



Columbus and Franklin County, Ohio

**Future
Talent Recruitment
for
OUT-OF-SCHOOL YOUTH
AGES 16-24
Request For Proposals (RFP)**

Important Dates

| | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFP Release Date: | Friday, May 1, 2015 |
| Bidders Conference: | Friday, May 8, 2015 at 9:00AM COWIC/OMJ-CFC Lower Level, Continental Room 1111 East Broad Street, 2 nd Floor Columbus, Ohio 43205 |
| Proposals Due: | Friday, May 22, 2015 by 3:00PM COWIC/OMJ-CFC Administrative Office Attention: Tara Lamont Procurement Administrator |

Contract Purpose

This RFP is to solicit competitive proposals for talent recruitment services to be provided to Opportunity Youth. Opportunity youth are nationally defined as youth and young adults between the ages of 16 and 24 who are neither in school nor are they working. Proposals must demonstrate the ability to reconnect opportunity youth and provide services that include, but are not limited to: career services, counseling and career navigation, job readiness, work experience, occupational skills training, assessments and follow-up services.

Final Award amounts will be subject to availability of funds. One year contracts may begin as early as July 1, 2015 with the possibility of an option to extend the contract for two one-year periods.



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Attachments

Form 1 Proposal Check Sheet

Required fill-in forms are available on COWIC/OMJ-CFC’s Website at:

<http://cowic.org/funding/vendor-opportunities/>

Ohio MeansJobs

Columbus and Franklin County, Ohio

Schedule for Request for Proposal, (RFP) Submission, Review and Awards

RFP Released: Friday, May 1 , 2015

RFP Available on COWIC/OMJ-CFC's Website: <http://cowic.org/funding/vendor-opportunities/>

Bidders Questions to COWIC/OMJ-CFC:

Must be received at wdearing@cowic.org, Subject: Out-of-School RFP, beginning Monday **May 4, 2015** through Friday **May 15, 2015**. Written questions and answers will be posted periodically on COWIC/OMJ – CFC's website.

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| <p>Bidder's Conference: Friday, May 8, 2015 from 9:30-12:00 NOON at COWIC/OMJ-CFC's Administrative Offices –Lower Level Continental Room 1111 East Broad Street, Columbus, Ohio 43205</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Letter of Intent to Bid: Due Monday, May 11, 2015

(The template can be obtained from: <http://cowic.org/funding/vendor-opportunities/>)

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|-------------------------------------------------------------|
| <p>Proposals Due: Friday, May 22 2015 at 3:00 PM</p> |
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Selected Oral Presentations to the Review Committee:

Wednesday, June 3 – Friday, June 5, 2015. Proposers must be available to attend.

Contract Start Date: July 1, 2015

COWIC/OMJ-CFC reserves the right to revise this schedule.

Funding of Contracts Dependent Upon Availability of Funds

SECTION I: Introduction

1.1 Background

Central Ohio Workforce Investment Corporation (COWIC) is central Ohio's workforce development system. Through OhioMeansJobs – Columbus-Franklin County Job Center, COWIC/OMJ-CFC addresses the needs of the community by working with employers and training institutions to remove employment barriers. Established in 2004, COWIC is a 501(c) 3 non-profit organization, led by a board of directors that consists of business leaders, education and industry leaders dedicated to creating and maintaining a competent, empowered workforce which provides central Ohio the opportunity to attract and retain new businesses.

Mission

The mission of COWIC/OMJ-CFC is to meet employment needs of businesses and job seekers to support economic development in Central Ohio.

Vision

We envision COWIC/OMJ-CFC as the premier model workforce development organization, “the go to” place for employers and job seekers that facilitates meeting labor market needs and acts as a catalyst to attract and retain businesses for a vibrant economy.

COWIC/OMJ-CFC has partnered with State of Ohio Job and Family Services (ODJFS), Franklin County Job and Family Services (FCJFS), and the city of Columbus to provide assistance to all job seekers, including but not limited to, those who have been dislocated from their current employer to those who are moving from public assistance. Our primary focus is helping people to obtain, retain or upgrade employment while assisting employers to gain and maintain a qualified workforce. COWIC/OMJ-CFC works with more than 400 companies, assisting them with talent recruitment and hiring events. In the past three years employment services have been provided to nearly 60,000 people.

In the past five years, the Workforce Board's Youth Council, in partnership with the city of Columbus, and the Franklin County Board of Commissioners has provided workforce development services to youth and young adults in central Ohio. These emerging job seekers have been served through year-round education & training programs, including summer internships. The workforce development services are administered through a network of community and faith based organizations, public and private companies.

