



REQUEST FOR PROPOSALS

FOR

S.O.A.R.hire! 2015

Important Dates

RFP Release Date:

Monday, February 2, 2015

Pre Bidders Conference

Thursday, February 5, 2015, 1:00PM

COWIC Administrative Office

1111 East Broad St

2nd Floor

Columbus, Ohio 43205

Proposals Due:

Thursday, February 19, 2015 by 3:00PM

COWIC Administrative Office

Attention: Winford Dearing

Procurement Manager

1111 E. Broad St., Suite 201

Columbus, Ohio 43205

614-559-5073

To be considered, proposals must be received no later than 3:00PM, Eastern Standard Time.

Final Award amounts will be subject to availability of funds. Contracts may begin as early as April 1, 2015 and end no later than August 31, 2015, with options to extend for two additional one-year contracts beginning April 1, 2016 and again April 1, 2017 based upon performance and availability of funds.



Request for Proposal

S.O.A.R.hire! 2015

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Attachments-All attachments for this RFP can be found at www.cowic.org under the “Vendor Library”.

- Attachment 1- Letter of Intent**
- Attachment 2- Proposal Cover Sheet**
- Attachment 3- Statement of Work**
- Attachment 4-Developing a Budget and Budget Narrative**
- Attachment 5: Pre-Qualification Application**
- Attachment 6-21st Century Employability skills**
- Attachment 6-High Demand Growth Industries**

I. Introduction

A. Background

Central Ohio Workforce Investment Corporation (COWIC) is Central Ohio's one-stop employment services provider. Our mission is to meet the employment needs of businesses and job seekers to support economic development in Central Ohio.

S.O.A.R.hire! (Successful Opportunities to Achieve and Reconnect) is a partnership between Franklin County, the City of Columbus and COWIC/OhioMeansJobs. S.O.A.R.hire! is the paid internship program for youth and young adults in Columbus and Franklin County. Participants will work in high growth industries that include, but are not limited to Healthcare, Hospitality/Customer Service, Business and Professional, Logistics, Information Technology and trades.

S.O.A.R.hire! 2015 is designed to:

- Explore real world career and employment opportunities with youth and young adults.
- Provide financial literacy education.
- Provide participants with workplace essential soft skills to include: communication, problem-solving, critical thinking and teamwork.
- Increase awareness of services offered by community-based organizations to assist with overcoming barriers to success.

COWIC will offer contracts to a limited number of eligible youth and young adult service providers meeting the requirements and expected goals. S.O.A.R.hire! 2015 is a partnership between COWIC, the City of Columbus, Franklin County community based organizations and business community. The program will focus on building stronger relationships with the private sector employers, school districts, colleges and career centers, parents and family members as well as community based organizations serving youth and young adults. Working together, we can ensure a healthy economic future for Central Ohio.

Building on a Foundation for Success

In 2007, COWIC took the reins on offering meaningful summer work experiences to Franklin County youth by serving 1,300 in its first year. As of 2014, COWIC has provided summer work experiences to more than 7,000 youth and young adults, in high-demand and high-growth career fields! Many of the participants earned permanent, full-time employment with the skills and connections they obtained through the program. This was made possible by COWIC's collaboration partnerships and support from the private and public business sectors. S.O.A.R.hire! 2015 will build on these successes, challenging partner organizations to offer the highest quality opportunities for Franklin County youth.

B. S.O.A.R.hire! 2015 Snapshot

In S.O.A.R.hire! 2015, we will work closely with community partners and employers of high-demand, high-growth industries to give youth and young adults the tools necessary to bridge the skills gap apparent in the Franklin County workforce. Internships have the potential to boost academic achievement, promote college enrollment and increase long-term earnings and build additional work history. Constructed internships will incorporate valuable lessons that will benefit youth and young adults for life-long learning.

