

LANE WORKFORCE PARTNERSHIP

REQUEST FOR PROPOSAL

FOR

SPECIAL PROJECT SERVING OLDER, OUT-OF-SCHOOL YOUTH

Proposals are due 12:00 noon, August 23, 2010

Submit complete proposals to:

THE LANE WORKFORCE PARTNERSHIP
300 Country Club Road
Eugene, OR 97401

Attention: Paula M. Medaglia
(541) 682-7225

paulam@laneworkforce.org

Legal Notice

**REQUEST FOR PROPOSAL
SPECIAL PROJECT FOR OLDER, OUT-OF-SCHOOL YOUTH**

The Lane Workforce Partnership, funding agency for the Workforce Investment Act (WIA) in Lane County, is looking for proposers to operate a special project for older, out-of-school youth between the ages of 18 and 21. WIA is federal legislation that is funded through the U.S. Department of Labor. Out-of-school youth are either youth who have dropped out of high school or graduated and in need of additional training. Most of the participating youth must meet federal low-income guidelines and have at least one barrier to successful employment as specified in the Request for Proposal (RFP). The purpose of this project is to re-engage youth in services leading to a credential qualifying them for employment in a targeted high-growth industry. The high-growth industries are specific to Lane County and will be identified in the RFP. Successful proposers will operate a program providing WIA-mandated services emphasizing high school completion for dropouts, literacy improvement, occupational training related to career pathways, work readiness, financial literacy and strong linkages with employers from specific industry clusters, postsecondary training programs and labor organizations. Additionally, programs must have strategies in place linking youth with WorkSource Lane, Lane County's one-stop system.

The amount of funding for this RFP is \$90,000, which will include proposers' administrative costs, and may result in more than one proposal being funded. Timelines for this project are October 1, 2010 through June 30, 2011. Contract renewal beyond June 30, 2011, will be based upon the success of the project and available funding. Contract awards under this RFP are contingent upon the program design mandated by WIA, the design of the successful proposals and funding availability. Proposers' fiscal and administrative systems must be in place to operate a federally regulated program. Contract award is subject to the approval of proposers' fiscal systems by the Lane Workforce Partnership prior to the program start date. This RFP could be amended to specify a change in program requirements or funding, depending upon legislative developments.

The RFP document may be viewed on the Lane Workforce Partnership's website at www.invitationtobid.org on or after July 9, 2010. Those interested in obtaining an RFP packet may email Paula Medaglia at the address below or pick one up on or after July 9, 2010 from the Lane Workforce Partnership Administrative Office, 300 Country Club Road, Suite 120, Eugene, Oregon 97401. A proposers' conference will be held on Monday, July 12, 2010, at the Lane Workforce Partnership from 9 to 12 noon. Completed proposals are due by 12:00 P.M. on Monday, August 23, 2010, and are to be addressed to Paula Medaglia, Lane Workforce Partnership, 300 Country Club Road, Suite 120, Eugene, Oregon 97401. Proposals will not be accepted after 12:00 P.M. on August 23, 2010. Proposals will be opened for review at the Workforce Partnership office on August 23 at 2 P.M. Proposers who have submitted complete proposals will be scheduled to do a presentation for the Proposal Review Committee on or about August 31. For more information, contact Paula Medaglia at (541) 682-7225, paulam@laneworkforce.org.

The Lane Workforce Partnership may reject proposals for not complying with all prescribed public bidding procedures and requirements and may also reject for good cause any and all proposals upon a finding that it is in the public interest to do so. The Lane Workforce Partnership is an affirmative action/equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Published in the *Register-Guard* on Sunday, July 4, 2010.

LANE WORKFORCE PARTNERSHIP
REQUEST FOR PROPOSAL
FOR
SPECIAL PROJECT SERVING OLDER, OUT-OF-SCHOOL YOUTH

INDEX	PAGE NUMBER
Part I: General Information	4
Part II: Program Information	8
Part III: Calendar of Events	16
Part IV: General Instructions for Submission of Proposal	17
Part V: Executive Summary	19
Part VI: Management Qualifications Section	20
Part VII: Special Project Questions	22
Part VIII: Project Budget	27
Leveraged Resources Budget	28
Part IX: Criteria for Review	30
Part X: Proposal Review Committee	35
Part XI: Right of Appeal	36
Part XII: Regulatory Agreements	37
Attachment A: Personnel Justification Form	

LANE WORKFORCE PARTNERSHIP REQUEST FOR PROPOSAL (RFP)

PART 1: GENERAL INFORMATION

A. Introduction

The Lane Workforce Partnership, local workforce investment board for Lane County, is soliciting proposals from agencies, educational institutions and other entities interested in operating a special project for older, out-of-school youth between the ages of 18 and 21. The program is funded through Title 1 of the Workforce Investment Act (WIA) and will focus on comprehensive services emphasizing high school completion for dropouts, literacy improvement, occupational training related to career pathways, work readiness, financial literacy and strong linkages with employers from specific industry clusters, postsecondary training programs and labor organizations. Services are or will be coordinated with other youth programs in Lane County.

Anticipated timelines for this project are October 1, 2010 through June 30, 2011. Continuation of funding will depend upon available funding and the overall success of the project.

A.1. Population Description

The youth served in this special project will be older, out-of-school youth with at least one barrier to employment as specified on pages 13 and 14 of this RFP. Out-of-school youth are individuals between the ages of 18 and 21 who have dropped out of high school or who have a GED or high school diploma, but are unemployed, underemployed or in need of basic skills improvement.

At least 95% of all registered participants must meet federal income eligibility guidelines under the Workforce investment Act. Up to 5% of newly registered youth may be over-income, but must still have one of the identified barriers to employment to qualify for services. Registration of over-income youth requires approval from Lane Workforce Partnership staff prior to being determined eligible.

A.2. Basic Information

- **Services are to be designed with the future workforce in mind.**

The Workforce Investment Act (WIA) requires a new perspective and accountability for federally funded youth programs: youth are considered the future workforce and will need higher academic skills to be successful in their careers. Program services should be designed to prepare them to be future employees, lifelong learners and contributing members of the community. To accomplish this, WIA requires that programs assess youth, address their needs identified through the assessment process, develop a plan for services updated at least annually, provide the youth with any of the ten mandated service elements identified on page 9 of this RFP, and assist the youth in entering postsecondary training or employment.

The Lane Workforce Partnership also requires its contracted youth programs to follow board policies for youth services. The policies stress literacy improvement for all youth with this need, the development of higher math skills, workplace readiness skill development linkages with businesses, connecting youth with career pathways and the development of career-related credentials for future long-term employment. Additionally, programs are to incorporate the specified program design components listed in Part II, Section A. 2.

- **Collaboration is a critical program element.**

A major requirement for WIA youth programs is the development of collaborative relationships with other program providers, educational institutions and service agencies. The Lane Workforce Partnership is also placing a continued emphasis on youth providers collaborating with businesses to develop strong connections between youth and labor as well as youth and employers. An important program component in this area is

connecting youth with specific industry clusters identified by the Lane Workforce Partnership as having long-term career potential. Additional information on industry clusters is presented in Part II, Section A. 2.

- **Program focus is on education completion and preparation for post-secondary training.**

Regardless of age, all youth registered in a Lane Workforce Partnership program will receive the support needed to complete high school or obtain a GED, identify a career goal and prepare for postsecondary training opportunities and/or employment. The project emphasizes connecting youth with career pathways and assisting youth to obtain a credential qualifying them for employment in the targeted industry clusters.

- **Connection to WorkSource Lane (WSL).**

This project will also provide a connection between registered youth and WorkSource Lane (WSL), Lane County's one-stop system.

