, 2012 and must end by September 15, 2012.

B. Types of Contracts

Contracts awarded as a result of this RFP will be either cost reimbursement or fixed unit priced, based on the proposals and the negotiations.

C. RFP Amendments

Contradictions, errors, misinformation, etc., discovered in the RFP may require an amendment. Any amendment to this RFP subsequent to the Bidders Conference will be published on The Boards' websites at Workforce Partnership of Greater RI at <http://www.griworkforce.com/youthGRI.htm> and Workforce Solutions of Providence/Cranston at <http://cityof.providenceri.com/wspc>

Respondents who do not have access to the Internet are invited to use the computers located in the netWORKri offices at the following locations:

175 Main Street, Pawtucket;
One Reservoir Avenue, Providence;
1330 Main Street, West Warwick;
217 Pond Street, Woonsocket.

D. Stand Alone

All proposals must be written to "stand alone"; as if no other proposals were submitted. Each proposal submitted must be written in such manner that if only one was funded, that one could still be successful without additional funding. However, if more than one proposal from a single respondent is funded, the Boards reserve the right to identify and eliminate duplicative costs and/or other elements during contract negotiations.

E. Limitations

This RFP does not commit The Boards to award a contract or to pay for any of the costs in the preparation of a proposal. The Boards reserve the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this RFP, if it is in the best interest of The Boards to do so. In addition, The Boards reserve the right to waive any and all requirements of the RFP.

The Boards reserve the right not to fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking.

All contract awards are subject to the availability of state Job Development Funds and the execution of a contract that is acceptable to both the selected respondent and the local workforce boards.

F. Review / Selection Process

1. Universal Threshold Criteria:

- Proposals failing to satisfy all of the following criteria will be eliminated from consideration and not read or ranked.
- Submitted on time;

- Signed by the signatory authority of the respondent organization;
- Respondent is not debarred, suspended, or voluntarily excluded from receipt of federal or local funds;
- Proposal is appropriately formatted as provided in this RFP.
- Prior performance if applicable.

2. Rating Points:

Points will be awarded to each proposal based on the following format.

A minimum threshold of 65 points will be required.

PROPOSAL SECTION	MAXIMUM POINTS
Program Design: quality of delivery of services in work	
Readiness and work experience placement commitments	70
Experience/Organizational Qualifications	20
Budget/Value for Services	<u>10</u>
	100

G. Notification of Award / Negotiations

Respondents will receive written notification of the status of their proposal. Those respondents not selected may submit a written request for information regarding the reasons for denial to:

Carlos Ribeiro, Youth Program Manager
 Workforce Partnership of Greater Rhode Island
 1511 Pontiac Avenue, Cranston, RI 02920
 or
 Anne Walsh, Program Manager
 Workforce Solutions of Providence/Cranston
 444 Westminster Street Third Floor, Providence RI 02903.

Requests must be postmarked within fourteen (14) days of the date of notification.

Each Boards' staff will negotiate with those acceptably ranked respondents by the RFP Selection Committee. In all cases, available funding will be used as the initial benchmark for negotiations. Contractors will be required to submit complete and accurate information for contract components, including any revisions, additions or modifications required by The Boards. **Programs may only begin after the execution of a signed contract.**

H. Protest/Appeals Process Procedures

Any respondent who has submitted a response to this RFP may appeal an award announcement. The process for appealing an award is as follows:

All protest, appeal or complaints must be submitted in writing to WPGRI or WSP/C within five (5) working days of the award announcement, addressed to the Executive Director/Administrator for review and to determine merit. In order for an appeal to have merit it must show that any substantial portion of the RFP process or

Federal procurement guidelines was violated. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered.

If protests, appeals or complaints are found to have merit, the appeal will be evaluated by the Youth Council, and then by The Board. The decision made by the full board will be final.

Appeals received after the established deadline will not be considered.. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final and are not subject to question by an appealing agency.