COWIC will recommend funding service providers that demonstrate the ability to manage high-quality workforce development programming for youth and young adults. All programs will offer no more than 20 hours per week – paid participation – with a maximum of 160 hours. Programs will operate for up to eight weeks from June 8th to August 7th, 2015. All participants will engage in Work Readiness and Leadership Development sessions, as well as financial literacy education. Each participant will walk away from the

program with a portfolio that will prepare them for employment beyond S.O.A.R.hire! and the global marketplace, allowing participants to transition towards a year-round career pathway program with a holistic approach and, the COWIC Leadership Academy. COWIC requests proposals for the following two internship models: Futures Under Construction and Work-N-Progress (See II. Internship Model Description).

Funding

Funding for the S.O.A.R.hire! 2015 summer program will be supported by the City of Columbus, Franklin County and the U.S. Department of Labor.

Priorities for S.O.A.R.hire! 2015

Service providers are encouraged to select public and private employer worksites that match the high demand/high growth industries. The following is a list of high demand/high growth industries in Central Ohio:

- Manufacturing
- Science & Technology
- Professional & Business Services (including IT)
- Logistics
- Financial Activities
- Education
- Healthcare and Social Services
- Leisure & Hospitality
- Government
- Retail Trade

All service providers must be a registered business in the State of Ohio and adhere to all applicable local, state, and federal laws. All other worksite requirements are contained in the COWIC Worksite Internship Agreements which are posted on the COWIC website in the vendor library of forms.

Service providers will be responsible for the collection of worksite agreements, managing the worksite and managing the onsite supervisors. Service providers will be responsible for collecting, reporting and maintaining all time sheets and working with PSI, the Payroll Service Provider, to ensure accurate payroll processing (**See L. Administrative Responsibilities**). Successful proposals will include a signed Memorandum of Understanding (MOU) from employers that will yield successful internship placement.

II. Internship Model Descriptions

This RFP consists of two internship program models: Futures Under Construction and Work-N-Progress. Bidders may respond to both models. If applying to operate both models, bidders must submit a separate proposal and Budget for each model.

Futures Under Construction Model – This model provides the opportunity for youth and young adults, with limited or no work experience, to build practical work experiences. Participants will engage in structured work, which builds career awareness, providing them with 21st century employability skills. As a supplement to work experience, participants will engage in a series of work readiness and leadership development sessions that will guide them in completing a work-based portfolio.

Work-N-Progress Model – This model offers more sophisticated opportunities for young adults entering the program with prior work experience. These work-related experiences are designed to refine targeted, 21st century employability skills and promote essential workplace competencies. Internships involve placements into local and regional high-growth industries (see Priorities for S.O.A.R.hire! 2015). As a supplement to

work experience, participants will engage in a series of work readiness and leadership development sessions that will guide them in completing a work-based portfolio.

III. Core Program Components

The S.O.A.R.hire! 2015 Summer Internship Program Providers will integrate the following components:

1. Pre and post work readiness assessments
2. Youth and young adults will participate in pre-employment training and orientation to the worksite prior to the start of the internship.
3. Youth and young adults will be placed in a structured, professional work environment.
4. Youth and young adults will engage in a series of work readiness and leadership development sessions.
5. Participants will gain exposure to various high-growth industries.
6. Positions that engage youth in an intentional experience that promotes a level of skill development.
7. Connect youth to local and regional high-growth industries and match youth based on identified interest and skill level, to the extent possible.
8. Youth participation at an orientation prior to the start of the internship.
9. Production of valuable work for both the employer and the participant.
10. Provide participants with economic opportunity, professional network and career awareness.

Financial Literacy Education

Youth and young adults will participate in an engaging financial literacy experience offered and co-sponsored by COWIC and a local banking institution. The financial literacy workshops will give the participants the opportunity to make lifestyle and budget choices, learn how occupations affects income deductions, and how to use debit cards, checking and savings accounts. These workshops are scheduled as a part of the Contextual Learning Strategy and will be offered throughout the duration of the program.

