

Issue Date: March 5, 2009

**REQUEST FOR PROPOSALS
to render**

**Workforce Investment Act (WIA)
Summer Youth Employment and Training Program**

**for
PASCO HERNANDO JOBS & EDUCATION PARTNERSHIP REGIONAL WORKFORCE BOARD, INC.**

**within
Pasco and Hernando Counties, Florida**

**during periods
April 15, 2009 – June 30, 2010**

PASCO HERNANDO JOBS & EDUCATION PARTNERSHIP REGIONAL WORKFORCE BOARD, INC.

**P.O. Box 15790
Brooksville, Florida 34604
Phone: (352) 797-5781
Fax: (352) 200-3076**

PART I Procurement Timetable

C. Location: Pasco Hernando Workforce Board
15588 Aviation Loop Drive
Brooksville, FL 34604

<u>Procurement Action</u>	<u>Date</u>
RFP Issued	March 5, 2009
Written Questions for Bidders Conference	March 10, 2009
Bidders' Conference	March 19, 2009
Letter of Intent	March 12, 2009
Proposals Due	April 1, 2009 @ 4:00pm
Proposal Review Committee Meeting	April 2, 2009
Board Selection of Contractor	April 9, 2009
Begin Contract Negotiations	April 10, 2009
Anticipated Start Date	April 15, 2009

All proposals must be received by the date and hour specified above and will not be accepted after the 4:00 p.m. deadline on the due date. Any modifications to the original proposal must be received prior to the closing date and time. Late proposals will not be considered as responsive to this RFP and will be returned to the sender. One copy of an electronically submitted proposal will be requested with submittal.

Issuance of the RFP is coordinated by:

Brenda Gause, Director of Operations
Pasco Hernando Workforce Board
15588 Aviation Loop Drive
Brooksville, FL 34604

The following documents are available for review at www.CareerCentral.jobs.

1. Pasco Hernando Workforce Board's Local Two Year Plan

PART II GENERAL INFORMATION

A. PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Pasco Hernando Jobs & Education Partnership Regional Workforce Board, Inc. is soliciting proposals to be funded through the American Recovery and Reinvestment Act of 2009, which provides for summer youth employment services in accordance with the Workforce Investment Act of 1998 (WIA), Title I, which specifies the required and/or allowed youth services that can be offered through Pasco Hernando Workforce Board Service Providers.

The purpose of this Request for Proposals (RFP) is to fund a summer work experience program that promotes positive youth development among in-school and out-of-school youth facing serious barriers to future employment. Pasco Hernando Workforce Board seeks to fund proposals from a *select few qualified* organizations able to provide a comprehensive set of services to eligible youth.

For ease in translating the successful proposal into a contract statement of work, all proposals are to be written in the INDICATIVE (will, shall) rather than the SUBJUNCTIVE (may, could). Programs funded under this RFP will provide work experience activities to youth ages 14 to 24 years of age. Pasco Hernando Workforce Board is seeking qualified youth program providers offering services that promote introducing youth to the world of work while emphasizing the value of education.

Proposers interested in serving more than one county must submit a separate proposal for each county proposed to be served. Pasco Hernando Workforce Board will favor the strongest proposer for each county within Region 16 (Pasco and Hernando). Proposers are to design services that are distributed geographically and equitably across the proposed county. Pasco Hernando Workforce Board will favor proposers currently located within or willing to locate within the specific county proposed to be served. Pasco Hernando Workforce Board is also interested in innovative strategies with demonstrated success.

Pasco Hernando Workforce Board reserves the right to negotiate with qualified proposers regardless of county proposed in the event that no qualified proposer is identified for one county.

Part II, F. lists the activities being solicited and the items to be addressed by a proposal responsive to this RFP. Part II, G. includes performance standards as they relate to this RFP.

Pasco Hernando Workforce Board reserves the right to request a best and final offer from any proposer to incorporate changes which will support a better understanding of the regulations or which the regulatory changes may require.