1.2 Workforce Innovative Opportunity Act (WIOA) of 2014

For this RFP, funding is available under WIOA. WIOA supersedes the Workforce Investment Act (WIA) of 1998 and provides the framework and the funding for a national workforce preparation and employment system. On July 22, 2014, President Barack Obama signed the WIOA into law: <http://www.doleta.gov/WIOA/>. WIOA is a robust piece of legislation signed to deal with crucial issues in the delivery of workforce development, and the passage of the bill represents the benefits of a bipartisan approach in addressing the nation's need for a more modern workforce development system. WIOA shifts youth eligibility and program requirements considerably, allowing for models that improve the service given to youth and young adults and focus strongly on the needs of out-of-school, disconnected young adults.

At the time of the issuance of this RFP, the U.S. Department of Labor has issued limited formal regulatory guidance for WIOA implementation. Formal regulations are expected to be approved in January 2016. Programs funded under this RFP must be prepared to make adjustments in programming to comply with future regulations.

1.3 Need

Nearly 7 million young Americans between the ages of 16 and 24 are disconnected from school and employment. Many may lack the employment skills necessary to obtain and maintain a job. At the same time, thousands of businesses across the nation need well-trained, young adult talent to replace those that are aging out of their respective fields. Young adults who are not in school or working represent untapped potential for our nation - they cost taxpayers \$93 billion annually and \$1.6 trillion over their lifetimes in lost revenues and increased social services. Today, young Americans are experiencing unemployment rates in the double digits. However, once students finish high school and complete some form of postsecondary education, they are more successful and contribute more to society. It is proven that students who obtain an associate's degree earn nearly one-third more over the course of their lifetime than those with only a high school diploma – and students with a bachelor's degree earn three-quarters more. However, the challenge is getting students to the academic level to enter college. Statistics show that 2 out of 5 high school graduates have inadequate math and reading test scores to enter college.

In 1983, the Columbus Foundation commissioned Jobs for the future (JFF), based out of Boston, to compile a report titled “Credentials that Work, Opportunity Awaits.” According to the report, Franklin County is home to 20,500 young adults that are not in school, nor are they working. This is half of the young adult population in Franklin County. In 2012, 67% of Franklin County students graduated from high school, compared to the state average of 81%. Each year, thousands of young adults in Franklin County drop-out of the district and charter schools. Over 18,000 young adults lack a high school diploma or GED. These statistics lead to an unemployment rate in Franklin County of 17% among young adults - the highest amongst all age categories.

COWIC/OMJ-CFC in partnership with city and county elected officials are working to address the employment and education needs. Through the new Solutions City initiative, Mayor Michael B. Coleman has brought together constituents including young adults, local leaders and stakeholders for town hall meetings in Starbucks stores to identify and tackle civic challenges of providing access to education and empowerment to young adults. Mayor Coleman said, “The Columbus community is keenly aware of the many challenges that face our youth, yet we are excited about the opportunity to come together with the help of Starbucks to create solutions that will help them navigate our 21st century economy.” The County Commissioners support the Green Corp program that instructs and employs young adults with an interest in horticulture and a passion to learn. Board of Commissioners President, Marilyn Brown stated “Green Corp is a true collaboration between the commissioners, the Franklin County Conservatory, and COWIC and an innovative way to help our local youth to prepare for jobs that they are passionate about. I know that they will all be successful, and will all be working to help keep Franklin County green.” These initiatives are avenues to connect young adults who are disconnected from employment and education and uniting them with local leaders, non-profit organizations and businesses to create pathways to employment and education. COWIC/OMJ-CFC aims to provide youth and young adults with access to a seamless system that will offer the educational enhancements and talent recruitment opportunities that are significantly needed to meet the challenges of the 21st century global economy.

In the proposed state budget, Temporary Assistance for Needy Families (TANF) and WIOA funding for youth and young adults may be used to provide workforce services. If passed the Franklin County Board of Commissioners will provide guidance for implementation. At that time contractors for this RFP will be informed as to how to proceed.

1.3 Priority Target Populations

- Youth and young adults who are disconnected from school or work
- Court-involved youth
- Homeless, runaway, in or aging out of foster care
- Pregnant or parenting youth
- Youth with a disability
- Immigrant youth eligible for work
- Youth residing in public housing

SECTION II: Recruit Our Talent Program Model

2.1 Program Model

COWIC/OMJ-CFC is requesting proposers to design and implement an evidence based program model consisting of a continuum of services with comprehensive case management and guidance to meet the individual needs of young adults. Proposals are to be based on positive development practices that support, motivate, and prepare them through age appropriate activities leading to educational achievements, successful transition to adulthood and long-term success in employment.