Contextual Learning Strategy

All internship programs must implement Work Readiness and Leadership Development components. Work Readiness and Leadership Development is an essential part of S.O.A.R.hire! 2015 and fosters 21st century employability skill development. Providers must deliver a series of professional development workshops that will help youth and young adults develop skills in the following areas: Career development/exploration, 21st century work readiness, and post-secondary education readiness. As a supplement to work experience, participants will engage in a series of work readiness and leadership development sessions that will guide them in completing a work-based portfolio and connects to the day-to-day work that takes place at the worksite. The portfolio will demonstrate each participant's reflection and critical analysis of 21st century employability skills. Resources will be available, as needed, to assist with the implementation of the Contextual Learning Strategy and the development and completion of the S.O.A.R.hire! 2015 Summer Internship Program.

IV. General Application Information and Process

A. Specific Target Groups

This RFP solicits programs and services targeted to in and out-of-school youth and young adults who are:

- Young adults who are veterans
- Involved with the juvenile/adult justice system/re-entry programs or services
- African American males
- Immigrant populations including, but not limited to, Latinos and Somalis
- Young people with disabilities
- Former foster care youth
- Young parents with dependent children

- Young people who are economically disadvantaged

All participants must meet the eligibility requirements of S.O.A.R. hire! 2015 funding sources. Respondents will identify neighborhoods from where they will recruit with justification and an explanation of need.

B. Work Permits

Service providers must be able to obtain work permits for those participants' ages 14 and 15 years old being employed in S.O.A.R.hire!2015. Ohio law requires the employer to have a work permit issued by the school District on file prior to employment. Further information about the work permit rules may be obtained by contacting your local school districts. Or the Ohio Department of Commerce, Division of Labor and Worker Safety, (614)644-2239.

C. Private Employer Partnerships

Well-documented employer partnerships are an essential feature of successful training models. Proposals without strong private employer involvement will not be competitive. Successful providers will partner with employers in all aspects of the program, specifically the assessment, internship and job placement. A variety of employer involvement options are possible, consistent with targeted service populations. All require strong and active partnerships with employers in each high demand/high growth industry. Effective partnerships involve employers in the tailoring of training designs to meet industry needs.

D. OhioMeansJobs.com

All youth participating in the Summer Youth Employment program must be registered on the OhioMeansJobs website. Upon registration in the OhioMeansJob.com, youth will be issued a virtual backpack in which they can store documents, career plans, assessments, a career profile and other information from their career exploration and job searches. From the virtual backpack, the youth will have access to many career exploration and planning tools.

E. Payroll Services

PSI will provide payroll services for all S.O.A.R.hire! 2015 internships. Payments to internship participants must comply with COWIC mandated on-boarding process for internship participants.

Service providers are responsible for the timely and accurate data entry into the payroll provider's data base and payroll timekeeping system, W-4 completion, I-9 completion, execution of wage agreements and where applicable, obtaining parental consent documentation and work permits. Failure to comply may result in suspension or termination of contract by COWIC.

PSI will provide onsite training of staff, orientation of youth and documentation management support. Service providers will be required to provide access to appropriate work space, copier/scanner and internet access to the Payroll/Staffing vendor representative.

F. Pre Qualifications for Potential Vendors - New Requirement

All Bidders must be Pre-Qualified by submitting a Pre-Qualification Application demonstrate fiscal and administrative capacity. The application can be downloaded from www.cowic.org "Vendor Library" and submitted on or before the proposal due date on February 19, 2015. All contracts awarded are contingent upon fiscal and administrative qualifications, successful contract negotiation and overall capacity to implement the S.O.A.R.hire! Summer Internship Program.

G. Cost Guidelines

Federal guidelines require that all costs are reasonable, allowable, and necessary and therefore, budgets will be carefully reviewed for appropriate and justifiable costs per participant and per instructional/ service hour.

H. File Maintenance & Reporting

COWIC will provide all service providers the following program forms and documents:

- Applications
- Filing system format
- Eligibility requirements/document list
- Summer youth employment worksite/participant manual
- Timesheet
- Invoice forms
- Safety check sheet
- Evaluation forms
- Worksite agreements
- Internship placement forms
- Wufoo management (online database)

Service providers will be responsible for developing and maintaining customer files. COWIC will collect all original files at the conclusion of the summer program.