- **Estimated funding.**

The amount of available funding for this project is \$90,000 for both program and administrative costs. Because all youth under this project will fall under the out-of-school definition, all of the available funds will be out-of-school. No funds will be allocated for inschool youth.

A.3. Contract award information.

The contract award under this RFP is contingent upon the availability of federal funds and program design mandated by the Workforce Investment Act (WIA). This RFP could be amended to specify a change in program requirements and a higher or lower amount of funding, depending upon legislative developments and available funds. The number of youth served will also change accordingly if the amount of available funding increases or decreases.

Proposers' fiscal and administrative systems must be in place to operate a federally regulated program. The Lane Workforce Partnership expects to fund one proposal under this RFP, with the final contract award subject to the approval of the successful proposer's fiscal and administrative systems by the Lane Workforce Partnership prior to the program start date. The contract period is October 1, 2010 through June 30, 2011. Renewal of this contract for a subsequent year is dependent upon the overall success of the project, available funding and/or any legislative developments that will impact program design and funding availability. If funding for this RFP is not forthcoming, or final Partnership board approval is not received, the selected proposal will not be placed under contract.

Please submit your proposals by 12:00 noon on August 23, 2010, in a sealed envelope addressed to: Paula Medaglia, Lane Workforce Partnership, 300 Country Club Road, Suite 120, Eugene, Oregon 97401. The envelope is to be marked: "Attention: Special Youth Project." The submitted proposal must include one original and five program summaries following the outline prescribed in this RFP. Proposals not following the outline described in this RFP will not be considered for review.

A proposal review committee made up of members of the Lane Workforce Partnership board of directors will evaluate all proposals submitted in response to this RFP. The committee will utilize the criteria outlined in Part VIII of this RFP to review and score complete proposals. Proposals that are missing required information or are not received by the stipulated time and date will not be considered. If the Proposal Review Committee does not select any of the submitted proposals, new proposals may be requested.

The Lane Workforce Partnership will not reimburse any proposers for costs incurred in the development of their proposals and reserves the right to negotiate with successful proposers on any part of their proposals.

A.4. Contract Requirements.

The Lane Workforce Partnership is the local workforce board and Lane County grant recipient for these available Workforce Investment Act (WIA) funds. Agencies receiving these funds will be subcontractors of the Lane Workforce Partnership. They will operate their projects independently and not as agents of Lane Workforce Partnership, the City of Eugene, the City of Springfield or Lane County.

Subcontractors must comply with all applicable federal, state and local statutes and rules governing the operations of the projects, and with all other terms in the contract.

All contract requirements concerning proof of insurance must be met, including comprehensive liability, fidelity bonding and workers' compensation coverage. Automobile insurance is required under the contract. Professional liability insurance is required if services are provided by licensed staff. Insurance certificates must be kept current to demonstrate that the specific insurance is in place for the entire contract period.

As evidence of the required insurance coverage, the Subcontractor will, at the time of contract signing, furnish appropriate certificates of insurance to:

Attn: Contracts Processor
Lane Workforce Partnership
300 Country Club Road, Suite 120
Eugene, OR 97401

Liability insurance certificates will specify parties who are Additional Insureds as shown below, must be current for the entire contract period and include a notice provision regarding cancellation. Insurance coverage required under this contract will be obtained from companies authorized to do business in the state of Oregon. If subcontractors are self-insured under the laws of the state of Oregon, the subcontractors will provide appropriate declarations of coverage.

The liability insurance required for the performance of this contract will be endorsed to name Lane Workforce Partnership, Lane County, the City of Eugene and the City of Springfield, their local elected officials, officers, agents and employees as Additional Insureds with respect to all activities performed under this contract. In addition, liability insurance certificates for programs providing services to youth under the age of 18 must include a statement that incidences of sexual molestation and abuse are either included in the proposer's coverage policy or are at least not excluded from coverage.

A.5. Evaluation of Proposals and Selection of Subcontractors.

Proposals must include all required documentation to be considered. Any proposals not including any of the required documentation will be considered incomplete and subsequently rejected. The Proposal Review Committee appointed by the Lane Workforce Partnership board of directors will evaluate all submitted proposals using the evaluation criteria in Part VIII of this RFP. The Proposal Review Committee will consist of members of the Lane Workforce Partnership's Youth Council and/or board of directors, and one non-voting member from the Workforce Partnership staff. The non-voting staff member will provide technical assistance to the committee.

Proposers will demonstrate that they can operate a quality, cost-effective program according to federal regulations. They must also show that they have fiscal and administrative systems in place to provide any payroll services for all youth receiving wages from funds under this RFP, appropriately manage contracted funds as specified by the Lane Workforce Partnership, and track participants' progress via the Lane Workforce Partnership's data management systems.

The Lane Workforce Partnership retains the right to reject all proposals and to request additional information from any proposer during or following the evaluation process. The Proposal Review Committee and Lane

Workforce Partnership also reserve the right to negotiate for changes to be made to any proposals selected for recommended contract award, including changes that would strengthen the management structure.

A. 6. Maintenance of Effort

According to federal regulations, participants in this project cannot displace currently employed workers in any manner, nor can they be hired in, or remain working in positions which are similar to positions vacant of employer staff due to layoffs or hiring freezes. The successful proposer must also assure that their contracts with the Lane Workforce Partnership will not impair existing contracts for services or violate existing collective bargaining agreements.

PART II: PROGRAM INFORMATION

A. PROGRAM OVERVIEW

The main objectives of the Lane Workforce Partnership's youth programs are to provide youth with appropriate educational instruction that directly relates to meaningful work activities, introduces them to career pathways and incorporates strong linkages with business. The Workforce Investment Act (WIA) clearly states that the project funded under this RFP must provide services in order to:

- Prepare youth for postsecondary educational/training opportunities and/or unsubsidized employment.
- Incorporate relevant linkages between academic and occupational learning.
- Build effective and strong connections between youth and employers.

In response to direction set by the Lane Workforce Partnership Board of Directors and the Youth Council, the board's Subcommittee that sets policies and provides oversight of youth programs, the following objectives, program design components and specified performance outcomes are to be incorporated into this special project:

A.1. PROGRAM OBJECTIVES

The objectives of the Lane Workforce Partnership's youth programs are based on the intent of WIA services for youth:

- Provide youth with an array of comprehensive and effective services, including positive community involvement opportunities.
- Establish education completion, work readiness development and literacy improvement based on employer standards as priority for all youth participants.
- Provide youth with skills in financial literacy.
- Develop strong connections linking youth and business.
- Connect youth with occupational training through internships, customized training at employer worksites and career pathways.
- Provide guidance and counseling, support services, incentives for achievements, adult mentors and follow-up for youths' long-term success.
- Be respectful of youths' varied learning styles when designing effective program strategies.
- Target services to youth from diverse populations and youth residing in rural Lane County.
- Wherever possible, integrate WIA youth programs with other youth services as part of a community-wide continuum of services.
- Develop connections between youth and WorkSource Lane (WSL), Lane County's One-Stop System.
- Link youth programs with the Lane Workforce Partnership's Two Year Plan through these priorities:

- ✓ Give youth comprehensive experiences preparing them to enter the workforce as lifelong learners.
- ✓ Provide them with opportunities to learn and demonstrate job readiness skills (team work, good work behaviors, communication skills, personal and workplace solving skills, basic and technological skills).
- ✓ Make certain they have access to employment opportunities, understand the process for applying for jobs and be able to demonstrate appropriate job search skills.

A. 2. REQUIRED PROGRAM DESIGN COMPONENTS

▪ Provision of ten mandated services.

