

ARIZONA @ WORK – Southeastern Arizona  
Workforce Development Board  
WORKFORCE INNOVATION AND  
OPPORTUNITY ACT  
TITLE I YOUTH PROGRAM  
REQUEST FOR PROPOSALS  
PROGRAM YEAR 2020-2021

ISSUE DATE:

**Wednesday, July 1, 2020 @ 8:00A.M. MST**

PROPOSAL RECEIPT DEADLINE:

**Friday, July 24, 2020, @**  
**4:00 P.M. MST**

Proposal Drop off Locations:

Arizona @ Work-Sierra Vista Business & Workforce Development Center  
2600 E. Wilcox Drive  
Room H-106  
Sierra Vista, AZ 85635

Technical Assistance Session:

Tuesday, July 7, 2020  
9:00AM to 10:00AM

Arizona @ Work-Sierra Vista Business & Workforce Development Center  
2600 E. Wilcox Drive, Room H-106  
Sierra Vista, AZ 85635

\*\*Attendance is not mandatory, but is highly encouraged\*\*

Equal Opportunity Employer/Program

Auxiliary Aids & Services are Available upon request to Individuals with Disabilities.

Funded by WIOA federal dollars serving Adults, Youth & Dislocated Workers.

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# *Workforce Innovation and Opportunity Act Youth Program Request for Proposals*

## **SECTION ONE — BACKGROUND INFORMATION**

### **A. Purpose of this Request for Proposal**

The purpose of this Request for Proposal (RFP) is for the ARIZONA@WORK-Southeastern Arizona Workforce Development Board to identify qualified youth service providers under Title I of the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128 (07/22/2014)). Responses to this RFP will be used by the ARIZONA@WORK – Southeastern Arizona Workforce Development Board to contract awardee(s) to provide youth services. Contract period is approximately from August 01, 2020 to June 30, 2021 and may be extended for up to 3 years based on satisfactory performance (Note: a one-year follow-up period for enrolled youth may be required if contract is not renewed). Area of service is all areas of Cochise County.

The ARIZONA@WORK-Southeastern Arizona Workforce Development Board reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each registered potential provider.

### **B. Eligible Applicants**

Any not-for-profit, educational institution or for-profit entity properly operating in accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration.

Entities are **ineligible** if they: 1) currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency; 2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; 3) are not in compliance with the Arizona Department of Revenue or the Federal Internal Revenue Service requirements.

### **C. Documents Referenced in this RFP**

This RFP references the following documents:

- Workforce Innovation and Opportunity Act, Public Law 113-128
- <https://www.doleta.gov/usworkforce/wioa>
- ARIZONA@WORK-Southeastern Arizona Workforce Development Board 4-Year Strategic Plan located at [arizonaatwork.com/southeasternarizona](http://arizonaatwork.com/southeasternarizona)

The above-referenced documents are available for review at website/email as noted:

ARIZONA @ WORK-Sierra Vista Business & Workforce Development Center  
2600 E. Wilcox Drive, Room H-106  
Sierra Vista, AZ 85635

It is the responsibility of all applicants to be familiar with and, if awarded a contract, comply with, the Workforce Innovation and Opportunity Act (WIOA) and applicable regulations, as they currently exist or may be hereafter modified or supplemented.

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### **D. Purpose of the Workforce Innovation and Opportunity Act**

*The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing: 1. A stronger alignment of the workforce, education, and economic development systems; and 2. Improving the structure and delivery in the system to assist America's workers in achieving a family-sustaining wage while providing America's employers with the skilled workers they need to compete on a global level.*

### **E. State Priorities**

The Local Workforce Development Board shall determine the most appropriate activities to be conducted to fill the gaps in local youth services, with consideration given to activities and providers that:

- provide appropriate services based on age and individual youth needs;
- demonstrate involvement of the business/employer community;
- demonstrate prior successes in providing employment and training services to youth;
- prepare youth for and [foster] success in employment;
- improve educational achievement;
- provide high [level of] support for youth;
- demonstrate the connection between learning and work;
- provide comprehensive guidance and counseling;
- provide accommodations for special needs populations;
- minimize barriers to youth success;
- coordinate activities with local schools (secondary and post-secondary);
- develop relationships between youth and caring adults;
- involve family members;
- build youth responsibility;
- develop youth citizenship and leadership skills;
- place high expectations on youth and staff; and
- provide follow-up services.

### **F. ARIZONA@WORK – Southeastern Arizona Local Workforce Development Board's Vision**

ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board will create a comprehensive workforce investment framework anchored in the underlying principles of the Workforce Innovation and Opportunity Act of 2014 and the State's four broadly defined strategic economic and workforce development goals. The new framework will be based on the key principles of WIOA, to include: streamlined services, empowerment for individuals, universal access, increased accountability, strong local board and private sector roles, state and local flexibility, and improved services.

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This seamless system will be responsive to the needs of both employers and people seeking self-sufficiency through employment. The ultimate measure of success, using the "no wrong door" approach to the One-Stop service delivery system, will be the availability of a skilled workforce for employers in Cochise County.