I. Let's Get Started - Onboarding Orientation of Participants

Service providers will be required to participate in orientations for participants and their parents as part of the onboarding process. Service providers are required to participate in follow-up sessions to collect all necessary documentation prior to internship placement. Service providers will coordinate the scheduling with COWIC staff.

J. We Got Your Back! - Training/Orientation Service Providers

Service providers will be required to attend the S.O.A.R.hire! Summer 2015 orientation and training session. The training will include the following topics:

- Performance requirements
- Eligibility determination/verification
- Enrollment
- Automatic deposit/financial literacy coordination with bank(s) and PSI
- Invoicing procedures
- Reporting and data entry requirements
- Worksite requirements, worksite orientation
- Program & fiscal monitoring
- Compliance requirements
- Payroll requirements

K. Performance Standards

- 1) 90% participant retention and completion of S.O.A.R.hire! 2015 Program
- 2) Eligibility completion
- 3) Internship Goals
- 4) Post-program & service-provider survey

- 5) Summer youth participant evaluations
- 6) Supervisor evaluations
- 7) Tracking reports
- 8) Year-end summary report
- 9) Service provider end-of-program debriefing

L. Administrative Responsibilities

Service Providers must demonstrate their capacity to perform administrative responsibilities as follows:

1. Participant Eligibility and Enrollment Determination/Verification
2. Maintain program and financial records; e.g. participant progress, certifications, timesheets, evaluations, invoices, etc.
3. Submit program reports with each invoice when requested
4. Job Coaching/Mentoring

Final Awards will be subject to the amount of funding received. Contracts will be cost reimbursement. Contracts may begin as early as April 1, 2015 and end no later than August 31, 2015. Contracts will include an option to extend for two additional one-year contracts beginning April 1, 2015 and again April 1, 2015 based upon performance and availability of funds.

M. Proposal Timeline

Event/Activity	Date
RFP Released	February 2, 2015
Pre –Bidders Conference	February 5, 2015
Letter of Intent	February 9, 2015
Post Bidders Last Day to submit Questions	February 12, 2015
Due Date of Proposals, 3:00 PM	February 19, 2015
Proposal Review and Oral Presentations if necessary	February 26-March 3, 2015
Notification	March 11, 2015
Contract Start Date	Monday April 1, 2015

***COWIC reserves the right to modify this schedule. Contractor must be available for scheduled Oral presentations if necessary during the review period**

N. Pre-Bidders Conference

COWIC will hold a Pre Bidder’s Conference on Thursday, February 5, 2015 from 1:00pm until approximately 3:00pm at COWIC’s Administrative office located at 1111 E. Broad St. 2nd Floor. The purpose of the Pre Bidder’s Conference is to review the requirements of this RFP. Although attendance at the Pre Bidder’s Conference is not required potential Bidders are highly encouraged to attend.

O. Letter of Intent

The Letter of Intent is due to COWIC on Friday, February 9, 2015. The Letter of Intent is not mandatory. The Letter of Intent allows COWIC to effectively plan for the number of proposals submitted. The Letter of Intent can be emailed to wdearing@cowic.org subject: **SOARhire! 2015 Letter of Intent.**

P. COWIC Website Information:

COWIC’s website at www.cowic.org will be used as the primary mode of communication between COWIC and potential bidders. Beginning February 2, 2015, interested parties can download the Request for

Proposals, and learn of upcoming events and deadlines. The question-and-answer document on the website will be updated at least weekly (see below).

That document along with a “Library” of forms, attachments and updates for this RFP can be accessed from the COWIC website at www.cowic.org under the “Vendor Library”. It is the bidders’ responsibility to check the website frequently to stay connected throughout this process. If you do not have the capacity to download large electronic files, please phone or email your request to COWIC to receive a hard copy of the RFP.