The Workforce Investment Act specifies that all youth will be provided services from a menu of ten mandated elements that are clearly identified in the legislation. The Lane Workforce Partnership's Youth Subcontractors are required to provide services designed to match the needs of the individual youth. The ten mandated services are:

1. Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings.
3. Summer employment opportunities.
4. Paid and unpaid work experiences, including internships and job shadowing.
5. Occupational skill training.
6. Leadership development opportunities.
7. Supportive services.
8. Adult mentoring for at least 12 months that may occur both during and after program participation.
9. Follow-up services for at least a year after youth have left their programs.
10. Comprehensive guidance and counseling, including substance abuse and employment counseling.

▪ Comprehensive assessment for all youth

Under the Workforce Investment Act (WIA), assessment is an ongoing process that evaluates the progress of the youth in his/her program. Various assessment instruments and strategies must be utilized to identify the youths' need for specific services from the list shown above. If needs are identified, they are addressed through the youth's written service plan. The areas requiring assessment and services are: basic academics, including computer literacy, occupational skills, employability, career interests and aptitudes (especially for non-traditional employment), supportive service needs and general life skills/developmental needs. Information from previously implemented assessments, if appropriate and relevant, may also be used for the youth's plan.

The Lane Workforce Partnership will identify/select the assessment instruments subcontractors will use in their comprehensive assessment activities.

▪ Development of written plans based on assessment results

Every youth is to have a written plan that is based on the results of the assessment process and designed around the goals of the individual. Plans are working documents that must:

- ✓ Specify the youths' goals for future careers and postsecondary training.
- ✓ Identify the services needed for them to meet their goals.
- ✓ Build in opportunities that lead to the youths' overall positive development.

Youth Subcontractors are required to monitor and modify the youth's plan at least annually to match his/her developing needs. Plans from other programs the youth are or were involved with may also be used to supplement the WIA plan, if appropriate and relevant.

- **Duration of Services**

The anticipated timelines for services are October 1, 2010 through June 30, 2011.

- **Collaboration with Business, Labor and Other Systems**

Collaboration with business, labor, education programs, other service agencies and local youth providers is another critical component for enhancing WIA youth programs.

- **Enhanced Services**

Services will be targeted for older youth between the ages of 18 and 21 who are out-of-school. Out-of-school is defined as youth who have dropped out of high school or have a GED/diploma, but are unemployed, underemployed or in need of basic skills improvement. Services will emphasize:

- ✓ Improvement in basic academic skills (reading comprehension, writing, mathematics and computer literacy). Older youth who are dropouts will be registered in a high school completion option as part of their plan for improvement in this area.
- ✓ Career research in industry clusters identified by the Lane Workforce Partnership (health occupations, manufacturing, software design, construction trades and green jobs).
- ✓ Preparation for postsecondary training through an accredited community college/university program or other recognized occupational training program. It is anticipated the training will result in a credential qualifying the youth for entry-level employment in one of the Lane Workforce Partnership's targeted industry clusters.

- **Computerized Case Management System**

The Lane Workforce Partnership will require all subcontractors to utilize whatever online case management system is purchased for youth programs. If awarded a contract under this RFP, the successful proposer will be required to have the most updated browser for accessing the Internet on their computers. Any costs associated with updating staff computers to access the case management system can be charged to the WIA budget.

- **Workplace Readiness Training Component**

This project will utilize a work readiness tool, Win-At-Work, purchased by the Lane Workforce Partnership to determine the youths' work readiness skills. The system is on-line and will be available to all WIA-registered youth in autumn 2010. Services addressing work readiness improvement will be based on the Win-At-Work assessment results and designed to assist youth in attaining the National Career Readiness Certificate (CRC) available through WorkSource Lane (WSL). The CRC is a statewide initiative of the Oregon Workforce Investment Board (OWIB).

- **Support services**

Support services are an integral component to all youth programs and are defined as items that assist the youth in completion of his/her program goals. They include transportation assistance, work and interview clothing and fees for replacement of identification documents, GED test fees, child care, etc.

Youth Subcontractors are to follow the Lane Workforce Partnership's Support Services Policy for Youth and will provide support services on an individualized basis. WIA also specifies that these funds, while appropriate to use for these items, be used only in the absence of or in combination with other resources.

- **Connection with WorkSource Lane (WSL)**

The Lane Workforce Partnership's youth programs are considered to be precursors to WorkSource Lane (WSL) services. WSL is the one-stop system for Lane County and provides workshops and other services to individuals in need of employment, retraining and career information. Proposers should include a program component that provides a direct connection between youth and WSL.

- **Collaboration with Other Local Systems**

This would include education, labor, social services and other programs for enhanced program services and cost-sharing. Youth Subcontractors must connect youth with other local systems so that they can receive necessary services the Subcontractors are not able to provide.

- **Connecting Youth with Business.**

Connecting youth with business has been interpreted as any activity the youth is engaged in, usually on the employer's worksite. This can be industry tours, paid or unpaid work experience, internships and other activities that expose youth to employer standards. The Lane Workforce Partnership is supportive of all activities introducing youth to industry, but requires contractors provide paid internships as a priority.

- **Leveraging of Non-WIA Resources.**

With funding being reduced in education and social services, sharing costs with other programs results in greater efficiency of costs and enhances services provided to youth.

A. 3. SPECIAL PROJECT COMPONENTS

- **Closer Linkages with Industry Clusters**

The Lane Workforce Partnership's Two Year Plan specifies the provision of workforce development strategies that will connect individuals to identified industry clusters with potential for growth. The industry clusters are:

1. Health Occupations
2. Software Development
3. Manufacturing (includes any area that manufactures products for consumers)
4. Construction Trades
5. Green Jobs

The fifth area, Green Jobs, is a quickly evolving industry that the Oregon Employment Department (OED) has defined as:

- ✓ Increasing energy efficiency
- ✓ Producing renewable energy
- ✓ Preventing, reducing, or mitigating environmental degradation
- ✓ Cleaning up and restoring the natural environment
- ✓ Providing education, consulting, policy promotion, accreditation, trading and offsets, or similar services supporting categories 1-4

Green jobs should also provide adequate wages, safe working conditions, and worker rights. For the purposes of this RFP, youth are to be connected to any of the five industry clusters listed above.

Proposers will be asked to develop strategies linking their WIA youth programs with employers from any of the above areas and to describe how those linkages will provide a direct benefit to their youth.

- **Increased Emphasis on the Development of Higher Math Skills**

To support the new component of connecting youth with identified industry clusters, there is an increased emphasis on providing specific instruction that leads to higher math skills, particularly algebra. Youth are in need of at least a year of algebra with a passing grade, or must be able to demonstrate they have the appropriate math skill level, in order to qualify for an apprenticeship or other postsecondary training program relating to any of the identified industry clusters listed above.

CASAS (Comprehensive Adult Student Assessment System) will be used as the primary measurement instrument for reading and mathematics as specified in the Lane Workforce Partnership's Basic Skills Policy

- **Stronger Emphasis on Career Pathways in Youth Programs**

Over the last few years there has been a statewide system in place to develop career pathways for young people interested in transitioning into specific occupational training. A career pathway is an articulated sequence of education activities, coursework and supportive programming allowing students to progress to the next level of education and, ideally, employment in more advanced positions. This program component is considered a "learn and earn model" and is recommended as a critical component of this special project.

- **Financial Literacy**

The special project will also include services designed to assist youth in gaining financial literacy skills. The successful proposer will utilize a financial literacy curriculum identified by the Lane Workforce Partnership. The curriculum will be online and available to all WIA registered youth by autumn 2010.

- **Encouraging Innovation**

Proposers are encouraged to develop new models that are innovative, incorporate updated technology in their services and provide a roadmap to success for their youth. The roadmap should be designed to move older, out-of-school youth into career pathways, apprenticeship programs and other post-secondary training opportunities leading to family-wage employment.

