



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: 2019 Youth WIOA Required Program Elements
Date to be opened: May 28, 2019

Issuing Department: WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Anne Walsh
 - (401) 680-8587
 - Email: awalsh@providenceri.gov
 - Please use subject line “**2019 Youth WIOA Required Program Elements**”



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND
INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on May 28, 2019 at the **Department of the City Clerk. Room 311, City Hall. 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. **If you have an old version of a form do not recycle it for use in this bid.**
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (see page 6 of this document)
- Bid Form 2: Certification of Bidder as 2nd page (see page 7 of this document)
- Certificate Regarding Public Records (see page 8 of this document)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See forms and instructions enclosed (pages 9-13) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of **total** bid or by **individual items**.
5. All bids **MUST BE SIGNED IN INK**.

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that **is located within Rhode Island**:

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: _____

Delivery Date (when applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

***If you are submitting a unit price bid please insert "Unit Price Bid."**

Use additional pages if necessary for additional bidding details.

Signature of Representative

Title



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of

(Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20____.

Signature of Representative

Printed Name



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND
Certificate Regarding Public Records

Upon behalf of
Bidding),

(Firm or Individual

I, _____ (Name of Person Making
Certification),

being its _____ (Title or "Self"), hereby
certify an understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder,
on

this _____ day of _____ 20_____.

Signature of Representative

Printed Name



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.
The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

Form Instructions:

Access all bid forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the ***Subcontractor Utilization and Payment Report*** to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? MBE WBE
 Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.

The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**

Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements.

Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary NAICS

Code: _____

Item Description (as seen on RFP):

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, & C):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by D and multiply result by 100).					%

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director. Initial _____

Signature of Prime Contractor
Signed

Printed Name

Date



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

MBE/WBE WAIVER REQUEST FORM

Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal.

State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review prior to bid submission. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP):

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor
Signed

Printed Name

Date

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

This information is NOT requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Rhode Island Department of Labor and Training Registration Number (ten digits)
- Information regarding an Insurance Declaration Page will be requested after an award is approved by the Board of Contract and Supply.
- A copy of the most recent audit will be requested during the contract negotiation process.

Bid Package Specifications and Evaluation Form Sample Begin Next Page



BOARD OF CONTRACT AND SUPPLY, CITY OF PROVIDENCE, RHODE ISLAND

BID PACKAGE SPECIFICATIONS

Request for Proposals Youth WIOA Required Program Elements Workforce Solutions of Providence/Cranston (WSPC) as Office of Economic Opportunity (OEO)

PLEASE NOTE: THIS RFP DETAILS THE PROGRAMMATIC AND LEGAL REQUIREMENTS NECESSARY FOR A BID TO THIS RFP TO BE CONSIDERED. ALL BIDDERS MUST SUBMIT THE RESPONSE PACKET AND BID SHEET WHICH ARE SEPARATE FROM THIS DOCUMENT, IN ORDER TO APPLY.

SECTION I: PURPOSE

This Request for Proposals (RFP) solicits proposals for the delivery of services under the Workforce Innovation and Opportunity Act (WIOA) within the Providence/Cranston Workforce Development Area.

WSPC currently operates all-inclusive WIOA Youth Programs procured through a separate RFP process and is not intending to change that model.

This RFP seeks services to pilot an additional WIOA model, operated by the local workforce board, with referrals to community based agencies for provision of some WIOA elements, as needed by participants.

SECTION II: INVESTMENT

Proposals are being solicited for multiple qualified entities to implement to provide any or all of the 14 Required Elements as defined in the Workforce Investment Opportunities Act of 2014.

Program Requirements

A. Qualified Applicants

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

B. Period of Performance & Required Trainings

- This RFP will cover the provision of WIOA services that may begin as early as June 17, 2019 and continue for two years, with options to renew based on performance and availability of funds.



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C. Participants

Providers selected under this RFP will not enroll WIOA participants. Participants to be served through this RFP will be already enrolled in WIOA programs and referred to Providers for these services per contractual agreements from this RFP process.