To request a hard copy, please send request to:

COWIC
ATTN: Winford Dearing, Procurement Manager
1111 East Broad Street, Suite 201
Columbus, Ohio 43205
wdearing@cowic.org
Phone: 614-559-6063

Electronic Questions & Answer Period: RFP Clarification Opportunity

Bidder may submit questions regarding this RFP during the established question period. Questions to this RFP must reference the relevant part of the RFP (section number and heading). COWIC may, disregard any questions that do not appropriately reference the RFP section. Participation is optional but is highly encouraged.

Q & A Period	Submission Deadline Date and Time	Final Response Posting Date
Pre Bidders’ Conference Q&A	Wednesday, February 4, 2015 by 3 PM (Responses provided at Pre Bidders’ Conference)	February 16, 2015
Post Bidders’ Q&A Last Day to submit Questions	Thursday, February 12, 2015, 3 PM (Last day to submit Questions)	

Bidders may submit questions in writing to COWIC or via email. Answers will be posted at www.cowic.org on the “Vendor Library” page beginning February 6, 2015 after the Pre Bidders’ conference. After the Pre Bidders’ conference questions and answers will be posted weekly. Questions prior to the Pre Proposal conference are encouraged. The deadline for questions is Thursday, February 12, 2015. Questions will not be answered over the telephone. To submit a question to COWIC, email: wdearing@cowic.org Subject: Question –S.O.A.R 2015 RFP.

V. Proposal Submission

Proposals may be electronically submitted, post mailed or hand delivered for consideration

If you are submitting electronically:

You are welcome to submit your proposal via Dropbox sharing program (www.dropbox.com).

If you do not already have Dropbox on your computer, you will need to download the software from the website. Once downloaded, you will create an account with Dropbox to use. Note: The documents in the folder must be less than <1 GB in order to share.

Also, once you share the folder through Dropbox< a notification will appear on the right hand side of the shared folder informing you the person has opened the folder or if the transaction is still pending. It will either say “still waiting” or joined” once the folder has been received and opened. These details will be found under sharing>Click Options (on the right). You will receive an email confirmation of receipt of your proposal, which will be your official receipt. It is your responsibility when submitting electronically that all required documents are included.

If you are submitting by postal mail or hand delivery:

Bidders must submit one original and six copies with one electronic copy (Flash drive or CD) must be submitted. The electronic copy must include all cover sheets, attachments, narrative, budget document and any letters of commitment from program partners or other funders. All applications must be received by 3:00 pm, February 19, 2015.

The electronic submission must include:

- A complete PDF version with all documents listed above
- In Word - the cover sheets, narrative and attachments
- In Excel - the budget form

The original submission must include:

- The proposal Cover Sheets (see Attachment 4 on page 4) must be completed (with no items left blank) and attached to the front of the proposal
- Agencies must supply a copy of the most recent year’s independent auditors’ reports and accompanying financial statements
- One copy of the most recent IRS form 990
- IRS Letter of Determination or other proof of legal status, and proof of insurance

The original proposal should not be placed in a binder or stapled. Please use binder clips.

Where: Attention: Winford Dearing, Procurement Manager
1111 E. Broad St., Suite 201
Columbus, Ohio 43205
614-559-5073

Proposal Verification: Proposals will be reviewed to verify that they are complete and consistent with the guidelines set forth in the RFP.

No incomplete, faxed or late applications will be considered. Proposals that do not follow the required format will not be reviewed.

VI. Proposal Review Process

Based on the evaluation criteria set forth herein, an evaluation panel will evaluate and rank the proposals. Bidders will be notified of the review panel’s recommendations according to the RFP time table.

Proposals will be evaluated on how well they demonstrate that they meet the criteria listed and are able to provide the services as described in the Scope of Work section. A review panel will score and rank all proposals based upon the following weighted sections totaling 100 points:

<u>Proposal Section</u>	<u>Point Value</u>
• Under Construction Model.....	85
• Work-N-Progress Model.....	85
• Budget Justification.....	15
 Total Points per model including budget justification	 100

Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory or RFP requirements will be eliminated.