I. Audit Information Required

The respondent must submit an audit in accordance with the following requirements applicable to the organization:

- A. A Non-Profit entity with federal expenditures of \$500,000 or more: a single complete copy of the most recent required A-133 audit report with Management Letter, findings, and corrective action, if any.
- B. Non-Profit entity with federal expenditures of less than \$500,000: a single complete copy of the most recent audited financial statements and current written accounting procedures.
- C. Commercial For-Profit entity and a sub-recipient with federal expenditures of \$500,000 or more: a single complete copy of either an organization-wide audit conducted in accordance with A-133 or a program-specific financial and compliance audit.
- D. Commercial For-Profit entity with federal expenditures of less than \$500,000: a single complete copy of the most recent audited/prepared financial statements that comply with GAAP (Generally Accepted Accounting Principles) and such audit or financial statements identifying no outstanding unresolved findings.

J. Youth Eligibility

All program applicants must be determined eligible and appropriate prior to enrollment in any activity. Contractors will recruit applicants and are responsible for scheduling these activities with the regional YouthWORKS411 centers. Regional Youth Center Operators provide the eligibility verification for JDF programs funded through this RFP.

K. Labor Laws

All programs and activities must comply with applicable federal and state labor laws including child labor, OSHA, Right-To-Know, and ADA (i.e. hours, working conditions, use of equipment, etc.). However, the Workforce Partnership of Greater Rhode Island and the Workforce Solutions of Providence/Cranston reserves the right to impose further restrictions on activities that it may consider inappropriate, regardless of applicable laws. In applicable circumstances, Work Permits and/or Certificates of Age are required. Participants that receive wages are considered employed and may require a Work Permit.

NOTE: Programs that fail to acquire Work Permits for participants will be closed to all activities until all necessary Work Permits are in place.

L. Financial

All funds will be dispersed through The Boards respective Business Affairs Offices. Payments will be issued on a cost-reimbursement basis **ONLY** upon receipt of a signed contract as well as necessary source documentation.

M. Documentation

All documentation relative to an individual's participation including eligibility, assessments, Individual Service Strategy, case management notes, counseling records, benchmark attainments, time and attendance records, skills certification, test scores, and any other records or forms required by the LWIBs must be maintained in the individual's participant file record.

N. Reporting

The Boards will provide a monthly reporting format to track the status of participants enrolled in the program. Reports (including appropriate backup documentation) regarding participant performance achievements, skill gains, and work experience placements must also be submitted.

In addition, **monthly** invoices accompanied by supporting documentation deemed necessary by the Workforce Partnership of Greater Rhode Island and the Workforce Solutions of Providence/Cranston will be required. A complete and accurate accounting of all funds and expenditures is expected.

Payment requests will not be processed if program reports are not submitted.

Payment requests will be delayed if they are submitted for more than a one-month period.

O. Youthworks411

All programs funded under this RFP will part of the YouthWORKS411 system. Outreach materials will include the YouthWORKS411 name and where space permits, the YouthWORKS411 logo.

- It is also expected that all vendors will make a good faith effort to participate in additional YouthWORKS411 professional development offerings and events.

SECTION VI: ADMINISTRATIVE/TECHNICAL REQUIREMENTS

All contractors must meet a minimum level of administrative capacity in order to contract with local boards. The following administrative / technical elements will apply.

A. Audit / Financial Statements

All governmental and non-profit organizations must follow the audit requirements of OMB Circular A-133. Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

Those entities that expend \$500,000 or more in federal funds may include audit costs to WIA grants on a pro-rated basis.

B. Cost Allocation Plan

All applicant organizations must submit with the proposal:

A copy of the applicant's approved Cost Allocation Plan. The Cost Allocation Plan is a document that identifies and distributes the cost of services and/or departments or function according to the benefit received. It is a

means to substantiate and support how shared costs of a program are charged to a particular cost objective. Formal accounting records to substantiate the charges must support all costs included in the plan, including information technology.

