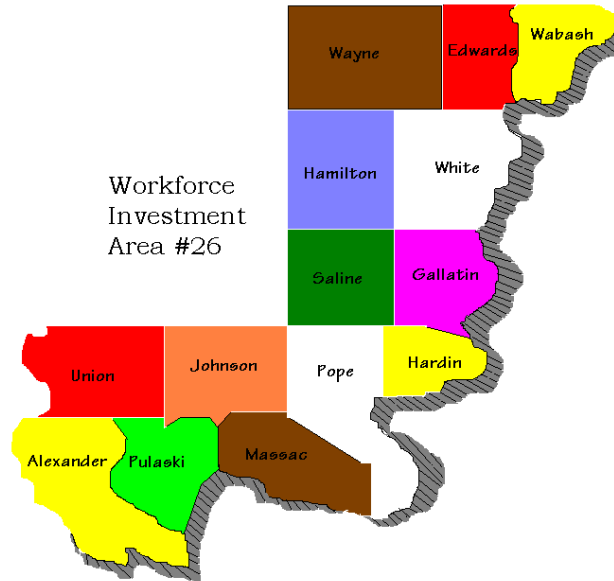


**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.**

**REQUEST FOR PROPOSAL  
FOR PROVIDERS OF YOUTH SERVICES**



**FOR THE PROGRAM YEAR 2016  
July 1, 2017 thru June 30, 2018**

**CONTRACT PERIOD  
July 1, 2017 thru June 30, 2019**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: Pamela Barbee  
Title: Executive Director  
Entity: Southern 14 Workforce Investment Board  
Address: P.O. Box 186, Carmi IL 62821  
Phone: (618) 382-5024  
Email: pbarbee@so14lwib.com

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## **ATTACHMENTS (A-E)**

## I. GENERAL INFORMATION

### A. Purpose

The purpose of this RFP is to solicit proposals from interested organizations to operate a year-round youth program under the Workforce Investment and Opportunity Act (WIOA). The youth program will provide comprehensive education and employment opportunities to eligible In-School youth age 14 through 21 and eligible Out-of-School youth age 16-24. Communities to be served will be Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne and White Counties in Southern Illinois.

### B. Price

Funding available for all services requested under this RFP are as follows, by county allocation:

Northern Seven Counties		Southern Seven Counties	
County	Youth Funding	County	Youth Funding
Edwards	16,301	Alexander	26,361
Gallatin	19,336	Hardin	12,231
Hamilton	23,588	Johnson	55,495
Saline	107,653	Massac	43,368
Wabash	34,827	Pope	18,049
Wayne	55,750	Pulaski	23,872
White	41,978	Union	53,958
Total	299,432	Total	233,334

### C. Who May Respond

Local educational agencies, units of local government, non profit agencies within the WIOA and any other entities requesting the solicitation for proposal.

### D. Bidder's Conference

A bidders conference will not be held for this RFP.

Questions may be submitted electronically to [boffice@so14lwib.com](mailto:boffice@so14lwib.com) responses will be posted on the Southern 14 web site So14lwib.com

### E. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Southern 14 Workforce Investment Board. Due to the geographical size and rural nature of our area it is anticipated that proposals will be for either the northern seven counties, Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White, and or the southern seven counties – Alexander, Hadin, Johnson, Massac, Pope, Pulaski, Union. Proposals that include service to other county combinations will be rejected.

## **F. Instructions to Prospective Contractors**

### **1. Closing Submission Date**

Proposals must be received no later than close of business August 21, 2017. It is the responsibility of the Offeror to insure that the proposal is received by the Southern 14 Workforce Investment Board by the closing submission date.

### **2. Inquiries**

Inquires concerning this RFP should be directed to Ms. Pamela Barbee at Southern 14 Workforce Investment Board 618-382-5024 or email [pbarbee@so14lwib.com](mailto:pbarbee@so14lwib.com). Responses to all inquiries will be posted on the Southern 14 web site.