A. Proposal Narrative

The narrative should provide reviewers with a clear understanding of your organization’s capacity to deliver the services as outlined in the RFP. Respondents that want to apply for multiple program models need to submit a separate proposal and budget for each model. The submitted narrative must address all sections and meet the following specifications:

- a. Formatted using 1” margins and no smaller than 12 point font
- b. Include table of contents
- c. Cannot exceed 10 single-sided, single spaced pages
- d. Pages should be numbered and include a header and footer identifying the respondent’s name and program model
- e. Label each section and subsection

B. Futures Under Construction Model Narrative

1. **Pre- Qualifications (PCR) and Technical Score** **15 Points**
 - a. Format specifications met.
 - b. Inclusion of all attachments, required documents as described in the proposal and the Pre-Qualification Application (PQR).
 - c. Review and evaluation of the PQR.

2. **Organizational Capacity and Relevant Experience** **15 Points**
 - d. Provide a profile of the applicant organization (including a brief history, mission, programs and services, populations served, major funding sources).
 - e. Provide information on your organization’s experience providing quality services to youth, experience in operating youth workforce development programs, capacity to serve the proposed number of youth, and specific quantitative outcomes from youth workforce development programs over the last five (5) years. How have these outcomes been used to improve program outcomes?
Describe the staffing plan for this program and the characteristics you will look for in staff to fulfill those roles. How does the program and staffing structure fit within the overarching structure of the organization?

3. **Program Components** **40 Points**
 - a. Describe your youth recruitment plan including methods and, to the extent possible, specific dates and locations. Describe how you will assess youth interest and level of work

experience prior to enrollment to ensure that they are a good match for the program. What is the program's target population; who do you plan to serve?

- b. Describe how you will ensure that youth are aware of what is expected of them and prepared for participation in the internship experience.
- c. Describe the program's retention strategy. Beyond wages, what strategies will the program use to keep youth engaged for the duration of the program?
- d. Describe in detail the proposed eight-week program. Be sure to consider the core program components listed in the model description on page 5, and include:
 - 1) *Target Industry*. What is the program's target industry area? (Reference (Attachment 6, High Demand Growth Industries)
 - 2) *Pre-Interview & Employment Training*. How will the program prepare participants for their experience prior to the interview process and employment?
 - 3) *Assigned to a trained adult supervisor*. How will the program ensure that participants work with an appropriately trained supervisor who understands the program and the skill development that they should reinforce? Explain how the program intends to structure participants' interaction with their supervisor.
 - 4) *Contextual Learning Strategy*. Describe in detail the type of work readiness and leadership development component that participants will be engaged in. Give a concrete example of a module and the process for youth participation.
- e. Present a schedule for a typical week in the program, as well as an eight-week schedule that includes major program milestones (the schedule document does not count toward page limits; include as an attachment).

4. Partnerships

10 Points

- a. Please list the partnerships, if any, you have developed to deliver the program.
- b. If the program has already identified potential worksites, what process will you implement to ensure that identified worksites meet COWIC's worksite criteria?
- c. Please describe the roles, responsibilities, and commitments of each partner. Include a letter of commitment from each organization that has already committed.
- d. List any other funders - public or private - who are supporting this program or to whom you have applied for support. Include letters from committed funders.

5. Assessment and Evaluation

5 Points

- a. How will you evaluate the effectiveness of the program? (Will you collect information beyond COWIC's mandated outcomes?). Describe the specific outcomes to be achieved by the proposed model and the measures that will be used to determine the degree to which the outcomes are being accomplished?

6. Budget and Budget Narrative

15 Points

- a. The budget is completed correctly and accurately on the forms provided.
- b. Administrative cost must not exceed 10% of the total program budget.
- c. Cost appears to be reasonable for the services being provided.
- d. Budget narrative contains detailed explanations and/or justifications for all cost.
- e. Costs demonstrate a link between proposed program's activities outcomes and goals.