### **ARIZONA@WORK-Southeastern Arizona Workforce Development Board (LWDA) Priorities:**

The Local Workforce Development Board is responsible for recommending a distribution plan for WIOA youth funds and providers of WIOA youth services, identified through a competitive process, to the SEAZWD Board.

The Local Workforce Development Board's priorities for youth services represent a considered response to the need for youth workforce development services in Cochise County within the framework of the WIOA and the SEAZWD Board's Strategic 5-Year Plan. The following priorities are intended to guide the Youth Provider's activities and to assist the LWDB in recommending the award of contracts to provide youth services.

First, The LWDB intends that WIOA services provide youth participants with appropriate tools to become economically and personally self-sufficient.

Second, The LWDB intends to direct resources to areas where existing resources are inadequate to meet the needs, and to prioritize critical services, and areas where the gaps between existing resources and service needs are greatest.

Third, The LWDB has the responsibility to ensure that service providers meet the performance standards required for youth under the law and defined by the State. The LWDA will ensure that the mix of recommended programs will achieve the highest possible performance on WIOA core indicators for youth.

Fourth, The LWDB recognizes that there is a need for workforce development services throughout Cochise County. The impact of rural and border issues strongly affect attitudes about work opportunities and employment services.

Fifth, The LWDB intends that WIOA services be linked with Cochise County's larger economic and workforce development initiatives and plans developed by local businesses, governments and educational entities, as well as directed towards the needs of individual youth participants.

Sixth, Services provided by WIOA funds will be linked with current youth programs such as the Youth Transition Program at public high schools. The LWDA does not intend to duplicate services that are already available within the community

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and intends to encourage collaboration among youth service providers. The LWDB expects that youth workforce development services funded through the Workforce Innovation and Opportunity Act will fill gaps in services. Filling service gaps may include expanding or enhancing existing workforce development services.

### **H. Cochise County Population Profile**

1. Cochise County Population – Year 2019 - 131,346

#### **2. Cochise County Population Projections by Age and Sex**

<b>Year</b>	<b>Sex</b>	<b>0-4</b>	<b>5-9</b>	<b>10-14</b>	<b>15-19</b>	<b>20-24</b>
2019	Male	4,400	4,156	4,176	4,250	3,368
2019	Female	4,093	4,009	4,012	4,038	4,803

#### **3. 2010 US CENSUS-Cochise County Populations by Demographics**

White— 78.5%	Black— 4.2%
Native American-1.2%	Asian or Pacific Islander— 2.2%
Two or more races-4.0%	Other Races-9.9%
Hispanic or Latino (of any race) - 32.4%	

Source: US. Census Bureau — 2010 Census

### **I. Workforce Innovation and Opportunity Act (WIOA) Youth Activities**

WIOA Sec. 129 authorizes workforce investment activities for eligible youth in each local Workforce Investment Area.

#### **1. YOUTH SERVICES**

The Workforce Innovation and Opportunity Act Section 129 (c) (1) specifies that funds allocated to youth service providers shall be used for the following program design:

- 1) Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
- 2) Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
- 3) Provide:
  - a) Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
  - b) Preparation of postsecondary educational and training opportunities;
  - c) Strong linkages between academic learning and occupational learning;

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- d) Preparation for unsubsidized employment opportunities; and
- e) Effective connections to intermediaries with strong links to the job market and local, regional employers.

### **2. IN SCHOOL ELIGIBILITY**

Under WIOA, youth are eligible for services if they are age 14 through 24. Youth are eligible to participate in In-School WIOA Youth Programs if they are:

- (1) between ages 14 and 21;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are attending school; and
- (5) are low-income under one (1) of the categories below:
  - a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
  - b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)
  - c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
  - d. Family income at or below the income guidelines
  - e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
  - f. Publically funded foster child
  - g. Receives or is eligible to receive free or reduced price lunch
  - h. Lives in a high poverty area
  - i. Disabled youth with own income at or below the income guidelines

They also must meet one or more of the following criteria:

- Basic skills deficient
- English language learner
- Offender
- Homeless
- Runaway
- Foster Care
- Pregnant or Parenting
- Disability
- an individual who requires additional assistance to complete an educational program or to obtain and retain employment

Note: Up to 5% of participants may be individuals who do not meet the income criteria but do meet one or more of the above-mentioned barriers.

### **3. MANDATORY PROGRAM REQUIREMENTS**

All youth programs provided with WIOA funds must provide:

- 1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.

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2. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
3. Provide:
  - a) Activities leading to attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
  - b) Preparation of postsecondary educational and training opportunities;
  - c) Strong linkages between academic learning and occupational learning;
  - d) Preparation for unsubsidized employment opportunities; and
  - e) Effective connections to intermediaries with strong links to the job market and local, regional employers.