### **3. Specific Instructions**

The complete application includes:

- a. Executive Summary of Proposed Work:** The Executive Summary should be no more than one single-spaced typed page. This portion of the proposal should be a brief synopsis of the proposed program, including area to be served, funds requested, proposed services, organizational structure and coordination efforts.
- b. Program Design and Technical Qualifications:** This portion of the proposal should be typed and double spaced, and must be titled and follow the format of the table of contents of this request for proposal.
- c. Program Cumulative Registrants Form:** The offeror should complete one 'Attachment A', Program Cumulative Registrant Form to specify the number of clients, by category, proposed to be served.
- d. Detailed Budget Form:** The offeror should complete one 'Attachment B', Detailed Budget Form. Offeror's proposed price should be submitted in a separate sealed envelope.
- e. Assurances:** The offeror should complete 'Attachment C', Assurances, which must be signed and dated by the individual authorized to enter into a contract on behalf of their organization.

### **4. Submission of Proposals**

Respondent must submit an original and one copy to the office of Southern 14 Workforce Investment Board. It is required that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**SEALED PROPOSAL**  
**For Youth Services**

*Failure to do so may result in premature disclosure of your proposal*

Your proposal should be addressed as follows:

Name: Ms. Pamela Barbee  
Title: Executive Director  
Entity: Southern 14 Workforce Investment Board  
Address: P.O. Box 186, Carmi IL 62821  
Phone: (618) 382-5024

**G. Right to Reject**

Southern 14 Workforce Investment Board reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

**H. Notification of Award**

It is expected that a decision selecting the successful organization will be made within 3 weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful offeror. Offerors submitting proposals in response to this Request for Proposal will be informed, upon written request, of the name of the successful organization(s).

**I. Payment**

A contract will be issued between the Southern 14 Workforce Investment Board, Inc. and the successful offeror for the amount negotiated. Payments will be made to the offeror, by check, from the Administrative offices of the Southern 14 Workforce Investment Board, Inc. Payments may be requested bi-weekly based on actual and anticipated expenses.

**J. Options**

The Southern 14 Workforce Investment Board, Inc., at its discretion reserves the option to make changes to any contract awarded based on local policies or clarification of Federal Regulations, State Legislature, or guidance provided by the State or Federal Government regarding the implementation of the Workforce Investment and Opportunity Act.

As an alternative to requesting a full response to the RFP for Youth Services Providers, the Southern 14 Workforce Investment Board, Inc. may elect to negotiate with current Youth Services Providers for contracts to provide services in the succeeding year without the submission of a full RFP. Current providers must notify the Southern 14 Workforce Investment Board, Inc., in writing, that their proposed area of service and activities have remained unchanged from the previous year. Negotiations will be based on prior year's performance, number of youth served, cost per client and amount of youth allocations received from DCEO. Current Youth Service Providers must submit a full RFP every 3 years. Respondents other than current Youth Services Providers must submit a full response to the RFP.

**II. PROGRAM DESIGN**

This Request for Proposal is for the purpose of soliciting responses from organizations interested in providing a year round program for youth in WIOA #26. The program will discuss how all youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers and further their education and training. The successful program(s) will be able to provide the right intervention service at the right time and provide information on a wide variety of career pathways.

At a minimum each program proposal must include a discussion of and provisions for each of the following:

- A. **Scope of Proposal:** Workforce Investment Area #26 consists of fourteen (14) counties which are: Alexander, Edwards, Gallatin, Hamilton, Hardin, Johnson, Massac, Pope, Pulaski, Saline, Union, Wabash, Wayne and White. Offeror should state in which counties the proposed services will be offered.
- B. **Youth Outreach and Referral Process:** Explain the steps that will be used to identify eligible youth and any referral system put into place to achieve the objectives of this program.
- C. **Assessment:** Describe the process to be used for completion of a comprehensive, objective assessment of academic levels, skills levels, aptitudes and the service needs of eligible participants. Include a list of testing materials to be used in the assessment process.
- D. **Individual Service Strategy:** Explain the process to be used in the preparation of an Individual Service Strategy for eligible youth that identifies: (a.) An employment goal (b.) Achievement objectives and (c.) Appropriate services needed for the participant to successfully complete the program. Identify who will be involved in this process.
- E. **Key Design Components:** Provide a description of the key design components of the proposed youth program including preparation for postsecondary educational opportunities, linkages between occupational and academic learning, preparation for unsubsidized employment, and effective connections to intermediary organizations with links to job market and employers.
- F. **Program Elements:** Provide a description of how each of the youth program elements required by Section 129(c)(2)A-N of the Workforce Investment and Opportunity Act Final Regulations will be provided within that framework. Including who will provide those activities and procurement processes. Include any policies that will be used for supportive services, i.e. child care, mileage, etc. Those required elements are:
  - 1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
  - 2. Alternative secondary school services, or dropout recovery services, as appropriate;
  - 3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
    - a. summer employment opportunities and other employment opportunities available throughout the school year;
    - b. pre-apprenticeship programs;
    - c. internships and job shadowing; and
    - d. on-the-job training opportunities;
  - 4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
  7. Supportive services;
  8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
  10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
  11. Financial literacy education;
  12. Entrepreneurial skills training;
  13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  14. Activities that help youth prepare for and transition to postsecondary education and training.
- G. Incentives:** Describe any incentives planned for participants to recognize achievements and goals obtained in the program.
- H. Special Program Activities:** Describe any special program activities planned for youth participants. Include any eligibility requirements of the youth for these activities and the objectives you wish to accomplish through these services. (Example, leadership development, decision making, citizenship, community service, etc.)
- I. Coordination and Linkage Plans:** Describe any coordination between agencies, organizations, etc. that will help you to successfully provide services to the youth in the area.

### III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

**A. Prior Experience**

The Offeror should describe its prior experience in operating similar programs including the names, addresses, contact persons, and telephone numbers of prior organizations with which the offeror has contracted. Offeror should state if meeting established performance standards were a part of any prior operated programs. Offeror should provide supporting data covering the most recent two years of program experience.

**B. Organization, Size, and Structure**

The Offeror should describe its organization, size and structure. Offeror should include a copy of their most recent Peer Review, if the Offeror has had a Peer Review. Assurances must be given by the offeror of adequate fiscal and program management capabilities. Attach a copy of the most recent 'Management Letter' from your Auditor.

**C. Ability to meet Program and Performance Goals**

Attachment D, WIOA Youth Performance Goals' should be used as reference material in completing the proposal. Numbers shown on this form reflect goals for Program Year 2015. Program Year 2015 will use the three 'Common Measures for Youth (Attachment E) which are: 1) Placement in Employment or Education, 2) Attainment of a Degree or Certificate, and 3) Literacy and Numeracy Gains. Providers will be held accountable for these goals. The offeror shall state their ability to meet or exceed the negotiated performance goals.

Current Providers: As proof of ability to meet performance goals, applicants may submit the Year-to-Date Manager's Report information for the current year taken from IWDS.

New Providers: Applicants who are not current youth service providers should contact Southern 14 LWIB for comparable report requirements.

**PROPOSAL EVALUATION**

**A. Non Responsive Proposals**

Proposals may be judged non responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of the RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment that the proposed program would comply with the requirements of the Workforce Investment and Opportunity Act.
5. It has been determined that the offeror has provided any false or misleading information in their proposal.

**B. Evaluation Criteria**

Evaluation of each proposal will be based on the following criteria:

Factors	<u>Point Range</u>
1. Executive Summary.....	0-10
2. Program Design .....	0-40
3. Prior Experience, Fiscal and Programmatic Controls .....	0-20
4. Ability to Meet Program and Performance Goals .....	0-15
5. Budget and Cumulative Registrant Page .....	<u>0-15</u>
<b>MAXIMUM POINTS:.....100</b>	

**C. Review Process**

The Youth Council of the Southern 14 LWIB along with staff of the Southern 14 Workforce Board will review and evaluate all proposals received based on the evaluation criteria. Southern 14 Workforce Investment Board contemplates award of the contract(s) to the responsible Offeror(s) with the highest total points.



The Southern 14 Workforce Investment Board may, at its discretion, request presentations by and/or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals, however, Southern 14 Workforce Investment Board reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.