C. Work-N-Progress Model Narrative

1. Pre-Qualifications (PCR) and Technical score

15 Points

- a. Format specifications met.
- b. Inclusion of all attachments, required documents as described in the proposal and the Pre-Qualification Application (PQR).
- c. Review and evaluation of the PQR

2. Organizational Capacity and Relevant Experience

15 Points

- a. Provide a profile of the applicant organization (including a brief history, mission, programs and services, populations served, major funding sources).
- b. Provide information on your organization's experience providing quality services to youth, experience in operating youth workforce development programs, capacity to serve the proposed number of youth, and specific quantitative outcomes from youth workforce development programs over the last five (5) years. How have these outcomes been used to improve program outcomes?
Describe the staffing plan for this program and the characteristics you will look for in staff to fulfill those roles. How does the program and staffing structure fit within the overarching structure of the organization?

3. Program Components

40 Points

- a. Describe your youth recruitment plan including methods and, to the extent possible, specific dates and locations. Describe how you will assess youth interest and level of work experience prior to enrollment to ensure that they are a good match for the program. What is the program's target population; who do you plan to serve?
- b. Describe how you will ensure that youth are aware of what is expected of them and prepared for participation in the internship experience.
- c. Describe the program's retention strategy. Beyond wages, what strategies will the program use to keep youth engaged for the duration of the program?
- d. Describe in detail the proposed eight-week program. Be sure to consider the core program components listed in the model description on page 5, and include:
 - 1) *Target Industry*. What is the program's target industry area? (Reference (Attachment 6, High Demand Growth Industries)
 - 2) *Pre-interview and employment training*. How will the program prepare participants for their experience prior to the interview process and employment?
 - 3) *Assignment to a trained adult supervisor*. How will the program ensure that participant's work with an appropriately trained supervisor who understands the program and skill development that they should reinforce? Explain how the program intends to structure the participant's interaction with the supervisor.
 - 4) *Learning goals and professional development*. What type of workshops will you deliver to address the three required content areas: career development/exploration, 21st century work readiness, and post-secondary education readiness? What specific content will the workshop deliver and what methods will be used to deliver them? What are the workshops specific learning goals? (Please provide a detailed answer even if you would prefer to receive workshop information from COWIC).
 - 5) *Contextual Learning Strategy*. Describe in detail the type of work readiness and leadership development component that participants will be engaged in. Give a concrete example of a module and the process for youth participation.
- e. Present a schedule for a typical week in the program, as well as an eight-week schedule that

includes major program milestones (the schedule document does not count toward page limits; include as an attachment).

4. Partnerships

10 Points

- a. Please list the partnerships, if any, you have developed to deliver the program.
- b. If the program has already identified potential worksites, what process will you implement to ensure that identified worksites meet COWIC's Worksite criteria.
- c. Please describe the roles, responsibilities, and commitments of each partner. Include a letter of commitment from each organization that has already committed.
- d. List any other funders-public or private-who are supporting this program or to whom you have applied for support. Include letters from committed funders.

5. Assessment and Evaluation

5 Points

- a. How will you evaluate the effectiveness of the program? (Will you collect information beyond COWIC's mandated outcomes?) Describe the specific outcomes to be achieved by the proposed model and the measures that will be used to determine the degree to which the outcomes are being accomplished.

6. Budget

15 Points

- a. The budget is completed correctly and accurately on the forms provided.
- b. Administrative cost must not exceed 10% of the total program budget.
- c. Cost appears to be reasonable for the services being provided.
- d. Budget narrative contains detailed explanations and/or justifications for all cost.
- e. Costs demonstrate a link between proposed program's activities outcomes and goals.

Budget and Budget Narrative

Budget Forms: The budget form (*Exhibit II*) must be included in the application. Successful respondents may be required to give further budget information at the time of contract negotiations. The budget form and the instructions are also located on COWIC's website, www.cowic.org under Vendor Library of Forms. The last page of the budget form must be signed by an authorized signer.

Budget Narrative: In addition to the budget form, a budget narrative of three pages or less describing each of the costs included in each budget line must be included in the application.