B. BACKGROUND INFORMATION

Private Sector members of the Pasco Hernando Workforce Board of Directors are nominated by a general purpose business organization and are appointed by the Pasco and Hernando Board of County Commissioners in accordance with federal and state law and as designated by Pasco Hernando Workforce Board By-Laws.

Pasco Hernando Workforce Board of Directors are composed of volunteer representatives of business, industry, organized labor, community-based organizations (CBOs), educational agencies both private and public, and other community based organizations. Private sector representatives constitute a majority of the membership.

Nationally, the United States Department of Labor (USDOL) oversees the administration of WIA funds. In Florida, the Agency for Workforce Innovation (AWI) oversees WIA funding and provides technical guidance and assistance to local areas. Workforce Florida, Inc. provides policy oversight to local areas, to include allowable activities, procurement and administration procedures.

In accordance with the existing agreements with the Chief Elected Officials of the Pasco and Hernando County Board of County Commissioners, Pasco Hernando Workforce Board will select the service providers for federal employment and training programs in Pasco and Hernando Counties, Florida. Since July 1, 1996, Pasco Hernando Workforce Board has also been designated as the Administrative and Fiscal entity and Sub-state Grantee for all WIA funds and activities in our 2-county area. Since May 1997, the State of Florida has designated Pasco Hernando Workforce Board as the local Welfare Transition Program (WTP) Board responsible for all WTP funds and activities in Pasco and Hernando Counties, Florida.

Therefore, all accounting and disbursements flow through Pasco Hernando Workforce Board, and contracts for WIA/WTP services are between Pasco Hernando Workforce Board and service providers. In July 1996, the Enterprise Florida Jobs and Education Partnership (now named Workforce Florida, Inc.) designated Pasco and Hernando Counties as Regional Workforce Board 16 (RWB 16).

C. FEDERAL AND STATE LEGISLATION

In August 1998, President Clinton signed WIA into law. All states were required to implement WIA no later than July 1, 2000. The State of Florida elected to implement WIA on July 1, 1999. Since that date, WIA and its Final Rules have served as the legislation that specifies activities and allowable costs of Florida's WIA-funded employment and training programs. Similar to welfare reform legislation, WIA requires a "work first" approach. Youth services are designed to

“move” the youth toward postsecondary education, employment, completion of high school, and improve academic levels during all phases.

WIA defines customers as job seekers and employers, mandates One-Stop Center/System partners, calls for a wide range of employment and training program/funding source collaboration and coordination, and requires the *system* to provide customers with the best possible mix of program services, while avoiding duplication. WIA requires measurable performance outcomes – to include customer (job seeker and employer) satisfaction.

D. GENERAL

1. Service Description

WIA provides guidance as to what activities and services are allowed. Services approved include, but are not limited to, policy interpretation and application as developed by the local Board; procedures and guidelines for program operations; fiscal accountability; monitoring; follow-up; performance compliance and standards; Management Information System (MIS) reporting and data collection; program final report; and coordination of items related to the Board of Directors.

2. Cost Categories

WIA requires that all costs be charged to administration or direct services to participants. The services being procured under WIA are considered to be programmatic and will be applied to direct services.

3. Procurement

Proposers must identify third party or in-house procurement and must abide by Federal, State and WIA procurement policies. If the proposer is a public educational institution or government entity, procurement policies do not need to be described. If the proposer is a for-profit or non-profit incorporated organization, procurement guidelines should be described and can be submitted as an additional attachment to the proposal. If the proposer intends to procure equipment, material, etc., the following policy will apply:

a. Any proposed property/equipment purchases must be pre-approved by Pasco Hernando Workforce Board. Any property/equipment which is non-consumable and non-expendable in nature and which cost an aggregate amount in excess of \$500.00 must be approved by the Pasco Hernando Workforce Board, will be placed on the local Pasco Hernando Workforce Board’s inventory list, and will be considered to be Pasco Hernando Workforce Board’s property.

b. Any property/equipment not exceeding an aggregate amount of \$500.00 may be purchased by the subcontractor after Pasco Hernando Workforce Board

review and approval. Such property will be considered to be the subcontractor's property. A list of these items must be kept by the subcontractor for Pasco Hernando Workforce Board review and submitted to Pasco Hernando Workforce Board at the expiration or termination of the agreement. All items to be purchased, if other than normal office/participant supplies, must be specifically included in the budget narrative of this proposal.