Participants will be WIOA out-of-school youth (OSY) ages 16-24 residing in Providence or Cranston (with an exception for youth in DCYF custody, who can reside anywhere in RI). In order to be WIOA eligible, participants must have met the following criteria:

1. General WIOA eligibility:
 - a. authorized to work in the United States; and
 - b. registered for the Selective Service, if applicable
2. Out of School Youth
 - a. not attending any school (as defined under State law);
 - b. not younger than 16 or older than age 24 at time of eligibility determination; and
 - c. one or more of the following:
 - a school dropout;
 - a youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - an individual who is subject to the juvenile or adult justice system;
 - a homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is an out-of-home placement;
 - an individual who is pregnant or parenting;
 - an individual with a disability;
 - a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3 (46) and 129 (a) (1) (B).)

SECTION III: PROGRAM DESIGN

Key Principles:

Youth Development Focused Services

- Alignment of services with the principles of youth development and are delivered by workers



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 proficient in the Youth Development Worker Core Competencies as defined by the National
 Collaboration for Youth (see attachments)

- Local networks or partnerships including adult education, training, workforce development, employers, support services, higher education, and private sector partners

Data-driven planning and outcome-oriented management

- Use of targets and milestones to ensure performance and achievement of outcomes
- Weekly data entry into the online data system EmployRI, which requires extensive case management, documentation and data entry.

Research-based instructional practices

- Research-based, standards-driven practices
- Focus on creating multiple learning options (not just classroom instruction or tutoring) to maximize participation, persistence, and completions

14 WIOA Elements

WIOA requires that each participant be provided access to all of the following fourteen WIOA youth program elements as needed for enrolled youth. Every youth will not necessarily require every element in their individual plan, but every element must be accessible to each participant.

Bidders may propose to offer any or all elements.

More detailed descriptions of the 14 required elements, are located in the Response Packet under the WIOA Element Chart and on the WorkforceGPS WIOA Youth Program Element Resources page: https://ion.workforcegps.org/resources/2017/01/31/09/44/WIOA_Youth_Program_Elements.

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention	Development of educational achievement skills that leads to the completion of a high school diploma or recognized equivalent.
2. Alternative Secondary School and Dropout Recovery Services	Alternative secondary school services are services that assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school.
3. Paid and Unpaid Work Experience	Structured learning experiences in a workplace, providing opportunities for career exploration and skill development. Includes summer employment, year round employment, pre-apprenticeship, internships/Job-Shadow, and On-the-job training opportunities.
4. Occupational Skills Training	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields. Training must lead to the attainment of a recognized postsecondary credential.
5. Education Offered Concurrently with Workforce Preparation	Integrated education and training model combining workforce preparation, basic academic skills, and occupational skills.



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6. Leadership Development	Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.
7. Supportive Services	Services that enable youth to participate in program activities such as assistance with books, fees, school supplies, transportation, and legal aid services.
8. Adult Mentoring (12 months min)	A formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement. Participants receive adult mentoring for a period of not less than 12 months that connects to the youth's goals.
9. Comprehensive Guidance and Counseling	Individualized counseling including drug/alcohol and mental health counseling.
10. Financial Literacy Education	Provides youth with the knowledge and skills they need to achieve long-term financial stability. Support the ability of participants to create budgets, learn how to manage spending, credit, and debt.
11. Entrepreneurial Skills Training	Entrepreneurial skills training to provide the basics of starting and operating a small business.
12. Services that Provide Labor Market Information	Activities that offer employment and labor market information about in-demand industry sectors or occupations, including career counseling, career exploration, and career exploration services.
13. Postsecondary Preparation and Transition Activities	Activities that help youth prepare for and transition to postsecondary education and training.
14. Follow-up Services (12 months)	Follow-up services are provided for 12 months unless the participant cannot be located or contacted.