C. Allowable Costs / Cost Principles

Applicants must follow federally approved cost principles which apply to their specific organizations and which are included in the appropriate circulars issued from the Office of Management and Budget.

D. Fidelity Bond

If selected and prior to the initial disbursement of funds, a written statement from the insurer will be required confirming that all persons responsible for funds contracted under this RFP are covered by a fidelity bond equal to the maximum contracted funds.

E. Fiscal Management / Internal Oversight

Contractors are required to maintain complete and accurate records of all financial expenditures with supporting documentation. These records must be available to The Boards staff. Contractors are required to internally monitor fiscal activities to insure compliance with WIA legislation and applicable federal cost principles. At a minimum, internal oversight will address the following:

1. Appropriate youth center staff have verified eligibility prior to participant program enrollment;
2. Participant attendance and payroll disbursement have been properly documented;
3. Program expenditures are supported by appropriate documentation;
4. Budget allocations and expenditures comply with contracted obligations;
5. Accounting records are traceable to the source document and the application of grant funds relating to authorizations, obligations, balances, liabilities, expenditures and income.

F. Internal Program Management Plan

All program activities must be internally monitored on a scheduled basis to ensure compliance with all aspects of the contract, written policies, and the legislation. Contractors will be required to include a program management plan and schedule to conduct internal monitoring to ensure quality services are delivered and maintained. At a minimum, this monitoring will include:

1. Program service delivery as it relates to the contract, including review and evaluation of the key program elements required by the contract;
2. Program activity assignments and how they correspond to participant assessments and ISS results;
3. Effectiveness of work sites including mentoring and supervision;
4. Participant attendance;
5. Frequency of documentation;
6. Review of performance outcomes as outlined in the contract.

G. Nepotism

No individual may be placed in a JDF employment activity if a member of his or her immediate family is directly supervised by or directly supervises that individual.

H. Partnership Agreements

Respondents partnering with other agencies and employers must complete and sign Partnership Agreements detailing the services to be provided. The signed agreements **must** be included with the proposal (The Agency Partnership Agreement format is included in Attachment C).

Signed partnerships with the regional YouthWORKS411 centers for eligibility are not required.

If the applicant intends to use the local Youth Center to provide the assessment and the ISS, a Youth Center Partnership agreement must be included in the proposal.

If a Partnership Agreement is developed and supported by JDF funds; costs must be included in the line item budget of the proposal. If JDF funds are used to support Partnership Agreements, the Contractor will be responsible for insuring that the partner(s) deliver(s) the services as outlined in the agreement and applicable performance goals are achieved. In addition, the Contractor must insure all funds expended by the partner(s) are in compliance with the federal regulations and applicable OMB guidelines. Disallowed costs by the partner(s) agency will be the liability of the Contractor. If a Partnership Agreement is amended or cancelled, written notice must be submitted to The Board prior to finalization. If JDF funds are affected, a modification to the contract must be approved and completed.

NOTE: If a Partnership Agreement supported by funds is not included in the original proposal submission and it is determined at a later date that specific that services are needed, a competitive procurement process must be initiated. A sub-contractor agreement must be completed and staff of The Boards must approve the sub-contract. A competitive procurement process also is required if a Agreement is terminated at any time prior to the end of the contract period and a new partner is identified to deliver those services. The expedited timetable for this Summer Employment Opportunities for Youth may make subsequent procurement processes difficult or impossible to achieve.

I. Closeout Report

Contractors will be required to submit a fiscal closeout report no later than thirty days after the completion of the program.

ATTACHMENT A: YOUTH WORKER CORE COMPETENCIES

National Collaboration for Youth Youth Development Worker Core Competencies

The following core competencies are the knowledge, skills and personal attributes needed by entry-level youth development workers to support the critical features of positive youth development settings. Youth Development core competencies are the “demonstrated capacities” that form a foundation for high-quality performance in the workplace, contribute to the mission of the organization and allow a youth development worker to be a resource to youth, organizations and communities.