B. PERFORMANCE OUTCOMES FOR THE YEAR-ROUND YOUTH PROGRAM

The table below shows the performance outcomes for Workforce Investment Act (WIA) year-round youth programs, including youth served under this special project:

Performance Outcomes
70% Retention in employment or enrolled in higher education or postsecondary training in first quarter after exit
69% Attainment of a degree or certificate
40% Attainment of literacy and numeracy skills

B. 1. Other Required Performance Outcomes for the Year-Round Youth Program

The required performance outcomes listed below are specified in the WIA legislation and/or approved by the Lane Workforce Partnership:

▪ **100% of all youth will be between the ages of 14 and 21 and must have at least one of the following barriers to employment:**

- ✓ Basic skills deficiency (at or below 8th grade level in reading, mathematics or writing)
- ✓ School dropout
- ✓ Pregnant or parenting
- ✓ Homeless or runaway
- ✓ In foster care
- ✓ Juvenile offender
- ✓ Requires additional assistance to complete an educational program or secure and hold employment (includes youth with disabilities). The Lane Workforce Partnership defines this barrier as having any of these characteristics:

1. Lack of academic success as evidenced by any one of the following:

- Behind at least two or more grade levels in math, reading or language arts as determined from test scores, school transcripts or agency records
- At least one year behind in school credits as determined from school transcripts or school/agency records and policies
- Failing grades in any of the core academic classes as evidenced by school transcripts and/or agency records.

2. Behavior disorders as demonstrated by any one of the following:

- Disruptive or antisocial behaviors as documented by referring agency staff
- Severe discipline problems as evidenced by agency/school records
- Substance abuse as reported by youth or referring agency staff
- Poor self-concept as documented by referring agency/school staff

3. A significant number of absences or erratic attendance resulting in poor school performance, loss of employment, etc.

4. Neglect, abandonment or abuse by family members resulting in poor school performance, loss of employment, etc.

5. Present or prior involvement with the juvenile justice system or a state/local diversion program.

6. Having a learning disability, a mental or physical disability (as documented by referring agency/school staff) that results in a substantial barrier to employment or educational success

The Lane Workforce Partnership has added a new category to this barrier, identified as “limited English proficiency” and would apply to youth from any culture.

7. Youth who are Limited English Proficient (LEP). Limited English Proficiency pertains to those youth who are not proficient in the English language, regardless of where they were born, their level of education or their native culture.

- **95% of all youth served will meet the low-income requirement. The remaining 5% may be over-income, but must have one or more barriers to employment**
- **A target of 25% of all youth served will be youth of color, if represented in the successful proposers' youth population.**

C. ACCESSIBILITY OF SERVICES

Lane Workforce Partnership regulations specify that services be provided at accessible sites according to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Program services are to be modified as needed for those participants requiring such modification. For those participants with disabilities who require adaptation of the worksite and/or job tasks, proposals funded under this RFP will ensure that appropriate adaptations occur.

D. PROGRAM RESPONSIBILITIES

Lane Workforce Partnership staff will be responsible for:

- Developing the final contract selected under this RFP and all subsequent modifications.
- Determining applicant eligibility according to federal income guidelines and regulations.
- Providing technical assistance to project staff.
- Monitoring the performance of the subcontractor to ensure that all contract requirements are met and performance outcomes are achieved.
- Evaluating the effectiveness of the project by conducting interviews with youth and employers.
- Tracking the enrollments, activities, and terminations of participants served in this project.
- All marketing and public relations brochures, advertising, interviews, news coverage and other activities.

The proposer receiving funding under this RFP will be responsible for the following requirements, depending upon the terms of contract award.

- Providing information on alternative educational options for all school dropouts to choose from when they are enrolled in the program.
- Referring youth who were not selected for registration to alternative services in the community, either other providers or WorkSource Lane, if appropriate.
- Identifying all barriers for each applicant and coordinating required documentation prior to eligibility determination by Workforce Partnership staff.
- Implementing a basic skills test and initial screening assessment prior to registration to determine math/reading levels and service needs.
- Maintaining appropriate documentation of participant progress, changes in programming and training needs on the Lane Workforce Partnership's specified online case management system.

- Implementing appropriate assessment strategies to identify which of the ten mandated services are needed.
- Developing, monitoring and adjusting the youth's written plan, based on assessment data, according to Lane Workforce Partnership requirements.
- Monitoring participant attendance on a regular (e.g., daily, weekly, etc.) basis and reinforcing the relationship between work and education.
- Linking youth with labor organizations to increase the youths' understanding of work environments, expectations and their rights/responsibilities as the future workforce.
- Connecting youth with industry cluster employers through exposure to career pathways and work placements within the industry cluster.
- Furnishing appropriate support services and incentives, and documenting the provision of said services.
- Providing follow-up services and/or training on an individualized basis after the youth exits the program.

E. PROGRAM STRUCTURE REQUIREMENTS

Successful proposers will ensure that:

- Participants will have equal access to all activities funded under this RFP. For programs providing wages paid for work activities, these requirements are to be implemented and kept on file:
 - Completion of W-4 forms and I-9 forms by participants.
 - Payment to participants that will meet Bureau of Labor and Industries regulations.
 - Time cards documenting hours worked and signed by the worksite supervisors and participants.
- Receipts for purchased supportive services will be kept on file. All receipts for support services will be signed and dated by the youth indicating she/he has received the items.
- Workers' compensation coverage will be provided for all participants on work sites. Costs for workers compensation can be charged to the contract budget.
- Procurement procedures required for purchasing goods or services from vendors will be followed.
- All recruitment advertisements for proposals funded under this RFP must include a statement indicating funding is provided by the Lane Workforce Partnership.

Part III. Calendar of Events

July 4, 2010	Legal notice of availability of the RFP is published in <i>Register-Guard</i>
July 9, 2010	RFP Packets are available to proposers.
July 12, 2010	Proposers' Conference, 9 a.m. to 12 Noon at the Lane Workforce Partnership office, 300 Country Club Road, Suite 120, Eugene 97401
August 17, 2010	5:00 PM deadline for submittal of comments or protest of specifications
August 23, 2010	Completed proposals must be delivered to the Lane Workforce Partnership office by 12 noon on this date. One complete proposal and five program summaries are required.
On or about August 31, 2010	Proposal Review Committee evaluates all submitted proposals, and prepares recommendation for the Lane Workforce Partnership's Youth Council.
On or about September 2, 2010	Decision of Proposal Review Committee is reported to all proposers by Lane Workforce Partnership staff
September 9, 2010	Review of Proposal Review Committee's recommendation by the Lane Workforce Partnership's Youth Council
September 16, 2010	5:00 PM deadline for appeal of Proposal Review Committee's recommendations
On or about September 21, 2010	Approval of selected proposal by Lane Workforce Partnership Executive Committee and awarding of contract
September 29, 2010	Deadline for protests of award
On or about October 1, 2010	Contract period begins

PART IV: GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

All proposals must be in the specified format. Proposals that are incomplete or fail to include all items will not be considered. Proposals will be judged for their content, merit and clarity of language. Appearance of proposals will not be rated. Proposers are to submit one proposal under this RFP. Only one copy of the completed proposal and five proposal summaries are to be submitted by the deadline. More information on the proposal summaries can be found on Page 18.

PROPOSAL FORMAT.

In your proposal, follow the sequence of questions requested in all sections of the proposal. Start the response to each section on a new page. List the question being answered at the top of the page and present your responses so that they correspond to the question being answered. The length of your responses is as follows:

Part VI, Management Qualifications Section. Proposers are limited to three (3) pages plus the necessary attachments for this section. The attachments are not part of the three-page limit.