WIOA Performance Requirements

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas.

Bidders should propose service strategies designed to achieve or work toward one or all of the measures listed in the chart below.

It is important to note that once an individual is registered into WIOA, the participant will also be counted in the federal WIOA performance measures.

WIOA Performance Measure	Definition
Education and Employment Rate – Q2	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2nd quarter after exit
Education and Employment Rate – Q4	The percentage of youth who are in education/training activities or in unsubsidized employment in the 4th quarter after exit
Median earning in unsubsidized employment	The median average earnings of youth who are in unsubsidized employment during the 2 nd quarter after exit
Credential Rate	The percentage of youth who obtain a recognized credential* or secondary



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	diploma during participation or within 1 year after exit; those attaining diploma/GED must be employed or in education or training leading to a credential within 1 year of exit to count.
Measurable Skills Gain	The percentage of youth who are in an education training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains

*A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

SECTION IV: CONTRACT TERMS

The proposal budget should reflect the cost per individual per program element proposed. Total number of individuals served and contract amount will be determined through negotiation.

Bidders should understand that the award of a contract does not in any way guarantee the number or frequency of referrals for services. Bidders should be prepared to receive referrals for services at any time during the contract period.

SECTION V: RFP INFORMATION

A. Procurement Timeline

Legal Notice Publication and Advertisement	May 3, 2019
Bidder's Conference	May 8, 2019 @ 10:00 AM
Last date to email questions	May 15, 2019
Answers to questions posted on website	May 21, 2019
Proposals Due: May 28 up to 2:15 pm at the Department of the City Clerk, Room 311, City Hall, Providence, RI.	
At 2:15 all bids will be publicly opened and read at the Board of Contract Meeting at City Council Chambers, on the 3rd floor of City Hall.	
Review of Applications	May 28 – May 31, 2019
Notification of Funding Awards	June 10, 2019
Earliest Start Date for Services	June 17, 2019

Procurement process dates may be subject to change.
Check regularly for updates and/or corrections to this RFP timeline at
<http://www.providenceri.gov/oeo>.

Applicants may ask questions regarding the RFP by sending an email to Anne Walsh at awalsh@providenceri.gov.



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Questions must be submitted prior to May 15 at 12:00 P.M. Procurement policies require that there be no private conversations with bidders about the RFP. All questions submitted in writing and fielded at the pre-bid conference will be publicly posted and shared by May 21, 2019 at: <http://www.providenceri.gov/oeo>.

B. Bidder's Conference

The Bidder's Conference will be held on **Wednesday, May 8, 2019 at 10:00 AM** at the Joseph A. Doorley Jr. Municipal Building, located at 444 Westminster St. Providence, RI 02903 on the 1st Floor.

This informational and training session will be held after the release of the RFP to discuss and explain the details of the RFP, the response package, and the grants process. While attendance at the bidder's 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 require there be no private conversations with bidders about the RFP. Additional questions may be submitted after the bidders' conference; however, these questions must be submitted in writing to Anne Walsh at awalsh@providenceri.gov by May 15. All inquiries will be logged in and posted along with responses at <http://www.providenceri.gov/oeo> May 21.

C. Review and Selection Process Proposals failing to satisfy any of the following criteria will be eliminated from considerations and not read or ranked:

- Submitted in full and 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
- Prior successful experience/performance/administration of services

Proposals meeting the criteria above will be read and ranked by a team of youth workforce development specialists from the Workforce Solutions of Providence/Cranston, Youth Council and City of Providence staff in accordance with the Conflict of Interest Policy. Points will be awarded to each proposal based on the following format. A minimum threshold of 65 points will be required for funding.

Categories	Maximum Score
Successful experience/Organizational qualifications	20
Quality of planned services	60
Budget/value for services	20
Total Maximum Score	100

The WIOA Youth 14 Elements 2019 Proposal Evaluation Form will be available at the Pre-Bid Conference on May 8, 2019 and posted on <http://www.providenceri.gov/oeo> on that date.