1. Understands and applies basic child and adolescent development principles.
 - Understands ages and stages of child development.
 - Applies fundamentals of positive youth development.
 - Takes into consideration trends and issues that affect children and youth.
2. Communicates and develops positive relationships with youth.
 - Listens, in a non-judgmental way.
 - Uses the language of respect.
 - Exhibits concern for the well-being of others and interest in the feelings and experiences of others.
3. Adapts, facilitates and evaluates age appropriate activities with and for the group.
 - Relates to and engages the group.
 - Initiates, sustains and nurtures group interactions and relationships through completion of an ongoing project or activity.
 - Teaches and models effective problem solving and conflict negotiation.
 - Guides group behavior in an age-appropriate manner.
4. Respects and honors cultural and human diversity.
 - Exhibits an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith.
 - Builds on diversity among and between individuals to strengthen the program community, and the community at large.
 - Serves as a role model for the principles of inclusion and tolerance.
5. Involves and empowers youth.
 - Actively consults and involves youth to encourage youth to contribute to programs and to the communities in which they live.
 - Organizes and facilitates youth leadership development activities.
6. Identifies potential risk factors (in a program environment) and takes measures to reduce those risks.
 - Identifies basic risk and protective factors in youth development.
 - Designs and monitors emotionally and physically safe program environments interactions, and activities for youth and intervenes when safety demands it.

- Identifies potential issues (and possible signs and symptoms) with youth that require intervention or referral (e.g., suicidal tendencies, substance abuse, child abuse, violent tendencies, eating disorders, obesity, sexually transmitted diseases.)
7. Cares for, involves and works with families and community.
- Understands and cares about youth and their families.
 - Actively engages family members in program and community initiatives.
 - Understands the greater community context in which youth and families live.
 - Communicates effectively with youth and their families – one-to-one communications as well as in group settings.
8. Works as part of a team and shows professionalism.
- Articulates a personal “vision” of youth development work (to co-workers, volunteers, and participants) and expresses current and potential contributions to that vision.
 - Adheres to ethical conduct and professionalism at all times (confidentiality, honoring appropriate boundaries).
 - Is accountable, through work in teams and independently by accepting and delegating responsibility.
 - Displays commitment to the mission of the agency.
9. Demonstrates the attributes and qualities of a positive role model.
- Acts in a timely, appropriate and responsible manner.
 - Demonstrates and teaches positive values like caring, honesty, respect, and responsibility.
 - Incorporates wellness practices into personal lifestyle.
 - Practices stress management and stress reduction.
10. Interacts with and relates to youth in ways that support asset building.
- Challenges and develops values and attitudes of youth in a supportive manner.
 - Designs program activities, structure and collaborations that show evidence of asset building.

ATTACHMENT B: PARTNERSHIP AGREEMENTS

Detailed, signed Partnership Agreements in the attached format must be submitted with the proposal for all collaborators in your proposal.

You do not need to provide a Partnership Agreement with your local youth center for eligibility determination as the terms of the RFP and the contracts require that youth apply through the youth centers for all programs funded through this RFP.

PARTNERSHIP AGREEMENT

The following Partnership Agreement is a collaborative effort which sets forth the terms for the provision of youth services as authorized under JDF (Job Development Fund).

This Partnership Agreement is entered into between the parties identified below:

Workforce Development Applicant Agency (Contractor)	Partner Agency

I. PURPOSE OF AGREEMENT

The purpose of this Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of services to youth.

II. DURATION OF AGREEMENT

This Agreement will commence on _____ day of _____, 20__ and shall remain in effect until the _____ day of _____, 20__ or until the Agreement is cancelled by the Agencies in accordance with the terms set forth in Section VI.