4. Profit

Profit is allowed in the delivery of services under this contract. However, justification for the amount to be earned must be given and the percentages of the costs governing the for-profit calculations must be supplied. As these costs may increase the overall cost of services under this contract, profit amounts will be reviewed closely.

E. ADMINISTRATION OF THIS RFP

1. Financial Capacity of Proposers

Procurement regulations (627.422) provide that awards are to be made to organizations with demonstrated ability, including consideration as to whether the organization has:

- a. Adequate financial resources or the ability to obtain them
- b. Satisfactory record of integrity, business ethics and fiscal accountability
- c. Necessary organization, experience, accounting and operational controls

Pasco Hernando Workforce Board expects that all proposers are capable of operating the services as represented in this RFP without any payments for at least fifteen (15) days from initial implementation of contracts. As the administrative and fiscal agent, Pasco Hernando Workforce Board will be responsible for the ordering of cash on a weekly basis and issuing checks for cash orders within seven (7) to ten (10) days from initiation of the order.

In compliance with requirements of the Single Audit Act, Pasco Hernando Workforce Board requires that an Audit Report for the organization's most recent fiscal year completed prior to the RFP response due date shall be submitted with the RFP response to the Pasco Hernando Workforce Board if the proposer receives more than \$500,000 in aggregate of federal funds. In absence of an Audit Report, the proposer must contact the current Pasco Hernando Workforce Board Director of Operations, Brenda Gause, at (352) 797-5781 ext. 1226, so that a determination can be made as to the proposer's financial standing. If the proposer is a current contractor, Pasco Hernando Workforce Board receives your audit annually and an additional copy is not required with this proposal.

2. Contract Period

The initial contract period will be determined by Pasco Hernando Workforce Board and the successful proposer(s), but is expected to be implemented April of 2009 and continue through June 30, 2010 or at the point where all funds are expended.

Pasco Hernando Workforce Board reserves the right to negotiate to extend and/or increase a contract awarded as a result of this RFP. Continuation of all services is contingent on the availability of funds.

F. DESCRIPTION OF SERVICES TO BE SOLICITED

Allowable programmatic activities as approved by Pasco Hernando Workforce Board and the Pasco Hernando Workforce Board Youth Council are described below. A service provider must provide all of the following key activities at a minimum and will be so noted in any contract issued.

The proposer will provide services to WIA youth participants who have been determined eligible for WIA activities by Pasco Hernando Workforce Board staff. Services should be broken down in accordance with the age of the youth and their ability to participate in a work experience program.

Youth must be no less than 14 years of age and no more than 24 years of age and economically disadvantaged. Funds are to be used to create summer employment opportunities for youth. The Employment and Training Agency under the United States Department of Labor views work experience only or work experience in combination with classroom training as allowable summer employment program activities funded with stimulus monies. All classroom instruction must be coupled with work experience. Stand alone classroom training will not count as a summer employment program activity as described in the American Recovery and Reinvestment Act.

Provide weekly or monthly information, as required by Pasco Hernando Workforce Board, regarding WIA participant's progress and actions being taken to address concerns.

Insure collection and maintenance of data required to determine performance outcomes and compliance issues (State MIS forms) to include required activities, contact with participants and support services being provided, and the submittal of monthly reports as required by Pasco Hernando Workforce Board.