Once proposals are reviewed and ranked, recommended programs will be submitted to the City's



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Board of Contract and Supply. Considerations for funding will include an appropriate distribution of these factors:

- Programs serving youth throughout the local workforce area
- Serve youth in each age group
- Serve youth who are English Language Learners
- Serve youth with disabilities

D. Notification of Award / Negotiations

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

Brian Hull
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.

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 Board. Programs may only begin after the execution of a signed contract.

E. 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 WSPC within five (5) working days of the award announcement addressed to individual identified in the preceding paragraph "C" for review and to determine merit. In order for an appeal to be found 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 Board. The decision made by the full Board will be final. Appeals received after the established deadline will not be accepted. 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.

SECTION VI: ADDITIONAL REQUIREMENTS

A. RFP Amendments

Contradictions, errors, misinformation, etc., discovered in the RFP may require an amendment. Any amendment to this RFP will be published on <http://www.providenceri.gov/oeo>. **Proposers are responsible for checking these pages regularly for any updates.**



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B. 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, WSPC reserves the right to identify and eliminate duplicative costs and/or other elements during contract negotiations.

C. Limitations

This RFP does not commit Workforce Solutions of Providence/Cranston to award a contract or to pay for any of the costs in the preparation of a proposal. We reserve the right to accept or reject any or all proposals received as a result of this request or to cancel this RFP in whole or in part. We reserve the right to not fund any proposal solely due to the submission of the lowest cost or receipt of the highest ranking. Additional elements to be considered will include target population, geographic location, and other factors that will provide equity of opportunity for WIOA youth and emerging adults.

All contract awards are subject to the availability of Federal funds and the execution of a contract that is acceptable to both the selected respondent and Workforce Solutions of Providence/Cranston. WSPC will negotiate program budgets with respondents that have been tentatively awarded 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 WSPC. **Services may only begin after the execution of a signed contract.**

D. Labor Laws

All services and activities delivered through this RFP 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.). WSPC reserves the right to impose further restrictions on activities that it may consider inappropriate, regardless of applicable laws. Participants that receive wages are considered employed and may require a Work Permit. Please see <http://www.dlt.ri.gov/ls/childlabor.htm> for full details.

E. 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 WSPC must be securely maintained in the individual's participant file record. The participant file record is the property of the local Workforce Board and must be surrendered at the end of the contract period.

F. Reporting

WSPC 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 kept current and submitted through the MIS system. Providers funded under this RFP will also attend a monthly meeting with WSPC staff.

In addition, all invoices accompanied by supporting documentation deemed necessary by WSPC will be required. A complete and accurate accounting of all funds and expenditures is expected.



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Payment requests will not be processed if program reports have not been submitted.

SECTION VII: ADMINISTRATIVE AND 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

If awarded a contract, the grantee must submit an audit in accordance with the following requirements applicable to the organization:

1. *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.
2. *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.
3. *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.
4. *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).

B. Cost Allocation Plan

All applicant organizations must submit with the proposal: A single complete copy of the applicant organization'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

Sub-recipients must follow federal allowable 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 that all persons handling WIOA federal funds are covered by a fidelity bond equal to the maximum WIOA cash on hand.

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



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are required to internally monitor fiscal activities to insure compliance with the WIOA legislation and applicable federal cost principles. At a minimum, internal oversight will address the following:

1. That WSPC staff has 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; and
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. At a minimum, this monitoring will include:

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

G. Nepotism

No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

H. Types of Contracts

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

Proposal Checklist

Proposals with incomplete or missing sections will not be eligible and will not be considered. Please take the time to complete this checklist to make sure that all of the necessary information is included in your proposal packet.