III. GOALS FOR YOUTH

The Job Development Fund places emphasis on serving youth through year round programming within a comprehensive statewide workforce development system, with focus on:

- Improving educational achievement (including such elements as tutoring, study skills training, and instruction leading to secondary school completion; drop-out prevention strategies and alternative secondary school offerings)
- Preparing for and succeeding in employment (including summer employment opportunities, paid and unpaid work experiences and occupational skills training)
- Supporting youth (including meeting supportive service needs and providing adult mentoring, follow-up services and comprehensive guidance and counseling); and
- Offering services intended to develop the potential of youth as citizens and leaders (including leadership development opportunities).

IV. RESPONSIBILITIES OF AGENCIES TO THIS AGREEMENT

- A. IN CONSIDERATION OF THE MUTUAL INTENT OF THIS AGREEMENT THE PARTNER AGREES TO DELIVER THE FOLLOWING SERVICES:

PARTNER ORGANIZATION: ADDRESS:	FUNDING SOURCE(S) JDF funds from this proposal to the partner: AMOUNT: Funds Partner Organization is contributing to this proposal: AMOUNT
NOTE: The cost associated with each service/activity must be listed.	

SERVICES / ACTIVITIES INCLUDE	COST
(1)	
(2)	
(3)	
(4)	

V. GENERAL PROVISIONS

The Contractor must ensure that the Partner to this Agreement complies with the applicable General Provisions issued by the Local Workforce Investment Board. If JDF funds are used to support the delivery of Partner services, the Contractor must ensure the integrity of those funds.

VI. AMENDMENT OR CANCELLATION OF AGREEMENT

The Agreement may be modified at any time with mutual agreement of the Contractor and Partner. Any such modification(s) will be preceded by written notice to the local workforce board of the intent to modify and the purpose for such modification.

The Contractor and Partner may terminate their participation in the Agreement by giving _____calendar days written notice of intent to terminate. Termination does not alter the programmatic and financial obligations through the date of termination by either party.

VII. CERTIFICATION

This Agreement is hereby entered into between the designated Contractor and Partner and validated by the signatures affixed below.

APPROVED FOR THE CONTRACTOR		APPROVED FOR THE PARTNER	
<i>Authorized Signature</i>	<i>Date</i>	<i>Authorized Signature</i>	<i>Date</i>
<i>Typed Name</i>	<i>Title</i>	<i>Typed Name</i>	<i>Title</i>

ATTACHMENT C: SAMPLE WORKSITE AGREEMENT

An agreement between the vendor and the work placement site covers the legal responsibilities for work placements in which an employer/employee relationship is not established (that is, any placement that is not a job) and must be signed for all youth participants and work sites.

This is a **SAMPLE** of a worksite agreement provided for your information. **You do not need to submit worksite agreements with your proposal application.** Once a proposal is funded, worksite agreements will be required in the file of each participant that is not an employee of their worksite.

Please note that in this agreement, "the trainee" is the youth participant, "the agency" is you – the organization applying for funding under this RFP, and "the training site" is the work placement site.

**2012 SUMMER EMPLOYMENT OPPORTUNITIES FOR YOUTH
WORK EXPERIENCE SITE AGREEMENT**

I. PURPOSE

This Agreement between _____ herein called the Agency, and _____, herein called the Training Site, and the participant(s), listed on page four of this agreement, is entered into for the purpose of providing Work Experience Training in accordance with the Workforce Investment Act (WIA) and subsequent amendments, and the terms and conditions of this Agreement.

II. RESPONSIBILITIES

1. THE TRAINEE

- a. agrees to put forth his/her best efforts to acquire all necessary skills and to fulfill all work requirements.
- b. agrees to abide by all the requirements of the training worksite.

2. THE AGENCY

- a. agrees to oversee and manage the provisions of training and activities under this Agreement, and shall receive time and attendance records and Trainee evaluations from the training site and shall provide payments to the Trainee in accordance with the Fair Labor Standards Act, as amended, or applicable state minimum wage laws.
- b. agrees to provide counseling and supportive services to the Trainee to the extent necessary to allow the Trainee to participate in the work experience activity.
- c. agrees to provide an orientation to training site staff responsible for the supervision of the Trainee regarding Labor Laws, JDF requirements, time and attendance records, and other matters pertinent to the provision of a safe and meaningful work experience.