### **4. WIOA-REQUIRED PROGRAM ELEMENTS**

The following fourteen program elements must be **available** to all participants, as deemed appropriate in the participant's Individual Service Strategy. The Southeastern Arizona Workforce Development Board does not anticipate that WIOA funds will cover all fourteen elements; however, any programs that receives WIOA youth funds must ensure that all fourteen are available. Bidders are encouraged to find creative ways to ensure that each element is provided, particularly by forming partnerships with other youth providers, educators and/or employers.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned within demand industry sectors or occupations;
6. Leadership development opportunities, which may include such activities as positive social behaviors and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;

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9. Follow-up services for at least 12 months period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors and occupations;
14. Activities that help youth prepare for and transition to post-secondary education and training.

### **J. PURPOSE OF THESE ACTIVITIES**

- provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers
- ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities
- provide opportunities for training to eligible youth
- provide continued supportive services for eligible youth
- provide incentives for recognition and achievement to eligible youth
- provide opportunities for eligible youth in activities related to leadership, development decision-making, citizenship, and community service.

### **K. OUT OF SCHOOL YOUTH ELIGIBILITY**

Youth are eligible to participate in Out-Of-School WIOA Youth Programs if they are:

- (1) between ages 16 and 24;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are not attending school; and
- (5) One or more of the following:
  - a. School Dropout
  - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
  - c. Subject to the juvenile or adult justice system
  - d. Homeless
  - e. Runaway

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- f. Foster Care
- g. Pregnant or Parenting
- h. Disability
- i. Disabled 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\*
- j. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment\*

\* Low Income is defined as one or more of the following:

- a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
- b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)
- c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
- d. Family income at or below the income guidelines
- e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
- f. Publically funded foster child
- g. Receives or is eligible to receive free or reduced price lunch
- h. Lives in a high poverty area
- j. Disabled youth with own income at or below the income guidelines

### **L. Performance Measures**

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.

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.

Core indicators of performance for youth aged 19 through 21 are:

- entry into unsubsidized employment;
  - retention in unsubsidized employment 6 months after entry into the employment;
  - earnings received in unsubsidized employment 6 months after entry into the employment; and
  - attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.
- 
- Core indicators of performance for youth aged 14 through 18 are:
  - attainment of basic skills, and as appropriate, work readiness or occupational skills;

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- attainment of secondary school diplomas and their recognized equivalents; and
- placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

### **K. How performance measures will be calculated**

The following formulas will be used to measure performance, where "registration" means entry into the program, and "exit" means leaving the program.

#### **1. Youth Placement in Employment/Education**

The percentage of youth who are in education/training activities or in unsubsidized employment in the 2<sup>nd</sup> quarter after exit.

#### **2. Youth Retention in Employment/Education**

The percentage of youth who are in education/training activities or in unsubsidized employment during the 4<sup>th</sup> quarter after exit.

#### **3. Median Earnings**

The median average earnings of youth who are in unsubsidized employment in the 2<sup>nd</sup> quarter after exit.

#### **4. Credential Attainment**

The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation or within 1 year after exit.

#### **5. Skills Gain**

The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains.

### **L. Data and Customer Tracking Systems**

The Arizona Job Connection (AJC) system is the current web-based, state-managed database system that supports workforce systems in Arizona. The successful applicant will be required to use AJC to record and track all participant activities, including services rendered and outcomes achieved.

In addition to reporting and tracking customers through AJC, selected providers must submit monthly reports that document participant enrollments and outcomes on key benchmarks.

### **M. File Records, Retention and Ownership**

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Respondents must retain program files and records, including customer files and records, in compliance with Federal and State WIOA requirements, and the Partnership's record retention policies. Respondents must maintain and secure accurate case files for every WIOA-registered participant. Case files must contain a variety of documentation including, but not limited to: program eligibility/determination of need; assessment data; Individual Service Strategy (ISS); regular updates (minimally every 30 days); progress reports, case notes, etc.

Respondents must allow local, state and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for seven years, beginning on the last day of the program year.

### **N. Oversight, Evaluation and Planning**

SEAZ LWDB and their representative will monitor and evaluate selected respondents to determine if employer and job seeker clients are receiving the most comprehensive, streamlined set of services. We must also ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation will also be conducted periodically by the U.S. Department of Labor, AZ Department of Economic Security WIOA Section and any other agency that provides funds used by SEAZ LWDB to contract for services in the area's workforce system.

### **O. Accessibility and Equal Opportunity**

All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All bidders are expected to demonstrate full compliance with the Americans with Disabilities Act Amendment Act of 2008 (ADAAA) and all other equal opportunity laws. All staff should receive accessibility training, and may involve accessibility plans. All respondents must ensure all written materials and communication include the statement: **“Reasonable accommodations and auxiliary equipment and services are available upon request.”**