Transmittal Letter. Proposers are to place their transmittal letter at the front of their proposals as described below. If a consortium of agencies is applying under one proposal, the fiscal agent's transmittal letter will be at the front of the proposal. The fiscal agent's responses are to be part of the complete proposal. The consortium's other members are to submit their documentation and audits separately from the proposal.

Part VII. Special Project Responses. Proposers will have up to 20 pages for their responses.

The format requirements shown below are to be used in the final proposal.

- Proposals must be on 8 ½ x 11 inch paper, responses written on one side only, double-spaced and clipped together. Do not staple.
- The upper right hand corners of all pages are to be numbered sequentially. Include page dividers that identify and separate the individual sections of the proposals.

When submitted in final form, all proposals are to have the following arrangement:

Cover page: The first page of the proposal with the title of the RFP and the proposing agency's name, address, contact e-mail address and telephone number. Use the same cover page for the summaries the Proposal Review Committee will receive.

Second page: The transmittal letter from the proposing agency indicating approval to apply for funds

Third page: An index page identifying the sections of the proposal and page numbers of each section

Fourth page: The one-page Executive Summary in Part V.

After the Executive Summary: Responses to Special Project questions.

Following Section B: WIA and leveraged resources budget pages; budget narratives and Personnel Justification Form.

Following the Budget Section: Required documentation for Sections A, "Management and Fiscal Qualifications". Submit your last completed audit as a separate document to your completed proposal. It is not to be included in this section.

Final section: All required forms from Part XI of this RFP

PROPOSAL SUMMARIES.

Accompanying your proposals will be 5 proposal summaries. These will be read by the Proposal Review Committee. The program summary is to be 12 pages in length, with the same cover page and Executive Summary from your main proposal. The cover page and Executive Summary are not part of the 12 page limit.

The summary is to be arranged as shown below:

- Following the cover page and Executive Summary: A summary of your original responses.
- *Following the responses:* The proposed project budget and respective leveraged resource budget and their accompanying narratives
- *Following the budget pages:* the Personnel Justification Form.

OTHER INFORMATION.

- Do not submit any supplemental materials (photographs, letters of support, graphs, tables, etc.) in response to this RFP, either with your proposal and proposal summaries or during the scheduled presentations to the Proposal Review Committee.
- A proposal may be withdrawn by written request if such request is received prior to the scheduled closing date for submitting proposals. A submitted proposal may be changed if the request for change is submitted in writing prior to the scheduled closing date for submitting proposals.
- Proposers may comment or protest on any of the specifications of this RFP document which they believe limit competition or are unfair (see OAR 137-030-0050). Comments or protests must be in writing and received at the Lane Workforce Partnership's office by at least six (6) working days before the proposal-filing deadline. Letters of comment or protest of specification must be submitted no later than 5:00 p.m. on August 17, 2010, to Paula Medaglia at the Lane Workforce Partnership address.
- The Lane Workforce Partnership staff will review any comments or protests submitted by the August 17th deadline. If they are determined to be valid, an addendum to the RFP will be issued to all proposers.

PART V: EXECUTIVE SUMMARY

1. Name of agency.
2. Agency address.
3. Agency's FEIN Number.
4. Agency's OEIN Number, if appropriate.
5. Contact person's name and job title.
6. Contact person's E-mail address and telephone number.
7. Identify total amount of funds requested under the proposal.
8. Specify the number of youth served. Include the cost per slot.
9. Number of staff , their job titles and total FTE charged to the Project Budget.

PART VI: MANAGEMENT QUALIFICATIONS SECTION

For each item listed below, provide the required documentation, either by a brief narrative statement or by copies of the documents requested. If a consortium of organizations is applying, the requested documentation must be supplied for all parties in the consortium. A consortium must assign a fiscal agent to manage all funds awarded under this RFP. The fiscal agent will be subject to a pre-contract analysis and approval of its fiscal systems prior to actual contract award.

If any of the required documents listed below are not included with a submitted proposal, the proposal will be considered incomplete. An incomplete proposal will not be included in the review and scoring process.

1. Transmittal Letter

Submit a letter addressed to the Proposal Review Committee and signed by the appropriate chief administrator or chairperson of the Board of Directors indicating organizational approval for responding to this RFP. This letter is to be the first page of your proposal and follows your cover page.

2. Power to Contract

Required documentation:

- State the legal entity with which the Lane Workforce Partnership would contract should this proposal be selected.
- Include a copy of your agency's articles of incorporation
- List your federal and state tax identification numbers

3. Compliance with Federal Mandates

Please demonstrate that your organization/agency has a process in place to gain or maintain compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Failure to address these mandates will disqualify the proposal. Required documentation would be a completed evaluation or a letter describing progress toward completion of:

- A copy of your self-evaluation form that assessed compliance needs required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act; *or*
- A copy of your transition plan to make reforms identified by the self-evaluation, and a time line for completion of the transition plan

4. Regulatory Agreements and Resident Bidder Statement

The regulatory agreements, Resident Bidder Statement and Certification of Cost or Pricing Data Form in Part XI are to be signed by the chief administrator and included in the specified location of your proposal.

5. Management Structure

Required documentation includes:

- A description of your organization/agency's history or documented capability for tracking/billing federal/state funded programs.
- An organizational chart including all staff titles for this program and demonstrating how it would relate to the rest of the organization/agency.
- A description of your organization/agency's board of directors or other appropriate governance structure that is independent of staff and program functions. The board must be of adequate size to ensure broad community representation.
- A description of the board's specific functions, including its responsibilities for fiscal oversight, planning, budget approval, and program advocacy.
- The board of directors' membership list.

6. Fiscal Capability

Demonstrate your organization/agency's compliance with generally accepted accounting procedures pertaining to the use and maintenance of records, books, accounts and other fiscal documents, and ability to manage budgeted funds. Required documentation includes:

- A detailed explanation of procedures for fiscal management and accountability, including internal controls, financial reports produced, budgeting process, etc.
- A description of your agency's process for monitoring the expending of budgeted funds and staying within budgeted amounts for all line items
- A copy of the organization's/agency's most recently completed independent financial audit and management letter. If there were any conditions to be met, include a description of how they have been addressed.
- Your most recent audit is to be submitted as a separate document from your proposal.
- If your agency is a new organization and has not had an audit or a financial statement performed, submit a statement from an independent CPA specifying that the accounting system is sufficient to meet federal, state, and county requirements

PART VII: SPECIAL PROJECT QUESTIONS

A. PROGRAM STRUCTURE

A. 1. OVERALL PROJECT DESIGN

The Lane Workforce Partnership's youth programs are year-round, providing services on a 12-month basis. The main objectives are for young people to complete high school, increase their skills in academics, computer literacy and workplace readiness and prepare themselves for postsecondary educational/training programs. In addition, programs are to develop strategies that link youth with career pathways and employers from industry clusters.

Provide a description of your project design that addresses these program requirements:

➤ *Provision of the ten mandated services*

The Workforce Investment Act (WIA) specifies ten mandated services youth are to receive on an individualized basis. In addition, WIA requires youth be assessed for completing their high school education, need for occupational training, overall employability, career aptitudes and interests and life skills issues. The Lane Workforce Partnership requires specific instruments and assessment strategies for its subcontractors to use in assessing for services required by the Workforce Investment Act.

- List the strategies you would use to provide each youth with the specific services they need on an individualized basis.

➤ *Education Completion.*

- Describe the program options you will provide so that every dropout will complete his/her high school education.

➤ *Preparation for Career Pathways, Postsecondary Education and/or Unsubsidized Employment.*

- Discuss how your project will connect youth with career pathways and postsecondary education in any of the targeted industry clusters leading to a credential and unsubsidized employment. Provide an example in your response.

➤ *Linkage Between Academics And Work Activities.*

- Demonstrate how your project design links academics with work activities so that academics become more meaningful. Provide an example in your response.