Provide all fiscal controls to insure expenditures are in line with local policies and procedures

G. PERFORMANCE OUTCOMES

Any youth served with only stimulus funds that participates only during the summer, May 1 through September 30, and is in summer employment (work experience only or a combination of work experience and classroom training) will only be included in the separate Youth Stimulus Report and the work readiness indicator will be the only measure that applies to such youth. If a youth is served with stimulus funds beyond September 30, he/she would be considered participating in “summer employment” if their services beyond September 30 were limited to work experience only or a combination of work experience and classroom training and would only be included in the separate Youth Stimulus Report.

If a youth is served with stimulus funds beyond September 30 and receives services other than work experience, he/she would also be included in the regular WIA reporting mechanisms (WIASRD, annual report, quarterly report) and be subject to the full set of WIA youth measures (or youth common measures for those states that have common measures waivers). Youth serviced only with stimulus monies who are not summer jobs participants and who are 22 to 24 years of age at the time of participation will be considered *older youth* when determining applicable performance indicators.

PART III

A. PROPOSAL SUBMITTAL INSTRUCTIONS

1. Four (4) copies and one original, with original signatures are to be submitted along with one electronic copy.
2. Proposals must be single-sided on 8 1/2 by 11 inch white paper using a 1 inch margin and minimum of 12 point font. Emphasis should be placed on addressing all the requirements of this RFP in a clear and concise manner. Narrative Response will be limited to 15 typed pages to include the Response Cover Sheet and the Abstract Summary. The remaining mandatory forms and required attachments are not included in the page count.
3. All forms/pages in the Narrative Response must be included without alteration (except as noted) for the proposal to be responsive. If any forms/sections required in Section V, are not addressed in the proposal as requested, the proposal will be deemed non-responsive, will not be rated nor ranked, will be returned to the proposer and will not be considered for funding.
4. The information requested in Part III, B, REQUIRED INFORMATION must be submitted as specified and should be included as attachments with your proposal.

B. REQUIRED INFORMATION

All respondents to this RFP must:

1. Complete and sign the Certifications (included in Attachment **A**).
2. Respond to all the questions and supply the information requested in the Narrative Response (see **Part V**)
3. Complete the Budget Summary and Budget Narrative (Attachment **B**).
4. At this point, the Accessibility Survey will not be required; however, a statement which assures Pasco Hernando Workforce Board that all facilities located outside of the Pasco Hernando Workforce Board Career Centers will be American with Disabilities Act (ADA) compliant is necessary. If a contract is awarded, an on-sight visit may be required to ensure ADA accessibility. (The form is included under **Attachment A**).

Note: All proposers –to include those currently holding contracts with Pasco Hernando Workforce Board– will need to submit the above forms. If the proposer is also applying for the WIA Youth Services, only one set of forms is required.

Proposers for services will also need to submit the following documents as a part of the original proposal:

5. IRS Employer Identification Number (or copy of application).
6. Charter (certificate of organization) for the organization and bylaws, if applicable.
7. List of current governing body and terms of office, principals of incorporation and current officers, if different from those listed in charter.
8. Latest audit report prepared by an independent accountant, with applicable footnotes.

Note: Current contractors do not need to submit the above unless changes have occurred during the past year.

PART IV

A. GOVERNING PROVISIONS AND LIMITATIONS

1. A response to this RFP does not commit Pasco Hernando Workforce Board to award a contract or to pay any costs incurred in the preparation of a response. Pasco Hernando Workforce Board reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirety this RFP. Pasco Hernando Workforce Board also reserves the right to conduct a pre-award survey of any agency or organization requesting funding.

2. Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in order to successfully deploy funds provided for performance under the WIA Plan.

3. Pasco Hernando Workforce Board has the right to terminate the contract if the contractor fails to perform as agreed.

4. Proposers shall not, under penalty of law, offer or exchange any gratuities, favors or anything of monetary value to or with any Board member, employee or consultant of Pasco Hernando Workforce Board for the purpose of or having the effect of influencing favorable disposition toward their own proposal submitted hereunder.