## SECTION TWO PROPOSAL INSTRUCTIONS

### A. Instructions to respondents:

- (i) Complete the Cover Page form provided in this Section. The cover page does not count against the narrative page limit.
- (ii) Write a one (1) page, single spaced, executive summary. It is not part of the twenty (20) page limit.
- (iii) Sign and include the assurance page.
- (iv) Write a proposal narrative that —  
Responds to the questions in Section Four — Narrative: Scope of Work.  
Responds to the questions in Section Five — Narrative: Agency Capacity.  
The **proposal narrative may not exceed 20 pages**. Responses should be typed in 11-point font or larger, double spaced, with one-inch margins.
  - Complete two separate budget forms, each with a budget narrative: one for in-school youth and one for out-of-school youth. The budget forms and narrative do not count against the 20-page limit.
  - For out of school youth, at least seventy-five (75) percent of funds in the budget and narrative must be devoted to providing services for out of school youth.
  - Provide the required and any other supplementary items described in Section Seven in a separate appendix. The appendix does not count against the 20-page limit. However, items included in the appendix may or may not receive consideration in evaluating your proposal.
- (v) Provide a table of contents for the entire proposal. The table of contents does not count against the 20-page limit
- (vi) Submit one original and six copies of the entire proposal and appendix. Each copy should be three-hole punched on the left side and submitted in a three-ring binder or clipped together. Please do not bind your proposal copies.
- (vii) **Submit proposal no later than 4:00 P.M., MST, on Friday, July 24, 2020 to ARIZONA@WORK-Sierra Vista Business and Workforce Development Center, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635.** Be sure you ask the receptionist for a document transmittal form which will have the date and time stamped. Mailed proposals must be received by the same time and date. Late or faxed submissions, modified proposals or revisions will not be considered.

**Respondents are cautioned and advised that proposals must be complete and accurate and must respond to all areas of the Request for Proposal (RFP). Deadlines will be enforced fully, and failure to comply with any requirements of this RFP may result in the proposal's disqualification and removal from any further consideration.** Funding, if awarded, **is contingent upon the information provided in this proposal.** The Southeastern Arizona Workforce Development Board reserves the right to withdraw funding if significant changes are made to the scope of work, key staff or other elements of the proposal.

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**B. Proposal Cover Form**

<b>2020-2021 Workforce Innovation and Opportunity Act Youth Program</b>	
Legal name of the entity submitting this proposal:	
Address:	
Telephone Number.	Fax Number.
Name of contact person for this proposal	
Contact person telephone number.	Contact person fax number.
Contact person e-mail address:	
Program Title:	
Total WIOA youth funds requested:	
To the best of my knowledge and belief, all of the information in this document has been authorized by the governing body of the proposer and attached assurances if funding is awarded.	proposal is true and correct. The proposer will comply with the
Typed name of President or Chief Executive Officer.	
President or Chief Executive Officer signature	Date signed

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**C. Assurances**

I, recognize that I/WE must comply with the assurances listed below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustee, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. I/WE are not currently on any Federal, State of Arizona, or local Debarment List.
3. I/WE will provide records to show that we are fiscally solvent, if needed.
4. I/WE have, or will have all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. I/WE have additional funding sources and will not be dependent on WIOA funds alone.
6. **I/WE will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance
  - Maintaining record confidentiality, as required
  - reporting financial, participant, and performance data, as required
  - complying with Federal and State non-discrimination provisions
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
  - Meeting all applicable labor law, including child Labor Law standards.
7. **I/We will not:**
  - Place a youth in a position that will displace a current employee
  - Use WIOA money to assist, promote, or deter union organizing.
  - Use funds to employ or train of persons in sectarian activities.
  - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
  - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
  - Use WIOA funds to carry out programs funded under the School-to-Work Opportunities Act of 1994 unless the program(s) are only for youth eligible to participate under WIOA.

I hereby assure by my signature that I/WE comply with all of the above listed assurances.

Name & Signature \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Date

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**D. Proposal Checklist**

- Cover Page form**
- Assurances**
- Table of Contents**
- One Page Executive Summary**
- Proposal Narrative (20 pages or less)**
- Scope of Work**
- Agency Capacity**
- Budget**
- In-school youth budget form**
- In-school youth budget detail**
- Out-of-school youth budget form**
- Out-of-school youth budget detail**
- Appendix**
- Applicant Articles of Incorporation, if applicable**
- Most recent auditor's opinion**
- Agency Mission Statement**
- List of Board of Directors, if applicable**
- Letters of commitment, if applicable**
- Organizational Chart**
- Other supplementary information**

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### **SECTION THREE: PROPOSAL EVALUATION CRITERIA**

Each Proposal will be scored independently by each rater on the point scale indicated below. Raters will use documents listed in Section One, C., to help them apply the criteria stated below to each proposal. Committee members are encouraged to make comments when rating each proposal. Individual rating forms will be available upon request of respondents after the contracting process has been completed. These are intended to assist respondents in determining their areas of strength and weakness in responding to the RFP. Individual ranking forms identifying Southeastern Arizona Workforce Development Board Proposal Review Committee members by number, not by name, will be distributed upon request.

#### **SECTION FOUR — NARRATIVE: SCOPE OF WORK**

**A. Executive Summary 5 POINTS** Strength of overall approach

**B. Community Need/Opportunity Targeted 5 POINTS**

How does the need (problem, issue, or circumstance) fit with identified local, state and federal priorities for the WIOA youth program?