➤ *Higher-Level Occupational Training Opportunities (e.g., Internships).*

- Describe your design for placing youth in higher-level occupational training opportunities, such as internships, mentorships at an employer worksite, etc.

B. 2. SPECIFIC YOUTH PROGRAM COMPONENTS

Describe how your program will provide the program components listed below.

➤ ***Skill Development/Higher Mathematical Skills.***

The Lane Workforce Partnership is placing a greater emphasis on linking youth with any of the five industry clusters identified in Section 2, below. A higher level of math skills, e.g., algebra, is one of the major requirements for entry-level positions within these industries.

- Describe how your project will provide appropriate algebra instruction leading to the development of suitable algebraic skills meeting industry requirements.

The Lane Workforce Partnership emphasizes literacy improvement in reading, writing, speaking/listening and computer skills. Computer usage includes knowledge of software programs. Pre-assessment followed by specific instruction and post-assessment to measure skill attainment is a requirement for all youth contractors. The Lane Workforce Partnership will stipulate the assessment instruments subcontractors will use to gain accurate and objective measurement.

- What components will your program design include that will assist youth in improving their skills in reading, writing, speaking/listening and computer usage?

➤ ***Workplace Readiness Training.***

The Lane Workforce Partnership has a policy defining workplace readiness skills to be implemented by its Youth Subcontractors. In addition, the Lane Workforce Partnership is looking for a model that will assist youth in attaining the National Career Readiness Certificate (CRC), available through WorkSource Lane (WSL).

- Discuss the strategies this project will incorporate that will assist youth in attaining the CRC.

➤ ***Connection to WorkSource Lane (WSL).***

The Lane Workforce Partnership wants youth to have a direct link with Lane County's one-stop system, WorkSource Lane (WSL)

- How will your project connect youth to WSL for services?

➤ ***Financial Literacy Training.***

The Lane Workforce Partnership will provide its Youth Subcontractors with a curriculum instructing youth in financial literacy, e.g., budget management, understanding credit, etc.

- What strategies will your project use that will demonstrate youth have developed skills in this area?

B.3. SPECIAL PROJECT COMPONENTS.

➤ ***Industry Cluster Partnerships***

The industry clusters identified by the Lane Workforce Partnership for Lane County are:

1. Health Occupations.
2. Software Development .
3. Manufacturing (Includes any area that manufactures products for consumers).
4. Construction Trades.
5. Green Jobs.

A green job or green business in Oregon is one whose primary function meets one or more of the following criteria:

- ✓ *Increasing energy efficiency.*
- ✓ *Producing renewable energy.*
- ✓ *Preventing, reducing or mitigating degradation of the natural environment (e.g., maintaining biodiversity or biomass, reusing or recycling resources).*
- ✓ *Cleaning up or restoring the natural environment.*
- ✓ *Providing education, consulting, policy promotion, accreditation or trading and offsets to achieve any of the above objectives.*

- Specify the collaborative partnerships your project currently has with any of the industry clusters identified as the target industries for this project.
- Describe how you will match youth with industry cluster employers so that both parties will benefit from the experience.

➤ ***Stronger Emphasis on Career Pathways.***

- What strategies will your project use to connect youth with career pathways related to the targeted industry clusters?
- Demonstrate how your project links classroom to work activities and is a “learn and earn” model.

➤ ***Encouraging Innovation***

- Identify how your model is innovative, incorporates updated technology in services and provides a roadmap to success for youth.
- Discuss how youth in this project will have a plan involving career pathways and preparation for apprenticeships and other postsecondary training opportunities that lead to family wage employment.

B. 4. GENERAL PROGRAM IMPLEMENTATION.

The Workforce Investment Act has considerable requirements for program accountability. Subcontractor staff will be responsible for reporting performance outcomes, submitting data management information on schedule as well as considerable file documentation. This is a critically important program management issue for you to address in the following questions:

- What systems will you develop for staff to meet established deadlines?
- How will you ensure that staff will manage program responsibilities and maintain documentation requirements?

B. 5. ABILITY TO DELIVER SERVICES.

- Describe your agency’s experience with older youth who are out-of-school, at-risk and economically disadvantaged.

B. 6. PERFORMANCE OUTCOMES.

Performance outcomes for WIA youth programs are specified on Page 12, Part II, B., under “*Performance Outcomes.*”

- If you are a past or current contractor and have not met specific performance outcomes, provide an explanation addressing why you did not meet the performance. For the purposes of this question, performance includes:
 - ✓ The percentage of youth exiters who graduated from high school or attained a GED.
 - ✓ The percentage of youth exiters who were employed or in higher education during the first quarter after the youth has exited.
 - ✓ The percentage of out-of-school youth with a basic skills deficiency who attained specific gains in their numeracy-literacy skills, if you served this population.
 - ✓ The number of contracted slots of youth served during the prior contract period.
- If you are a new proposer, provide an explanation as to how you would meet the above performance outcomes.
- Specify the number of youth who will be served in your project.

B.7. RECRUITING YOUTH OF COLOR.

- What plan do you have in place to recruit youth of color for this project?
- Discuss the partnerships your agency has with local communities of color.
- Demonstrate how project staff will provide culturally competent services to youth of color.

B.8. OTHER COLLABORATIVE PARTNERSHIPS

- What collaborative partnerships do you have with labor organizations, education and other youth systems/providers?
- Specify the value-added benefits youth will receive as a result of your collaboration.

C. BUDGET

Complete the Project Budget Form in Part VIII for your proposed budget and your leveraged budget for non-WIA resources. Attach a one-page budget narrative, demonstrating how you determined the amount for each line item in your project budget. As you develop your budget, keep these standards in mind:

- All costs are to be appropriate to the proposed program design and fully explained in your budget narrative.
- Your leveraged resources budget demonstrates there are non-WIA funds available to support your proposed program design.
- If you are requesting a percentage of funds for indirect costs, the percentage is acceptable and is supported by an approved rate or other appropriate documentation.

NOTE: *If a proposer does not have an approved indirect rate, a breakdown of how the indirect funds will be allocated must be included in the budget narrative.*

- Your proposal demonstrates a reasonable cost per participant, which is obtained by dividing the total number of proposed slots into the total amount of requested WIA funds

D. PERSONNEL JUSTIFICATION FORM.

Complete the Personnel Justification Form, Attachment A., and attach it as specified in Part IV of this RFP.

E. Complete the Executive Summary in Part V and attach to your proposal as specified in Part IV of this RFP.

F. Sign and attach the regulatory agreements listed below, the Resident Bidder Statement and Certification of Cost/Pricing Data Form in Part XI as specified in Part IV of this RFP.

Section E:	Certification Regarding Debarment.
Section F:	Certification Regarding Lobbying.
Section G:	Statement of Assurances.
Section H:	Compliance Attestments.
Section I:	Resident Bidder Statement.
Section J:	Certification of Cost/Pricing Data Form.

PART VIII: PROJECT BUDGET

PROGRAM BUDGET ITEM	OUT-OF-SCHOOL	TOTAL
Program Staff Wages and Fringe		
Staff Materials and Supplies		
Staff Travel and Training		
Participant Materials and Supplies		
Participant Instruction Costs		
Participant Work Experience Wages		
Participant Support Services		
Participant Follow-Up Support Services		
Participant Incentives		
Operations		
Subcontract Costs		
Other		
SUBTOTAL		
Indirect		
TOTAL ALL COSTS		

LEVERAGED RESOURCES BUDGET

PROGRAM BUDGET ITEM	Amount	Description	Source
Administrative Wages and Fringe			
Program Staff Wages and Fringe			
Staff Materials and Supplies			
Staff Travel and Training			
Participant Instruction Costs			
Participant Work Experience Wages			
Participant Support Services			
Participant Follow-Up Support Services			
Participant Incentives			
Operations			
Indirect Costs			
Subcontract Costs			
Other			
SUBTOTAL			
TOTAL ALL COSTS			

Instructions for Completion of the Workforce Investment Act Project Budget Page

The program budget submitted under this Request for Proposal is to include all program costs that will be charged to the Workforce Investment Act (WIA) as allowed by the regulations. All costs are expected to be accurately determined. Include an explanation of the formulas used for determining each line item in your budget narrative.