5. Proposers shall not engage in any activity with respect to this RFP or any other(s) identified in #4 above that will restrict or eliminate competition. This does not preclude joint ventures or subcontracting. Each proposal submitted must be an original work product of the proposer. The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the proposer is not permitted. Violation of this provision may cause a proposal to be rejected.

6. Potential respondents of the RFP are expected to be familiar with WIA and other applicable laws, regulations, and directives governing the program. All applicants selected for an award are expected to understand and comply with all applicable requirements in conducting services under the agreement awarded.

B. CONTRACTOR ORIENTATION/COMPETENCY

Pasco Hernando Workforce Board will offer the necessary training to contractor(s) on the documents, operating procedures, and Employ Florida data entry requirements that are specific/unique to WIA within certain limitations. It is a requirement that contractors have the professional experience, prior training and applicable professional judgment within their staff/organization to perform/accomplish the proposed goals, objectives and activities submitted in accordance with WIA and with this RFP. As administrative staffing and funding are limited for the training and technical assistance to subcontractors, subcontractors with prior WIA experience may be given additional consideration for documented performance and understanding of WIA activities as previously delivered.

C. TYPE OF CONTRACT/COMPENSATION METHODOLOGY

Pasco Hernando Workforce Board reserves the right to negotiate a contract with successful proposers for the delivery of WIA activities to carry out the requirements of the subcontract. All contract cost will be based on cost analysis which requires detailed cost information in a line-item budget. Performance will be tied to the contractual agreement.

Documentation to substantiate monthly cost must be provided by the contractor's accounting department for review by Pasco Hernando Workforce Board on a monthly basis, or as determined by the Board. Only items identified in the proposed budget will be allowable. Revisions to the budget must be submitted and approved by Pasco Hernando Workforce Board prior to implementation.

D. THIRD PARTY CONTRACTING

Contractors will be required to assume full responsibility for all services. Third party contracting for services described in this proposal shall not be permitted unless previously identified to and approved by Pasco Hernando Workforce Board as part of this RFP process. Work experience agreements with youth work sites are not considered to be a third party contract, but a training component and provider.

E. DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be received and maintained by the Pasco Hernando Workforce Board Director of Operations. Proposals will be exempt from disclosure until the evaluation and selection process has been completed.

F. AUDIT REQUIREMENTS

Pasco Hernando Workforce Board audit requirements are not an only after-the-fact financial audit of the contract. Emphasis is on current organizational controls being in place during the performance of the contract, and also to ensure compliance with applicable laws and regulations, some of which are non-financial.

All contractors are required to submit Single Audit Reports, only if they receive \$500,000 or more in aggregate from any federal funding source within a federal fiscal year, within three (3) months after their fiscal year end that falls within each 12 months of contract period. Noncompliance authorizes the Pasco Hernando Workforce Board to order an audit at the contractor's expense deducted from applicable contract provisions.

Any contractor not in compliance with the above for their immediately preceding fiscal year is required to submit an Audit Engagement letter within one month after the next fiscal year end that specifies compliance with Single Audit Act and related regulations, Audit Report completion date, estimated cost, signed by both Auditor and Subcontractor.

Single Audits must include Internal Control and Compliance Reviews, Schedule of Federal Financial Assistance, in addition to the Financial Audit. Management Responses should be

incorporated in Noncompliance Findings and Questioned Costs. Requirements are as follow in general:

Non-profit contractors & Institutions of Higher Education: OMB Circular A-133, and Compliance Supplement, A-122 Cost Principles for Nonprofit, and A-21 Cost Principles for Higher Education.

State and Local Government Agencies: OMB Circular A-128, and Compliance Supplement, A-87 Cost Principles.

Private for Profit Subcontractors, as a specific condition of this contract: OMB Circular A 128, and Compliance Supplement, A-87 Cost Principles, or may elect A-133, and Compliance Supplement, with A-87 and A-122 Cost Principles as applicable.