**C. Target Population 20 POINTS**

Respondents must provide specific, numerical projections in order to receive points in this category.

- Cost per participant
- How will the proposed program contribute to overall distribution of services?
- How will the proposed program contribute to overall access to services by members of underserved populations or residents of underserved areas throughout Cochise County?

**D. Program Goals/Performance 20 POINTS**

Cost relative to number of youth with positive outcomes

Extent to which projected outcomes will contribute to overall

- entry of older youth into unsubsidized employment;
- retention of older youth in unsubsidized employment 6 months after entry into the employment;
- earnings received by older youth in unsubsidized employment 6 months after entry into the employment; and
- attainment by older youth of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.
- attainment by younger youth of basic skills, and as appropriate, work

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readiness or occupational skills;

- attainment by younger youth of secondary school diplomas and their recognized equivalents; and
- placement and retention of younger youth in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships. Extent to which projected outcomes address other identified community needs.

### **E. - G. Program Activities/Methodology**

**20 POINTS**

Feasibility of the plan of action to achieve the goals stated in Section Four, D. Comprehensiveness of services offered with respect to the ten program service elements listed on page 7 of this RFP and the four overall areas of youth programming referenced on page 6 of this RFP. Extent to which the proposed services will contribute to comprehensiveness of overall system: Strength, quality and creativity of proposed services and service strategies. Cost relative to amount of services.

## **SECTION FIVE NARRATIVE: AGENCY CAPACITY**

### **A. Agency Background**

**10 POINTS**

Extent to which the agency (including subcontractors, if applicable) can demonstrate prior successes in providing services to youth, particularly services that are similar to the ones being proposed. Extent to which, based on the agency's background, the proposer is likely to achieve the goals stated in Section Four, D.

### **B. Agency Expertise**

**10 POINTS**

Quality and expertise of staff and strength of staffing plan, program management and administration (including subcontractors, if applicable).

## **SECTION SIX — BUDGET**

### **Budget**

**10 POINTS**

Feasibility of budget to cover the costs of plan of action outlined in Section Three, E., and reasonableness of costs, completeness and accuracy of cost information. Extent to which connections with other funding sources will benefit participants and increase the cost-effectiveness of WIOA funds. Amounts committed to the proposed program and documented with letters of commitment.

**Note: information on costs provided in the Budget will also be a factor in awarding points for cost-effectiveness in Section Four, C., (cost per participant), Section Four, D., (cost per positive outcome), Section Four, E., (cost per hours/number/amount of services).**

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**SECTION FOUR - NARRATIVE: SCOPE OF WORK**  
**No more than twenty (20) pages**

**A. Executive Summary (5 pts)**

Provide a one (1) page description of the proposed WIOA youth program. Someone unfamiliar with the program should be able to read this and have a good understanding of the program's overall approach. The summary is not part of the twenty page limit.

**B. Community Need/Opportunity Targeted (5 pts)**

Describe the need or opportunity that gave rise to the approach. What problem, issue, or circumstance in the community does this program seek to address? Your discussion should include any relevant physical, economic, social, financial, institutional or other evidence, including, if applicable, the number of youth turned away or on a waiting list, due to lack of space in the program. Cite the sources for any data used to support the need statement.

**C. Target Population (20 pts)** Provide the projected unduplicated total\* of youth (program participants) the proposed program will serve during the 2020-2021 program year. State the number of 14-18 year- old and 19-24-year-olds who will be served, and the number of out-of-school youth and in-school youth in each age category.

Describe target population characteristics, using **specific, quantitative** projections, including: barriers to employment, race/ethnicity, gender, special needs or disabilities, etc. Also, please answer the following questions:

- Will services be available to residents throughout Cochise County?
- Do you target specific geographic areas or communities within Cochise County:
- Describe outreach and recruitment methods.

**D. Program Goals/Performance (20 pts)**

Describe the ultimate purpose of the proposed program. What outcomes will the program accomplish in terms of participant change? Your response should provide quantitative (numeric) performance goals that address the community need you identified in section **B** as well as **each of the WIOA core indicators of performance** listed below that apply to your proposed program. Describe expected qualitative outcomes and the proposed tools for measuring them, such as customer satisfaction surveys and progress reports.

\* **An unduplicated total is** the number of individuals served by the entire program in the entire program year. For example, if a program serves ten youth in a summer work experience activity, and, of those ten, five also participate in an after-school mentoring program in the fall, the unduplicated total served is ten.

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Core indicators of performance for youth aged 19 through 24 are:

- entry into unsubsidized employment;
- retention in unsubsidized employment 6 months after entry into the employment;
- earnings received in unsubsidized employment 6 months after entry into the employment; and
- attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.

Core indicators of performance for youth aged 14 through 18 are

- attainment of basic skills, and as appropriate, work readiness or occupational skills;
- attainment of secondary school diplomas and their recognized equivalents; and
- placement and retention in post-secondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

### **E. Program Activities/Methodology (20 pts)**

Outline your plan of action to achieve the goals stated in Section Four, **D.**, above. Describe the process for assessing youth needs and skill levels and developing goals and service strategies with each participant. Clearly state which of the WIOA service elements listed below you are requesting WIOA funds for. Your proposal must offer a minimum of four of the WIOA service elements listed below, plus follow up services for 12 months after a youth exits the program and must outline a strategy for how the remaining required services will be provided for youth.