If you are charging indirect costs to your budget, do either of the following:

- If you are charging an allowable indirect rate to your budget, you must attach verification of your approved rate to your budget narrative
- If you are not charging an approved indirect rate, but are requesting funds for your indirect cost pool, you must include a breakdown of your planned indirect costs in your budget narrative. The breakdown is to show what area is being charged and the amount per area.
- After listing your figures for the individual line items, write in the total amount for your program costs in the spaces labeled "Subtotal". Add in your indirect and record your total costs in the space labeled "Total All Costs".

Regulations require that staff do an analysis of your proposed salary costs to determine if they are reasonable and appropriate.

Complete the Personnel Justification Form in Attachment A. for your program staff costs. Subcontractors are required to stay within budget on their staff costs. Over-expenditures in this area will require approval from the Lane Workforce Partnership's Contracts Manager.

Instructions for Completion of the Leveraged Resources Budget Page

Leveraged resources are non-WIA funds or in-kind contributions that you are providing to support your proposed program. They are reported to the Lane Workforce Partnership on the monthly WIA cost reports. Do the following when completing the budget page for leveraged resources:

- For each of the line items listed, write in the amount of funds provided and identify the source of leveraged funds
- Under the description column, identify whether the funds are actual dollars that are leveraged or in-kind contributions. Describe the in-kind contributions.

Part IX: CRITERIA FOR REVIEW OF PROPOSALS

Each proposal will be evaluated according to the following procedures:

- The proposal review committee may rate any part of the submitted proposal according to the listed criteria.
- The weight or degree of importance associated with each criterion is indicated by a numerical value at the right of the form.
- The numerical value at the right of the form is equal to a specific number of points.
- The specific number of points for the numerical value corresponds to the number of defined criteria in each category.
- For each criterion, a scale of values ranging from 0 to 4 is provided:
 - 4 = The proposal fully meets the defined criteria. No suggestions for improvement to the proposal are made.
 - 3 = The proposal meets most of the defined criteria. The committee may make a suggestion for a minor improvement to the proposal.
 - 2 = The proposal meets at least half of the defined criteria. The committee may make two suggestions for minor improvements to the proposal. The suggestions do not result in a major change to the proposal.
 - 1 = The proposal meets less than half of the defined criteria. The committee may make several suggestions for improvement, resulting in major changes to the proposal.
 - 0 = The proposal does not meet any of the defined criteria. The committee may require the proposer to do a major rewrite of the proposal for acceptability.
- Committee members will score each item on the 0 to 4 scale and then multiply the score value by the numerical weight for each item. The resulting number will be the actual score.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS

If any of the required documents listed below are not included with a submitted proposal, the proposal will be considered incomplete. An incomplete proposal will not be included in the review and scoring process.

A. Management Qualifications

A.1. Transmittal letter included with proposal **Yes/No**

A.2. Power to Contract **Yes/No**

Documentation (such as Articles of Incorporation) provided with proposal establishing the proposing entity is legally capable of entering into a contract

A.3. Compliance with Federal Mandates (Americans with Disabilities Act and Section 504 of Rehabilitation Act) **Yes/No**

A.4. Proposal includes these signed and dated required forms: **Yes/No**

Regulatory agreements, Resident bidder Status form and Certification of Cost/Pricing Data Form

A.5. Management Structure

Proposal includes information that documents:

- There is a management structure in place providing appropriate supervision of staff and oversight of program activities and fiscal expenditures **Yes/No**
- Program has or will have a relationship to the proposing entity's other programs **Yes/No**
- The proposing entity has a board of directors or other appropriate governance structure with responsibility for fiscal oversight, planning, budget approval and program advocacy **Yes/No**

A.6. Fiscal Capability

Documentation included with the proposal, which supports the following: **

- The proposing entity has acceptable and appropriate accounting procedures for maintenance of records, bookkeeping, accounts management and general fiscal management responsibilities **Yes/No**
- The proposing entity has an acceptable software package that appropriately tracks federal funds according to Lane Workforce Partnership requirements **Yes/No**
- Proposal includes the most recently completed independent audit or financial statement and management letter addressing any conditions to be met **Yes/No**

** Actual contract award is contingent upon a completed review and approval of the selected proposing entities' fiscal systems, software packages and accounting procedures by the Lane Workforce Partnership.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS

RATING CRITERIA	TOTAL POINTS AWARDED	
B.1. OVERALL PROJECT DESIGN	0 1 2 3 4 _____ x 10 =	Points
<ul style="list-style-type: none"> ▪ Provides services on an individualized basis, focusing on each youth’s program needs identified through assessment. ▪ Has strategies in place for youth who have dropped out to complete their high school education. ▪ Connects youth with career pathways and postsecondary training leading to a credential and unsubsidized employment in a related field. Proposing entity provides an appropriate example as requested. ▪ Specifies how youth will be connected to the targeted industry clusters specified for this project. Explanation shows strong connections linking youth and business. ▪ Demonstrates that academic instruction is directly linked to work activities. Proposing entity provides an appropriate example as requested. ▪ Has a design for placing youth in higher-level training opportunities, e.g., internships, mentorships at employer worksites, etc. 		
B.2. SPECIFIC YOUTH PROGRAM COMPONENTS		
Skill Development/Higher Mathematic Skills	0 1 2 3 4 _____ x 10 =	Points
<ul style="list-style-type: none"> ▪ Has a program design in place that provides appropriate instruction for youth to develop skills in computer usage, academics and higher mathematics. ▪ Includes specific program components that will assist youth in improving their reading, writing, basic math, speaking/listening and computer usage skills. 		
Work Readiness Skill Development	0 1 2 3 4 _____ x 10 =	Points
<ul style="list-style-type: none"> ▪ Provides work readiness services designed to assist youth in attaining the National Career Readiness Certificate available through WorkSource Lane (WSL). 		
Connection to WSL.	0 1 2 3 4 _____ x 5 =	Points
<ul style="list-style-type: none"> ▪ Has developed a system connecting youth to WSL. 		
Financial Literacy Training	0 1 2 3 4 _____ x 10 =	Points
<ul style="list-style-type: none"> ▪ Program design demonstrates how youth will develop skills in this area. 		
B.3. SPECIAL PROJECT COMPONENTS		
Industry Cluster Linkages	0 1 2 3 4 _____ x 10 =	Points
<ul style="list-style-type: none"> ▪ Has developed close linkages with the industry clusters identified as the targeted industries for this project. ▪ Has methods that will match the needs of employers with that of youth and result in both parties benefiting from the experience. 		