All Subcontractors: "Yellow Book" Government Auditing Standards.

For Schedule of Federal Financial Assistance, Pasco Hernando Workforce Board is a pass through entity, CFDA #17.25, under Department of Labor. Revenues and Expenditures are to be separate for each Pasco Hernando Workforce Board contract activity within contractor fiscal year, accrual basis without showing beginning and ending accrued or deferred amounts.

Audit Cost is allowable as provided in 16.b of Circular A-128, generally to extent of ratio that revenue from WIA bears to all revenue and must be separately specified in proposed cost estimate/budget and in negotiated contract. Any advance payment or deposit for an audit is at the subcontractor's risk and expense.

G. CONFLICT OF INTEREST STATEMENT

No member may take part in discussions or vote (except to answer questions at Board of Directors and Committee meetings) if they represent an organization whether as an employee, officer or director that receives compensation or business for services rendered to the organization or have direct or indirect interest in a proposal whether through salary, consulting arrangement, including those through family or business ties. This Conflict of Interest Policy which is expressed shall apply to all other transactions wherein a director has a private or business interest which conflicts or may conflict with the best interest of the corporation. It is the duty of all directors to report all possible or apparent conflicts to the Chairperson and to refrain from taking any corporate action with regard thereto.

Pasco Hernando Workforce Board and staff are bound by the Conflict of Interest statement above. If a proposer is, or should be aware of any potential conflict of interest, disclosure must be a part of the Certification attached to this proposal.

H. NOTIFICATION OF FUNDING

Offerers will be notified by letter if their proposal has not been approved for funding. Approved offerers are informed of the funding level and projected time to finalize the contract by telephone if possible.

I. RECORDS RETENTION

If a contract is awarded, all records pertinent to the agreement including financial, participant, statistical, audit and property, and supporting documentation shall be retained for a period of five (5) years from the date of final payment of the agreement or until all audits are complete and findings on all claims have been finally resolved, whichever is the longer period of time. Pasco Hernando Workforce Board, as the Administrative/Fiscal Agent, and State and Federal monitors/auditors shall have access to these records for inspection, monitoring or auditing purposes.

If the proposer is unable to retain the records, such records shall be transferred to Pasco Hernando Workforce Board in an acceptable condition for storage.

J. APPEALS RIGHTS PROCESS

Grievances/appeals by the proposer shall be made to the Chair of the Youth Council of the Pasco Hernando Workforce Board of Directors. The appeal must be submitted in writing within 5 days of notification of intent not to fund. The Committee shall review the appeal and shall submit to the submitting organization in writing within ten (10) working days a recommendation to clarify or resolve the appeal. If the finding of the Committee is not satisfactory to the submitting organization, the issue will be forwarded to Pasco Hernando Workforce Board's Executive Committee for final resolution. The Executive Committee shall issue to the submitting organization the final resolution within ten (10) working days of receipt of the appeal. Legal and technical counsel may be involved in this process. If the grievance is based upon discrimination due to race, sex, religion, age, etc., the grievance procedures included under Attachment C shall apply.

PART V RESPONSE NARRATIVE FORMAT

The following format must be followed without exception. If the proposer omits any of the required sections, the proposal will be deemed non-responsive, will not be rated nor ranked, and will be returned to the proposer and will not be considered for funding during this process.

PROPOSAL FORMAT

A. The first page of the proposal shall be the "**SYEP RFP Response Format Cover Sheet**" (Attachment D), and shall be numbered as page 1.