#### WIOA Youth Service Elements

##### ACADEMIC IMPROVEMENT/BASIC SKILLS:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities directly linked to academic and occupational learning.

##### WORK-RELATED SKILLS

4. Paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training. Instruction in job specific and basic skills in a specific job or industry should be related to local labor market demand. Providers should make every effort to utilize other funding sources to pay for occupational skills training, including Pell Grants and other aid available through Community and Technical Colleges, for example.

##### KEY SERVICES FOR YOUTH SUCCESS:

6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities as appropriate;
7. Support services, such as transportation, childcare, housing assistance, work

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clothes, etc.

8. Adult mentoring for at least 12 months;
9. Comprehensive guidance and counseling, including drug and alcohol counseling, as appropriate.

Provide a description of each service element in your proposed program. The description should include quantitative objectives for each proposed activity (e.g. the frequency that each activity will occur and the length and the number of participants per activity.) Plot expected service level by month as follows:

Projected Service Levels					
In-School Youth			Out-of-School		
Month	Enrollments	Exits	Month	Enrollments	Exits
July			July		
August			August		
Sept			Sept		
Oct			Oct		
Nov			Nov		
Dec			Dec		
Jan			Jan		
Feb			Feb		
Mar			Mar		
April			April		
May			May		
June			June		

Responses should describe how the proposed methodology will benefit participants in different target populations, such as in-school and out-of-school participants, 14-18 year-old and 19-24-year-old and other target groups. Discuss any unusual features, such as design or technological innovations. Describe how the program will eventually provide activities that involve past participants.

Explain how the overall program will meet the requirements of WIOA Section 129 (c) (1) C, which states that the following four overall areas of youth programming must be provided for each participant:

- preparation for postsecondary opportunities, in appropriate cases;
- strong linkages between academic and occupational learning;
- preparation for unsubsidized employment, in appropriate cases; and
- connections to intermediaries with strong links to the job market and local and regional employers.

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### **F. Evidence of Best Practice**

Applicant should provide evidence of a program's potential for success by documenting: 1) empirical/experiential knowledge; and/or 2) studies conducted by others that demonstrate the impact of similar types of programs or strategies. If applicable, describe any research that exists to support the proposed program's approach to addressing community needs/opportunities.

**G. Program Location** Provide the address and facility name(s) where services will be delivered.

**SECTION FIVE - NARRATIVE: AGENCY CAPACITY**

**A. Agency Background (10 pts)**

Describe your agency's experience providing services to youth, particularly services that are similar to the ones being proposed. Provide examples of expertise in the following areas:

- assessing individual youth needs and developing individual service plans for youth
- coordinating with local secondary and post-secondary institutions
- working with disadvantaged, special populations, and operating education, training, and/or employment programs

Cite recent, specific projects or programs, the year/s they were funded and the funding source. Provide relevant statistics for each project on numbers served, services provided and the outcomes achieved. In particular, cite past experience meeting quantitative performance benchmarks similar to those established by WIA. State results from any recent customer satisfaction evaluations from both participants and employers for similar services.

**B. Agency Expertise (10 pts)**

Explain how the proposed program will be managed. Describe staffing and staff roles. List key staff, such as director/ coordinator, youth services specialist (career advisor), teacher/trainer and accountant, and their relevant experience. Provide an organizational chart for the program in your appendix. You may also include resumes for key staff in your appendix or, if a key staff person has not yet been hired, a job description showing the expected qualifications for the position. Describe how the proposed program will recruit and use volunteers.

Describe the agency's financial accounting system and include a copy of your agency's most recent audit in the appendix. What are the organization's capacity to perform necessary program, fiscal and MIS functions as well as cover costs of rent, phone, utilities, and other administrative costs?

**C. Subcontracts, Collaboration and Leveraged Resources**

Contractors may subcontract services. Please list proposed subcontractors and the services they will provide under the proposed WIA program. Include a letter of commitment from each proposed subcontractor, describing the services to be provided, the price and the sub-contractor's relevant expertise, in your appendix.

Discuss connections with other funding sources that will benefit participants and increase the cost-effectiveness of WIA funds. Specify dollar amounts committed to the Proposed program and include letters of commitment in the appendix to the proposal.

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Collaboration includes such things as client referrals, sharing of information, coordination of activities, curricula, schedules, or use of resources, joint planning, shared costs or resources, and shared responsibility for service delivery. Please list the entities that will collaborate with you, briefly describe the nature of the collaboration and state how it will benefit participants. In particular, describe how your program will coordinate with local schools to serve youth. Include memoranda of understanding or letters of commitment in the appendix to the proposal.