Administrative or Indirect Costs: Respondents may include administrative or indirect costs, according to the following guidelines:

Administrative Cap: Administrative costs are not to exceed 10% of the total budget. All dollars must be allocated as either administration or programming. All costs associated with direct delivery of services to youth, including site monitoring, payroll, training, etc. are considered programmatic costs.

Administrative costs are those costs not directly associated with service delivery (the Executive Director's salary).

OR

Indirect Costs: Only organizations with federally approved indirect cost rates may budget indirect costs. Successful respondents will be asked for documentation of this rate at the time of contract negotiations. Agencies that do not have a federally approved rate must allocate expenditures as administrative or programmatic.

Partnership agreements, Subcontracts and Professional fees and Contracted Services

Partnership Agreements is needed when the Bidder's proposal includes one or more entities in the provision of the program services.

Subcontract Agreement is applicable when a Bidder submits a proposal but later deems it necessary to involve additional entities in the provision/operation of the program. Because this is done post-sub award agreement approval subcontract agreements are subject to federal procurement requirements. Each subcontract must be procured in accordance with COWIC's purchasing policy or the Bidder (sub-recipients) procurement requirements, whichever are more restrictive, and be approved prior to the award of a subcontract by COWIC.

Professional Fees and Contracted Services are services for which the Bidder has an established service agreement or plans to engage in service agreement with a non-staff individual or entity for the provision of a specified service. All agreements (partnerships, subcontract, professional fee or and/or contracted service) must include:

- A description of the services to be rendered, rate of pay, estimate of time required, total amount of agreement, time period of the agreement, termination provisions and any other descriptive information regarding the services to be provided.
- A clear definition of the role that each entity will assume in implementation of the program/service.
- The name and contact information of the authorize representative in order to confirm the details of the relationship.

All partnership agreements, professional fees and contracted services cost must be accounted for in the Bidder's budget as Professional fees or Contracted services. Bidders must submit a copy of any and all partnerships agreements at the time of the submission of the proposal and subcontract agreements no later than (30) days after the effective date of the agreement. No payment shall be paid without an agreement on file at COWIC.

Youth Payments: PSI, the Payroll Service Provider, will centrally administer all payments to youth via a web-based youth payroll system, except for those youths on employer payrolls. Whenever appropriate, employers should assume a portion of the youth subsidy. Providers will be required to record the hours worked for each participant on a PSI issued timesheet and submit weekly payroll files electronically via this system.

Workers Compensation: Workers Compensation Benefits are provided for all participants who receive payments through the Payroll Service Provider. In this case, Payroll Service Provider is the documented employer of record.

Protest Process

Bidders who have submitted a proposal may protest the award of the contract setting forth both factual and legal grounds for the protest. The basis of the protest must be for violation of a state or federal contracting law, rule, or regulation which is applicable to the contracting process. The protest shall be in writing and shall contain the following information:

1. The name, address and telephone number of the protester;
2. The name of the RFP being protested;
3. A detailed statement of the legal and factual grounds for the protest, including copies of relevant documents;

4. A request for ruling by COWIC;
5. A statement as to the form of relief requested from COWIC; and
6. Any other factual and legal questions at issue in the written protest.

During any part of the review or consideration, the protester may be asked to clarify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within reasonable time designated by the Central Ohio Workforce Investment Corporation. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this request for proposal.

The Central Ohio Workforce Investment Corporation will review the protest according to its complaint procedures and issue a written response that is intended as a complete and final answer to the protest.

Protests shall be filed no later than 5:00 pm of the eighth (8) calendar day after the issuance of formal letters sent to vendors regarding COWIC's intent to make an award. The date on these letters responding to vendors is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.

Protests must be sent via email to address below and a hard copy sent by Certified U.S. Mail to the attention of:

Shirley Costantino, CFO/COO

1111 E. Broad Street, Suite 201

Columbus, Ohio 43205

www.scostantino@cowic.org

COWIC shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.