B. The second page of the proposal shall be the "**Abstract Summary**" (Attachment E), and shall be numbered as page 2.

C. Each section should be separated with a labeled tab.

D. RESPONSE NARRATIVE

FOREWORD

The United States Department of Labor is working to issue guidance regarding data collection, eligibility criteria and reporting requirements and hopes to have a Technical Assistance Guideline (TEGL) issued by March 17, 2009. As soon as Pasco Hernando Workforce Board receives additional information it will be posted to Pasco Hernando Workforce Board's website. USDOL expects the TEGL to contain the following:

-
The Summer Jobs portion will be reported separately from WIA Youth Services and will be assigned special program codes for data entry into Employ Florida Management Information System (EFM)

-
There will be a smaller amount of data to collect

-
No data validation for SYETP

-
Flexibility on eligibility, i.e., 5% sample methodology can be used. If this occurs with no data validation, Pasco Hernando Workforce Board could accept self-attestations for income.

-
No 12 month follow-up will be required

-
Work experience can be with public, non-profits or for-profit businesses

-
Youth ages 22 – 24 will be enrolled as older youth for services under the ARRA of 2009

-
USDOL is still reviewing the Basic Skills assessment requirements

All youth must meet WIA eligibility requirements as defined by USDOL for this funding. Eligibility determination for the program will be conducted by Pasco Hernando Workforce Board staff. Therefore, the proposer for these services must provide outreach and recruitment of the target population to engage the number of youth the proposer intends to serve. (See **Attachment F**) If youth served under the ARRA of 2009 are transitioned to WIA Youth services, youth ages 14 to 18 are younger youth, 19 to 21 will be older youth, and youth aged 22 – 24 would transition to WIA Adult program services.

Pasco Hernando Workforce Board will hire a Youth Program Manager who will visit all worksites and speak with supervisors and participants to determine the quality of the training. All occupations must be matched to the age of the participant and Child Labor Laws must be strictly enforced. Proposers will need to keep the age of the youth in mind when determining the mix of services and when recruiting worksites.

Services being solicited are for work experience activities which may be coupled with classroom instruction. USDOL has not stipulated the “mix” of work experience and classroom instruction. For planning purposes, it is suggested that younger youth 14 to 17 years of age have a minimum of 50% classroom instruction and 50% work experience; for older youth, work experience should be the bulk of the services provided.

1. Provide a general description of how youth will be recruited for the program. Provide the number of youth to be recruited and enrolled, and how many of this number will be in-school or out-of-school youth. In addition, please specify the age group(s) to be targeted. Letter(s) of support are required if recruitment will be from organizations outside of the proposer’s organization.
2. Provide a general description of the proposed components of your program. This section should include any classroom instruction and how it will be coupled with work experience. All youth enrolled in the SYETP must have a work experience component. Stipends can be paid using federal minimum wage of \$7.25 per hour as a guideline. If you plan to pay a stipend for classroom instruction, the proposer will need to provide how the amount of the stipend was derived. If USDOL requires basic skills assessment, please indicate the testing instruments to be used. If the proposer will conduct an assessment to determine career interests and abilities, the assessment will need to be identified.
3. Provide a description of how services will be aligned with the age and/or class level of the youth participant and how the participant will progress over the period of the contract.
4. For all work experience activities, provide the industry and/or business sector your organization will target and well as the occupations that may be targeted. Include whether or not the businesses targeted will be public, non-profits and/or for profit businesses and whether or not your organization has formed partnerships with local business to work with your organization to support this program. Letters of support will need to be submitted where possible. The proposer may also choose to break the work experience sites dependent upon the age of the youth. For younger youth ages 14 to 17 for whom Child Labor Laws apply, the proposer may want to recruit work experience sites that are more conducive to meeting law requirements. For youth ages 18 to 24, work experience sites can be expanded.
5. Pasco Hernando Workforce Board is looking to obtain an employer of record for payroll for summer youth work experience, to include worker’s compensation. Stipends will need to be paid by the service provider and should be included in the proposer’s budget. The proposer will need to determine the amount to be paid for work experience (based on number of participants, weeks and estimated hours of summer employment to be gained by each

participant based upon the federal minimum wage). Even though this amount will not be in the provider's contract, Pasco Hernando Workforce Board needs to ensure enough funding is available for payroll. This will be based on the amount estimated by the proposer. The proposer will be responsible for verifying timesheets and submitting the timesheets to Pasco Hernando Workforce Board prior to payroll. It is anticipated that payroll will be made weekly or bi-weekly to summer youth participants. Please describe your ability to connect with the worksites identified above to verify hours worked and training provided to the participant.