### **SECTION SIX: BUDGET**

#### **A. Instructions (10 pts)**

- (i) Use the forms on the next two pages to show funds requested by cost categories and by month.
- (ii) Use separate forms to request funds to serve in-school youth and out-of-school youth.
- (iii) Shared costs between in-school and out-of-school youth activities, or between the proposed program and other funding sources, must be allocated in accordance with OMB Circular A-87 for State/Local Governments and Indian Tribes, OMB Circular A-21, for Institutions of Higher Education, or OMB Circular A-122, for Non-Profit Organizations.
- (iv) Attach a detailed budget narrative to each budget form showing a cost analysis of each line item. State sources for committed matching funds. Include your rationale for allocating any shared costs, per cost principals cited above.
- (v) Enter the total amount requested — in-school plus out-of-school — on your application cover form provided in Section Two.
- (vi) Complete the Expenditure Plan showing projected In-School and Out-of-School expenditures by month.

#### **B. Budget Categories**

- (i) Personnel: Show salaries to be paid for project personnel for whom you are required to provide W2 forms.
- (ii) Fringe Benefits: Indicate the rate and amount of fringe benefits.
- (iii) Travel: Indicate the amount requested for staff travel.  
ARIZONA@WORK – Cochise County Business and Workforce Development Center will not reimburse mileage costs in excess our approved rate (currently at \$.575).
- (iv) Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per-unit cost of \$1,000 or more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

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- (v) **Supplies:** Include the cost of consumable supplies and materials to be used during the program period.
- (vi) **Contractual and/or Tuition:** Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); (2) subcontracts; and (3) tuition payments.
- (vii) **Youth Wages, Stipends, and/or Incentives:** Indicate the amount requested for wages, stipends and/or incentives to be paid to youth enrolled in the proposed program.
- (viii) **Other:** Indicate all direct costs not clearly covered by lines (i) through (vii) above, including consultants.
- (ix) **Total:** Add lines (i) through (viii).

**C. In-School Youth Budget**

<b>COST CATEGORY</b>	<b>TOTAL COST</b>	<b>COST TO WIOA YOUTH PROGRAM</b>
Staff Salaries		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual and/or Tuition		
Youth Wages, Stipends, and/or Incentives		
Other (specify)		
<b>TOTAL IN-SCHOOL</b>		

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**Monthly Expenditure Plan for In-School Youth**

	<b>Youth</b>								
	<b>Salary</b>	<b>Fringe</b>	<b>Travel</b>	<b>Equipment</b>	<b>Supplies</b>	<b>Contract</b>	<b>Pay</b>	<b>Other</b>	<b>Total</b>
<b>July</b>									
<b>August</b>									
<b>Sept</b>									
<b>Oct</b>									
<b>Nov</b>									
<b>Dec</b>									
<b>Jan</b>									
<b>Feb</b>									
<b>Mar</b>									
<b>Apr</b>									
<b>May</b>									
<b>June</b>									
<b>Total</b>									

\*Must include a minimum of 25% of total budget requested devoted to in-school youth.

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\*Must include a minimum of 75% of total budget requested devoted to out-of-school youth.

**D. Out-of-School Youth Budget**

<b>COST CATEGORY</b>	<b>TOTAL COST</b>	<b>COST TO WIOA Youth</b>
Staff Salaries		
Fringe Benefits		
Travel		
Equipment		
Supplies		
'Contractual and/or Tuition		
Youth Wages, Stipends, and/or Incentives		
_Other (specify)		
<b>TOTAL OUT-OF-SCHOOL</b>		

**Monthly Expenditure Plan for Out-of-School Youth**

	Wage & Salary	Fringe	Travel	Equipment	Supplies	Contracted	Youth Pay	Other	Total
July									
August									
Sept									
Oct									
Nov									
Dec									
Jan									
Feb									
March									
April									
May									
June									
Total									

**SECTION SEVEN: SUPPLEMENTARY INFORMATION AND CERTIFICATIONS**

**A. Required at Time of Proposal**

- Applicant Articles of Incorporation, if applicable
- Most recent audit opinion
- Agency Mission Statement
- List of Board of Directors, if applicable
- Organizational Chart for the proposed program
- Letters of commitment, if applicable

**B. Selected applicants may be required to submit the following certifications**

- Certificate of Insurance
- Documentation that fingerprinting and background check have been, or will be performed for staff working with youth age 18 or less
- Most recent audit

**SECTION EIGHT: PROPOSAL PROCESS, APPEALS  
AND CONTRACT AWARD**

**A. Proposal Review Process and Contract Award Schedule**

**The Southeastern Arizona Workforce Development Board reserves the right to adjust review dates. Registered respondents will be notified of exact date and time of meetings in writing or via email.**

**Wednesday, July 1, 2020-**

**RFP PROCESS OPENS:** Respondents may pick up RFP packages beginning at 8:00 A.M. MST at ARIZONA@WORK-Sierra Vista Business and Workforce Development Center, 2600 E. Wilcox Drive, Room H-106 Sierra Vista, AZ 85635. Respondents may request RFP packages beginning at 8:00A.M. MST via email to [vickie.simmons@cpic-cas.org](mailto:vickie.simmons@cpic-cas.org).