**PROPOSALS ARE DUE MAY 28, 2019 BEFORE 2:15 pm.
Submissions will be time and date stamped.
Proposals delivered after 2:15 pm will not be considered.**

Hand deliver one original and two copies of proposal in a sealed envelope labeled
"2019 WIOA Required Youth Program Elements" WSPC/OEO



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The bid envelope and information related to this bid must be in Addressed to:
The Board of Contract and Supply
Dept. of the City Clerk's Providence City Hall Room 311
25 Dorrance St. Providence, RI, 02903

Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "NOT A BID" written on the envelope or wrapper.

Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.

The bid package MUST include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (see page 6 of RFP document)
Bid Form 2: Certification of Bidder as 2nd page (see page 7 of RFP document)

Certificate Regarding Public Records (see page 8 of RFP document)

Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See forms and instructions enclosed (pages 9-13 of RFP document) or on:

https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/

AND

The 2019 WIOA Required Youth Program Elements Response Packet form attached to this RFP. Proposers MUST use the fillable version of the Response Packet, available at http://www.providenceri.gov/oeo/youth-RFP.

MS Word Response Packet:

- Signed Title Page
Signed Certifications Page
Proposal Cover Sheet
Executive Summary
Section A: Agency Information
Section B: Description of Service
Section C: Cost

Title Page

Complete all requested information and include all required signatures

1. Agency Organizational Structure: (Check any that apply)

Non-Profit Public Sector Educational Institution
For-Profit Private Sector Other

2. Agency Fiscal Year End Date:

3. Name and Title of Agency Administrator:

Name: Phone:
Title: FAX:
Email:

4. Proposal Contact Person:



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Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

5. Name and Title of Person authorized to sign financial invoices:

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

6. Agency Fiscal Management Contact Person: (If different from above)

Name: _____ Phone: _____
Title: _____ FAX: _____
Email: _____

7. Insurance: I understand that if chosen for funding, providers must supply the Office of Economic Opportunity with proof of insurance as part of the contracting process, prior to any programming. Provider's Insurance shall include, at minimum, an umbrella liability policy of \$1,000,000 for property damage and personal injury where the City of Providence is named as additionally insured.

8. Payment: Bidder organization agrees to have the financial resources to pay costs for the services up front and receive reimbursement after submission of invoices, reports and other required materials. The reimbursement timeline will be finalized during contact negotiation.

PROPOSAL SUBMITTAL CERTIFICATION

On behalf of the respondent organization, I approve this proposal submittal to the City of Providence Board of Contract and Supply.

Signature: _____ Date: _____
Typed Name: _____ Title: _____

Certifications Page

1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CERTIFICATION

Lower Tier Covered Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1.a. The Agency attests that neither it, its principals, nor its partners are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency from applying for or receiving federal funds.

2. NONDISCRIMINATION AND EQUAL OPPORTUNITY COMPLIANCE CERTIFICATION



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This certification is required by regulations implementing WIA Section 188, "Nondiscrimination", and as promulgated in 29 CFR Parts 31 and 32.

2.a. The Agency attests that it:

(1) Shall not exclude any individual from participation in, deny the benefits of, subject to discrimination under, or deny employment in the administration of or in connection with any of its programs/services because of race, color, religion, sex, national origin, age, disability or political affiliation or belief.

(2) Shall not employ participants on the construction, operation, or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place for religious worship.

(3) Shall not discriminate, with respect to terms and conditions affecting or rights provided to participants in activities supported by funds provided under this Act, against such individuals solely because of their status as such participants.

(4) Shall ensure that participation in programs and activities financially assisted in whole or in part under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

3. AMERICANS WITH DISABILITIES ACT COMPLIANCE CERTIFICATION

3.a. The Agency attests that it is in compliance with all applicable provisions of the Americans With Disabilities Act (ADA) and shall make any and all reasonable accommodation to provide access and equity of services to disabled persons applying to or enrolled in any program controlled by this contract.

4. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

4.a. The Agency attests that it will provide a drug free workplace in accordance with 29 CFR Part 98 by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Continued next page

(2) Establishing an ongoing drug-free awareness program to inform employees about:

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug abuse violations.