D. STAFF QUALIFICATIONS

1. List the staff positions that will be involved in the programs/services, his/her experience, educational levels, what duties he/she will perform and his/her qualifications.
2. All contracts will be approved by Pasco Hernando Workforce Board in April, 2009. Within what timelines will your organization have staff hired/available to begin technical assistance/training, if required, and/or to deliver services as specified within the proposal?

E. ADMINISTRATIVE CAPABILITIES

1. Previous Experience:
 - a. Describe your organizations history and experience in administering employment and training services, providing policy interpretation and other related items for WIA programs; or, if no WIA experience in the services proposed, describe other experience which is comparable for the activities requested.
 - b. Provide any reports which may include an annual report to document past performance and outcomes of previous programs administered by your organization which are related to employment and/or training related activities.

F. BUDGET INFORMATION (Attachment D)

The proposer must submit a budget and a budget narrative for services being proposed.

1. Personnel

Provide cost estimates for staff to be involved in the above services. These costs should relate to the number of hours personnel will spend working in the above program. This may reflect full-time (1.0 position) or part-time (.5) positions. Fringe benefits should be shown as a separate line-item within this category.

2. Personnel Support Expenses

Provide the budget and a brief narrative to support the line-items identified to support personnel activities (i.e., in-district travel, supplies, etc.) in the Budget Summary. This shall include how the amounts were calculated and on what data the amounts were derived.

3. Participant Costs

Provide information on the actual costs of any items related directly to the participants to include work experience wages, insurance, materials, books, instructional materials, transportation, incentives, stipends etc.

4. Indirect and Administrative Costs

If administration is to be charged, exact amounts must be shown for direct and indirect charges. The percentage as it relates to the completed package must be shown.

G. CERTIFICATIONS (Attachment C)

- * Certification - Proposal
- * Certification - Debarment, Suspension, Ineligibility and Voluntary Suspension
- * Certification - Public Entity Crimes
- * Certification - Anti-Lobbying
- * Certification - Drug-Free Workplace
- * Certification - Clean Air Act
- * ADA Facilities Accessibility Evaluation (Letter of Assurance that all facilities will be ADA accessible)

H. PROPOSAL REVIEW EVALUATION

Proposals judged to be responsive to this RFP will be evaluated in terms of the criteria presented herein.

The review will be conducted by various individuals to include the following, but is not limited to, staff of Pasco Hernando Workforce Board, Youth Council members, individuals within the community and/or Pasco Hernando Workforce Board of Directors. All proposals will be reviewed and assessed for details, clarity, comprehensiveness, and potential for success. The evaluation will be based on the criteria listed below. A maximum of 130 points can be awarded by each rater. Allowable points within each area are as follows:

- a. Response Narrative (55 points)
- b. Staff Qualifications (25 points)

c. Organizational Background (15 points)

d. Budget Information (35 points)

Proposals will be independently scored. Each rater will make recommendations regarding budgetary limitations, knowledge of subject matter, desirable outcomes, and other considerations.

As part of the proposal review process, proposers may be invited to a Council meeting to respond to questions on points of clarification posed by Council members. In addition, Pasco Hernando Workforce Board reserves the right to inspect facilities and/or equipment; review specific qualifications and relevant capabilities of all personnel; to review agency audits and financial systems; or to contact others who may have the experience and/or the knowledge of the bidder's relevant performance and/or qualifications. Any discrepancies found between the proposal and actuality may result in the proposal being rejected. A copy of the Proposal Evaluation form is included as Attachment **G**.