Stronger Emphasis on Career Pathways	0 1 2 3 4 _____ x 10 = Points
<ul style="list-style-type: none"> ▪ Has strategies to connect youth to career pathways in the targeted industry clusters. ▪ Demonstrates it is a “learn and earn” model through its program design linking classroom to work. 	
Encouraging Innovation	0 1 2 3 4 _____ x 10 = Points
<ul style="list-style-type: none"> ▪ Proposes a model that is innovative, incorporates updated technology in services and provides a roadmap to success for youth. ▪ Demonstrates that older, out-of-school youth have a plan involving career pathways and preparation for apprenticeships and other post-secondary training leading to family-wage employment. 	
B.4. GENERAL PROGRAM IMPLEMENTATION	0 1 2 3 4 _____ x 5 = Points
<ul style="list-style-type: none"> ▪ Has a system in place to guarantee that staff will meet deadlines established by the Lane Workforce Partnership. ▪ Has an oversight process in place that monitors staff in their implementation of the program and in meeting all documentation requirements. 	
B.5. ABILITY TO DELIVER SERVICES	0 1 2 3 4 _____ x 10 = Points
<ul style="list-style-type: none"> • Has sufficient experience to provide appropriate services to older youth who are out-of-school, at-risk, and economically disadvantaged. 	
B.6. PERFORMANCE OUTCOMES	0 1 2 3 4 _____ x 5 = Points
<ul style="list-style-type: none"> ▪ If a past or current contractor who has not met any of the current performance outcomes, gave a sufficient explanation addressing why performance was not met. ▪ If a new proposer, has sufficiently explained how performance outcomes would be met. ▪ Specifies an appropriate number of youth to serve under this RFP. 	
B.7. RECRUITING YOUTH OF COLOR	0 1 2 3 4 _____ x 5 = Points
<ul style="list-style-type: none"> ▪ Has a plan for recruiting youth of color to participate in this project. ▪ Shows it has partnerships in place with the local communities of color. ▪ Demonstrates staff can provide culturally appropriate services for youth. 	

B.8. OTHER COLLABORATIVE PARTNERSHIPS	0 1 2 3 4 _____ x 5 =	Points
<ul style="list-style-type: none"> ▪ Has developed collaborative partnerships with labor organizations, education and other youth systems/service agencies. ▪ Specifies value-added benefits youth will receive as a result of this collaboration. 		
C. BUDGET	0 1 2 3 4 _____ x 5 =	Points
<ul style="list-style-type: none"> ▪ Demonstrates that costs are appropriate to program design and fully explained in attached budget narrative. ▪ Has leveraged an acceptable amount and type of non-WIA resources to support program costs. ▪ Has identified an acceptable percentage for indirect costs which are supported by appropriate documentation. ▪ Identifies staff-to-youth ratio and job classifications of staff being charged to budget. ▪ Has a reasonable cost per participant. 		

Name of Proposer: _____

Total Possible Points: 400

Rater Signature: _____

Total Points Awarded: _____

PART X: PROPOSAL REVIEW COMMITTEE

The Proposal Review Committee reviews and evaluates all submitted proposals. The evaluation session will be scheduled as soon as possible, but ideally within the first week after the proposal deadline. Each proposer will be scheduled to do a short presentation of the submitted proposal before the committee. Committee members may ask questions clarifying the content of the submitted materials or request additional information at any time during or following the evaluation session.

MEMBERS OF THE COMMITTEE

The Proposal Review Committee will be comprised of members of the Lane Workforce Partnership's Youth Council and board of directors. All proposers will be notified of the committee's identity when available.

Paula Medaglia will be a non-voting member of this committee, providing whatever technical assistance is required for the members of the Proposal Review Committee.

PART XI: RIGHT OF APPEAL

Anyone responding to any Request for Proposal (RFP) who is not recommended for award by the Proposal Review Committee may appeal the recommendation to the Lane Workforce Partnership.

Any appeal must be made in writing, be received before the contract is awarded, clearly state the grounds for the appeal, and indicate what condition(s) resulted in the proposal not being recommended for award. Any appeal that does not comply with the applicable procedures may be rejected.

Unless otherwise stated in the RFP, the Lane Workforce Partnership must receive the appeal not later than seven calendar days after notice of the Proposal Review Committee's decision was reported. Upon receipt of the appeal, the Lane Workforce Partnership shall notify the Proposal Review Committee, and the proposer recommended for award, of the appeal. The Proposal Review Committee and the selected proposer shall have three calendar days from the date the appeal was filed to respond to the appeal in writing, if they so desire.

When an appeal is filed, Lane Workforce Partnership staff shall prepare a written analysis of the Proposal Review Committee's recommendation, specifically describing the criteria utilized by the Proposal Review Committee, the results of the application of the criteria, and any other factors affecting the recommendation.

The grounds for appeal are:

1. Differing criteria were used to evaluate different proposals.
2. The Proposal Review Committee unfairly applied the evaluation criteria to a proposal.
3. A member or members of the Proposal Review Committee had a relationship with a responder to the RFP that represents a conflict of interest.
4. The criteria used to evaluate the proposals did not pertain to the services or products requested.
5. A member or members of the Proposal Review Committee demonstrated bias toward a proposer unrelated to the merits of the proposal.

The Lane Workforce Partnership shall evaluate any appeal before rendering a decision and shall state the conclusions reached and reasons either in writing or on the record at a public meeting. Any decision to overturn the recommendations shall be based on a finding that one of the criteria (1) through (5) occurred to the substantial prejudice of the appellant

PART XII: REGULATORY AGREEMENTS

SECTION E: CERTIFICATION REGARDING DEBARMENT

SECTION F: CERTIFICATION REGARDING LOBBYING

SECTION G: STATEMENT OF ASSURANCES

SECTION H: COMPLIANCE ATTESTMENTS

SECTION I: RESIDENT BIDDER STATEMENT

SECTION J: CERTIFICATION OF COST/PRICING DATA

SECTION E - CERTIFICATION REGARDING DEBARMENT

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

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).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of Federal assistance funds certifies, by submission of this document, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature _____ Date _____

(Instructions on following page)

Instructions for Debarment Certification

1. By signing and submitting this document, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred”, “suspended”, “Ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this document that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

SECTION F

CERTIFICATION REGARDING LOBBYING

Certification Regarding Lobbying Lower Tier Covered Transactions

This certification is required by the regulations implementing The Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 90, Section 319 of which amended title 31, United States Code by adding a new section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." The regulations were published as Part III of the February 26, 1990 Federal Register (pages 6736-6756).

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant, contract, loan, or cooperative agreement funding this contract, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards to all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative Signature

Date

SECTION H.

COMPLIANCE ATTESTMENTS

The undersigned, as proposer, declares that he/she has carefully examined the specifications and requirements of the Lane Workforce Partnership's Request for Proposal for delivery of year-round services for youth between the ages of 14 and 21; and that proposer agrees, if the proposal is accepted, that proposer will contract with the Lane Workforce Partnership to furnish the services as specified, in accordance with the proposal offered here.

The proposer may withdraw the proposal at any time prior to the date of the opening. However, all proposals shall be irrevocable for a period of 60 days from the date of opening. The proposer hereby certifies that he/she is a resident bidder, as defined in ORS 279.029, of the state of _____

By initialing this space (____), the proposer hereby certifies that he/she has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts. By initialing this space (____), the proposer hereby certifies that to the best of the proposer's knowledge, he/she is in compliance with all the Oregon tax laws described in ORS 350.380 (4).

The proposer represents that the proposal is made without connection or agreement with any person, firm or corporation making a proposal for the same services, and is in all respects fair and without collusion.

Organization Name

Signature of Representative

Address

Print/Type Representative's Name

City, State, Zip Code

Business ID Number

Telephone

Signed and sworn to before me this ____ day of _____, 2009, by _____

Notary Public for the State of _____

My commission expires _____

SECTION I.

RESIDENT BIDDER STATEMENT

I hereby certify that _____ has paid unemployment taxes or income taxes in the
(Name of Agency)

state of Oregon during the twelve months immediately preceding submission of this proposal. I further certify that the agency has a business address in the State of Oregon.

Signature **Date**

SECTION J.

CERTIFICATION OF COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost or pricing data, submitted in writing to the Lane Workforce Partnership in support of this project, are accurate, complete, and current as of the date of signing below:

Organization _____

Name _____

Title _____

Date of Execution _____