5. CONFLICT OF INTEREST CERTIFICATION

The Agency attests that it and its principals are in compliance with the provisions of the Rhode Island "Conduct of Employee and Code of Ethics Law" (R.I.G.L. 36-14) as well as all applicable federal, state, and municipal ethics guidelines.

6. LOBBYING

The Agency attests that it and its principals must comply with the restrictions on lobbying which are codified in the Department of Labor Regulations at 29CFR Part 93.



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8. BCI

I/WE certify that all staff working directly with youth in services funded under this grant will obtain a Background Check Information (BCI).

I further understand that my failure to do BCI checks will adversely affect my ability to continue to do business with the State of Rhode Island.

The Agency hereby certifies, by signature of its authorized representative affixed below, to all attestations identified above.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

DATE

TYPED NAME

TITLE



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Proposal Cover Sheet

Applicant Information

Organization: _____

Address: _____

Primary Contact: _____

Phone: _____ **Email:** _____

**This proposal addresses provision of the following 14 WIOA Required Elements
(Please check the applicable elements and fill in ages to serve)**

X	WIOA Elements	Ages to Serve
	Tutoring, Study Skills Training, Instruction, and Dropout Prevention	
	Alternative Secondary School and Dropout Recovery Services	
	Paid and Unpaid Work Experience	
	Occupational Skills Training	
	Education Offered Concurrently with Workforce Preparation	
	Leadership Development	
	Supportive Services	
	Adult Mentoring (12 months min)	
	Comprehensive Guidance and Counseling	
	Financial Literacy Education	
	Entrepreneurial Skills Training	
	Services that Provide Labor Market Information	
	Postsecondary Preparation and Transition Activities	
	Follow-up Services (12 months)	

For the period June 17, 2019 to June 30, 2020:

Planned Number of Participants (if applicable): _____ By This Date (if applicable): _____
(Example: Cohort training)

Capacity to Serve: _____
(# of Referrals Accepted)

EXECUTIVE SUMMARY (Limit one page)



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- 1) Provide a concise description of your organization, including the governance structure and mission, vision, and goals.
- 2) Briefly summarize which of the 14 WIOA elements you are proposing to serve, how you will implement them, and the target audience served.

SECTION A – AGENCY INFORMATION

1) Agency Experience

Please list a previous project in which your agency has delivered workforce or related services to the target population. We would prefer that you provide information on projects that we haven't funded.

Project:
 Funding Source:
 Brief Synopsis:

Number Planned to Serve:

Number Actually Served:

Outcomes:

Has that impacted how you will provide the proposed services?

2) Services & Evaluation

In what ways is your agency ready to expeditiously start, manage and follow through on providing these services? Please detail proposed schedule, including pre and post evaluation.

3) Staff

Please complete the following chart that describes the staffing for these services and include information regarding skills and abilities described in the Youth Worker Core Competencies in Attachment B.

Title	Staff Name	Reports to	Responsibilities	Qualifications

4) Data and Reporting (Please bullet concisely)

How will you ensure that data and reporting submitted to OEO are on time and accurate? Please detail the data management platform(s) used by your agency, processes/staff in charge of pre and post evaluation and attendance tracking, and past collaboration with OEO.

5) Financial & HR Capacity (Please bullet concisely)

How will your agency be able to pay service costs up front and receive reimbursement upon submission of invoices?

6) Cultural Competence



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How do your services include development of cultural competencies and ensure that participants: Become aware of their individual world view? Develop positive attitudes toward cultural differences? Gain knowledge of different cultural practices and world views? Develop skills for communication and interaction across culture? What is your staff capacity to deliver services in accordance with these principles?

Accessibility to People with Disabilities:

Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Service facilities are expected to be accessible to persons with disabilities. Respondents are expected to demonstrate full compliance with all applicable aspects of the Americans with Disabilities Act of 1990 (ADA), as amended and must have a recent accessibility survey completed and on file. Delegate Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining the steps that will be taken to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA.