3. THE TRAINING SITE

- a. agrees to provide adequate supervision to the Trainee and shall designate a supervisor and alternate supervisors, (listed below)
- b. agrees to provide safe and meaningful work experience training activities that result in "good work habits" and where practical, specific occupational skills for employability enhancement.
- c. agrees to provide a sufficient workload, in relation to the attached job description, for the Trainee and will have sufficient, and appropriate equipment and/or materials to support the training.
- d. agrees to maintain and submit weekly time/attendance record and performance evaluation on forms provided by the Agency as indicated below:
- e. shall allow the Trainee release time to attend scheduled meetings, class time, workshops, and counseling as requested by the Agency.

SUPERVISOR: _____
ALTERNATE(S): _____

III. SPECIFIC PROVISIONS

1. Work Experience Job Title and O*NET Code: (See attached job description): _____, O*NET Code: _____
2. Anticipated duration of training: From: _____ through _____ not to exceed _____ total hours.
3. Number of hours per week: _____. (Note: Shall not exceed 40 hours)
Basic daily schedule (unless otherwise arranged by the Agency) shall be: _____

4. Payment: Trainee will receive \$ _____ per _____, to be paid by the program provider.
Note: The Trainee must receive an amount comparable to the current applicable minimum wage rate. The Trainee will:
 - a. be paid only for hours worked as documented on the Attendance/Performance Records;
 - b. not be paid for illness, vacations, lunch breaks, or holidays.
5. The Trainee must be determined eligible and appropriate for JDF services by the Agency prior to beginning the Work Experience activity.

IV. SIGNATURES

The parties agree to all the terms in this Work Experience Agreement by affixing their signatures below.

The Trainee signature is an acknowledgment of his/her responsibilities and the terms and conditions of this agreement, and does not imply a contractual agreement on the part of the Trainee with the Agency or the Training Site.
Name and Title of other person(s) authorized to sign time and attendance records and evaluations:

TRAINEE NAME:			
SIGNATURE:		DATE:	

AGENCY:			
CASE MANAGER:			
SIGNATURE:		DATE:	

TRAINING SITE:			
WORKSITE SUPERVISOR:			
SIGNATURE:		DATE:	

V. GENERAL PROVISIONS

MAINTENANCE OF EFFORT, LAYOFFS AND RELOCATION

No currently employed worker shall be displaced by the Trainee (including partial displacement such as a reduction in the hours of non-overtime work wages or employment benefits), nor shall the Trainee be placed in a job when the Training Site has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy with the Trainee. The placement of the Trainee under this Agreement may not infringe upon the promotional opportunities of currently employed individuals. No trainee shall be placed in a job if the employer has relocated in the last year and the relocation caused the layoff or termination of any individuals in substantially equivalent jobs.

2. POLITICAL ACTIVITIES

Involvement of the Trainee in political or sectarian activities as part of his/her work experience activity is prohibited.

3. UNION

Trainees shall not be placed into a job that is in conflict with a collective bargaining agreement, unless the appropriate bargaining unit representative has been advised of the proposed activities, and written concurrence has been granted.

4. DISMISSAL POLICY

Except for serious violations of training site policies, the training site will not dismiss the trainee without contacting the Agency and allowing for counseling and corrective action to occur. In the event of dismissal for serious violations, the training site must notify the Agency on the first working day after dismissal.

5. EEO/AFFIRMATIVE ACTION

No person shall be denied employment, excluded from benefits, or suffer discrimination under this Agreement because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or solely because of his/her status as a trainee under this Agreement.

6. DELEGATION/SUBCONTRACTING

The subcontractor shall not sub-contract or assign training duties under the Agreement.