**Tuesday, July 7, 2020-**

**Technical Assistance Session** is scheduled for 9:00AM to 10:00AM MST, ARIZONA@WORK-Sierra Vista Business and Workforce Development Center, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635. It is recommended that respondents be present at this session in order to have any general questions answered, and receive any updated information. Thereafter, questions must be put in writing and mailed, faxed or emailed to Vickie Simmons at 520-458-9309, faxed 520-458-9308 or emailed to [vickie.simmons@cpic-cas.org](mailto:vickie.simmons@cpic-cas.org). If faxed, please call 520-458-9309 to confirm the inquiry was received. Please include a contact name and fax number and phone number with your questions. Any changes to the RFP, as well as all questions and answers will be emailed or faxed to those who register for the RFP.

**Monday, July 13, 2020 —**

**Last Day for Respondents to Submit Questions on the RFP.**

**Friday, July 24, 2020--**

**Process Closes:** Respondents must submit proposals by 4:00PM MST at Arizona

**No late, faxed or emailed submissions, modified proposals or revisions will be accepted.**

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Monday, July 27, 2020 —

**Southeastern AZ Workforce Development Board Executive Committee announces Service Provider**

Monday, August 3, 2020—

**Appeals Process Begins**

Friday, August 7, 2020—

Appeals are due: No later than 4:00P.M. MST at ARIZONA@WORK- Cochise Business and Workforce Development Center, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635

**Friday, August 14, 2020 —**

**SEAZWDB Executive Committee Approval of Recommended Providers**

**Final Contract Negotiations**

**August 17 to 21, 2020**

**Friday, August 28, 2020 – Contracts approved by SEAZWD**

**Tuesday, September 1, 2020**

**Program start date**

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### **B. Contract Award Process**

Funding recommendations shall be made by the Southeastern Arizona Workforce Development Board Executive Committee and shall be based primarily on the total score from individual ranking sheets. The Southeastern Arizona Workforce Development Board may make exceptions to the numerical ranking order based on a written justification for such deviations.

Funding levels and contracts for proposals recommended by the SEAZWDB may be revised to reflect current needs, resources and other applicable considerations. The SEAZWDB may require the respondents selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from negotiations. Negotiation period is anticipated to be from August 17-21, 2020. The SEAZWDB shall hold all proposals submitted in confidence pending completion of awards and negotiations. Following award, contracts and proposals shall be available to the public.

SEAZWDB shall subcontract via a cost reimbursement contract. Subcontractor agreements rely on payment to the contractor based on actual expenditures. Advances may be allowed to assure a cash flow until contractor earns reimbursement. Advances are subject to strict Federal Department of Treasury regulations (31 CFR Part 205) regarding cash control and shall be allowed to cover only short time periods. Advances are considered a debt to the County and if not earned shall be required to be paid back.

Funding of any and all proposals is subject to fund availability and level of funding by the US Department of Labor. This RFP does not commit Southeastern AZ Workforce Development Board a contract, to pay any costs for preparation of proposals, or to procure or contract for services.

**The Southeastern Arizona Workforce Development Board reserves the right to:**

- (I) Based upon performance review, renew yearly contract(s) for up to four (4) years, commencing August 01, 2020 to June 30, 2021 without issuing an RFP for the continuing years.
- (ii) Award local monies from the SEAZWDB and the State of Arizona to subcontractors receiving funding under this RFP.
- (iii) Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if is in the best interest of the County to do so.
- (iv) Make no fund award in any advertised proposal category.
- (v) Negotiate necessary adjustments in proposed funding levels and program

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activities.

- (vi) Fund agencies outside the order of rating recommendations.
- (vii) Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
- (viii) Direct subcontractors to implement changes in accordance with State directives made to comply with the Workforce Innovation and Opportunity Act and applicable regulations.

### **C. Funding Allocation**

Southeastern Arizona Workforce Development Board is advertising for services to 75 youth between 14 and 24 years of age with \$350,000 as our planning figure. At least 75% of funding must be spent on out of school youth.

### **D. Appeals**

Any person wishing to appeal any decision made must follow the appeal process as established by the Southeastern AZ Workforce Development Board. Appeals may be made only for an alleged violation of the proposal review process, which resulted in discrimination or unfair consideration. Appeals must be submitted in writing. When an appeal is made, the Appeals Committee can make the following recommendations:

- (i) There was compliance with applicable procedural requirements.
- (ii) Any deviation from applicable requirements was not substantive and did not significantly affect the results. A recommendation of changes to be adopted for future RFP review process is in order.
- (iii) There was a deviation from applicable procedural requirements, which may have materially affected the outcome. The committee may recommend re-review or other appropriate remedy.

### **E. Procurement Process**

Contracts for funding awarded under this RFP shall be executed between the proposal's lead applicant and SEAZWDB. The Southeastern AZ Workforce Development Board procurement process complies with all applicable State and Federal requirements. Applicants must comply with the standard provisions in the attachment labeled **if awarded a contract for funding under this RFP.**