For a full copy of the Americans with Disabilities Act, please visit:

<http://www.usdoj.gov/crt/ada/adahom1.htm>

For the ADA Title III Technical Assistance Manual please visit:

<http://www.usdoj.gov/crt/ada/taman3.html>

Where will your proposed services take place?

Is this space accessible in accordance with ADA? YES NO

If no, describe your plans for accommodations:



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Section B – WIOA element Chart

Each WIOA youth makes an Individual Plan. All 14 elements are required to be available to all WIOA participants, but every youth is not required to partake of every element. Fill in the chart with the elements you are proposing to implement.

WIOA ELEMENTS						
1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention Development of educational achievement skills that leads to the completion of a high school diploma or recognized equivalent. Tutoring, study skills training, and instruction that leads to a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Dropout prevention strategies intended to lead to a high school diploma include activities that keep a young person in-school and engaged in a formal learning and/or training setting.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
2. Alternative Secondary School and Dropout Recovery Alternative secondary school services are services that assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
3. Paid and Unpaid Work Experience Structured learning experience in a workplace and provides opportunities for career exploration and skill development. Includes summer employment, year round employment, pre-apprenticeship, internships/Job-Shadow, and On-the-job training opportunities. These opportunities must have academic and occupational education as a component of the work experience.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
4. Occupational Skills Training An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Training must lead to the attainment of a recognized postsecondary credential and meet the quality standards in WIOA sec. 123.						



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Performance Requirements	Describe Activities, Curricula, Objectives, and Credential	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
5. Education Offered Concurrently with Workforce Preparation An integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
6. Leadership Development Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
7. Supportive Services Services that enable youth to participate in program activities such as assistance with book, fees, school supplies, transportation, and legal aid services.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
8. Adult Mentoring (12 month minimum) A formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement. Participants receive adult mentoring for a period of not less than 12 months that connects to the youth's goals.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring



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9. Comprehensive Guidance & Counseling Individualized counseling including drug/alcohol and mental health counseling.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
10. Financial Literacy Education Provides youth with the knowledge and skills they need to achieve long-term financial stability						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
11. Entrepreneurial Skills Training Provides the basics of starting and operating a small business.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
12. Services that Provide Labor Market Information Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring



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13. Postsecondary Preparation and Transition Activities						
Activities that help youth prepare for and transition to postsecondary education and training.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring
14. Follow-Up Services						
Services provided following program exit to help ensure youth succeed in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary.						
Performance Requirements	Describe Activities, Curricula, Objectives	Duration	Performance Measurements	Cost per person	Cost per cohort	Leave Blank for Scoring



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Budget and Budget Narrative

Please provide a budget for the period June 17, 2019 to June 30, 2020. Provide a narrative to support the budget.

1. STAFF POSITIONS	HOURLY RATE	ANNUAL HOURS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	

2. FRINGE BENEFITS	WAGE BASE	RATE		TOTAL AMOUNT
FICA				
SUTA				
FUTA				
HEALTH				
WORKERS COMP				
RETIREMENT				
			TOTAL	

3. TRAVEL (List Position)	RATE PER MILE	# OF MILES	# OF WEEKS	TOTAL AMOUNT
			TOTAL	

4. RENT (Address & sq ft)	MONTHLY COST	# OF MONTHS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	



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5. UTILITIES	MONTHLY COST	# OF MONTHS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	

6. EQUIPMENT RENTAL	MONTHLY COST	# OF MONTHS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	

7. CONSUMABLE SUPPLIES	MONTHLY COST	# OF MONTHS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	

8. OTHER	MONTHLY COST	# OF MONTHS	PERCENTAGE TO CONTRACT	TOTAL AMOUNT
			TOTAL	

TOTAL REQUESTED: _____



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ATTACHMENT A: YOUTH DEVELOPMENT WORKER CORE COMPETENCIES (Required for provider staff)

From the National Collaboration for Youth

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.



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- 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, and 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.