7. DISPUTES

All disputes shall be resolved informally between the Trainee, the Training Site, and the Agency. If resolution does not occur to the satisfaction of any party, the first step is to use existing grievance procedures, if any, established by the Training Site to resolve disputes with Trainees. If the Training Site has no internal grievance procedures or if the dispute remains unresolved, the parties agree to participate in, and be bound by determinations resulting through the administration process of the Workforce Solutions of Providence/Cranston in lieu of litigation.

8. TERMINATION FOR CONVENIENCE

Either the Training Site or the Agency may terminate this Agreement with written notice to the other party.

9. CONTINGENCY OF FUNDING

This agreement may remain in force provided funding is available. The loss or disruption of funding shall be cause for termination of the Agreement.

10. MONITORING AND AUDIT

The Training Site agrees that the Agency, the WIB and/or authorized local, State or Federal representatives have the right to monitor, audit and review the progress of training and any documents and records pertaining to training for compliance with the terms of this Agreement.

ATTACHMENT D: SAMPLES OF CERTIFICATES TO BE ISSUED
Final versions will be provided by the local WIBs.

**Governor's Workforce Board Rhode Island
SUMMER WORK EXPERIENCE PROGRAM**

Certificate of Completion

AWARDED TO

Sample

FOR SUCCESSFULLY COMPLETING THE SUMMER YOUTH WORK EXPERIENCE PROGRAM IN THE FIELD OF (FIELD NAME)
AT (WORK SITE NAME) THROUGH (VENDOR NAME). THE ABOVE INDIVIDUAL PERFORMED THE FOLLOWING DUTIES:
(DUTIES FILLED IN BY VENDOR).

EMPLOYER STAFF NAME, TITLE, BUSINESS NAME

VENDOR STAFF NAME, TITLE, ORGANIZATION

ISSUE DATE



**Governor's Workforce Board Rhode Island
SUMMER WORK EXPERIENCE PROGRAM**

Certificate of Work Readiness Training

AWARDED TO

Sample

IN RECOGNITION OF DEMONSTRATED EMPLOYABILITY SKILLS NEEDED FOR SUCCESS IN THE WORKPLACE, INCLUDING
JOB SEARCH TECHNIQUES; RESUME DEVELOPMENT; INTERVIEW SKILLS; PROFESSIONAL AND ETHICAL BEHAVIOR;
UNDERSTANDING OF POST-SECONDARY OPPORTUNITIES; FINANCIAL LITERACY; AND HEALTH AND SAFETY ON THE
JOB.

RICK BROOKS, EXECUTIVE DIRECTOR
GOVERNOR'S WORKFORCE BOARD RI

ROBERT L. RICCI, ADMINISTRATOR
WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

VENDOR NAME, TITLE, ORGANIZATION

ISSUE DATE



ATTACHMENT E: EMPLOYER FEEDBACK SURVEY



2012 JDF Summer Program Employer Feedback Survey

Employer:	Youth Partner Agency:
Employer Address:	
Number of Youth Hired:	Youth Job Title(s):
Dates of Hire:	Hours Per Week:

1. How did you hear about the Youth Summer Employment Program?

2. Why did you decide to participate?

Please check Yes or No for the following:

	Yes	No
3. Was this your first time participating in the Youth Summer Program?	<input type="checkbox"/>	<input type="checkbox"/>
4. Would you participate in the future?	<input type="checkbox"/>	<input type="checkbox"/>
5. Would you recommend other employers to participate?	<input type="checkbox"/>	<input type="checkbox"/>

Tell us about your summer experience. Please use the following scale to rate each of the items:

1 = Poor 2 = Fair 3= Good 4=Excellent

	1	2	3	4
Your experience with the Youth Partner Agency				
Your experience working with the Youth				
The benefit to your business for participating in program				
Your overall experience in the Youth Summer Program				

Please add any comments/suggestions you would like to share in the box below:

Revised 2/2012