Proposers are to ensure the organization has significant capacity and demonstrated services experience and outcomes to operate talent recruitment and development activities, comprehensive career management, work experience opportunities and follow-up services to facilitate the completion of all program requirements.

The program model must have a framework that is designed to prepare participants for a global workforce system. The model should be flexible, responsive, employer-driven, customer-focused, and locally managed. Proposers are to ensure that the services are streamlined, readily accessible, and empowering for young adults. Proposers are expected to accomplish successful outcomes. A successful program model consists of participants becoming gainfully employed in permanent full-time positions and/or enrolled in an accredited secondary or post-secondary education institution, including apprenticeship programs. Selected proposers must maintain established relationships with participants throughout their educational and employment activities.

Proposers are to demonstrate their ability to design, coordinate and deliver year-round activities and services for WIOA eligible young adults that promote:

- Earning a high school diploma or GED
- Preparation for postsecondary education and training
- Career preparation
- Work based learning
- Employment in high growth occupations
- Earning postsecondary credentials

Program models are to emphasize the long-term development of young people. To assist in both academic and occupational success, the program design must have a strong emphasis on academic skill gains, basic skills deficient enhancements, English language literacy, financial literacy and math computation. Effective program practices and designs consist of the following:

- Relationships that maintain contact with caring adults (mentoring)
- Strong connection to employers with opportunities such as internships or on-the-job training
- A variety of contextual educational options for skill/competency gains or academic learning
- Opportunities for leadership and decision-making
- Positive peer support
- Opportunities for meaningful service to others
- Follow-up support over a sustained period

Proposers may identify organizations with whom they will collaborate to enhance the program model design. These relationships or collaborations are encouraged. However, proposers are to follow the OMB Super Circular, 2 CFR Part 200, Section 200.318-329 General Procurement Standards at <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>. Options to subcontract services must be approved in advance by COWIC/OMJ-CFC.

2.2 Four (4) Components of the Program Model

Successful models will provide an array of services that will ultimately launch youth and young adults on a meaningful career pathway and sustainable employment. All program models must have the following components:

2.2.1. Boot Camp

Boot Camp will consist of 10-weeks of talent recruitment training. Selected proposer(s) are to recruit 10 – 15 young adults at a time, creating cohorts. These cohorts are to navigate through the four (4) components of the program.

Learning during the 10-week period should include but not limited to life skills, job readiness, financial literacy, career development, interviewing skills, job search, assessments, and intensive academic tutoring. During the 10-week boot camp, all participants must complete the following six workshops:

- a. Resumes that Work
- b. Social Media: Revolutionize Youth Network
- c. Ace the Interview
- d. Create Your Own Cover Letter
- e. Navigating Casting Calls (Job Fairs)
- f. Sharpening Your Employability Skills

The workshops are aimed toward instilling values, new thinking behaviors, integrity and personal accountability for every participant enrolled in the program. Proposers are to give details on the curriculum that will be taught in each of the six workshops. Details may be included as an attachment to the proposal.

2.2.2. Academic Research and Connection

Selected proposers are to assess where youth are academically. Selected proposers will discuss with each participant next steps in improving or reconnecting with the world of academia. Academic resources will be provided such as: FAFSA preparation, assistance in enrollment in post-secondary education, GED tutoring, engagement in a credit recovery program, academic remediation for skill gains in reading and math, high school re-engagement and college tours. Proposers will facilitate a seminar on study skills.

2.2.3 Employment Research and Connection

The selected proposer(s) will ensure that all participants are registered on the Ohio Means Jobs website (www.ohiomeansjobs.com). Proposers are to make available and guide participants with exploration and research on desired occupations in the Ohio region, the study the Ohio labor market, the demand occupations in Ohio, and the research on job titles, requirements and qualifications. Participants must receive job search assistance.

Use of OhioMeansJobs.com and Labor Market Information (LMI) will assist with the following topics:

- Occupation research, demand occupations in Ohio
- Required qualifications for specific occupations
- School programs needed for occupations of interest
- Amount of time for qualified training for specific occupations
- Cost of specific job training
- Information on available scholarships and financial aid

Work experience is a major component of the program and is the next step in career development. COWIC/OMJ-CFC is requesting proposers to design a program model that will help young adults become employable and financially self-sufficient. The successful proposer must demonstrate an understanding of the labor market within the community, and the opportunities for young adult employment. Work experience includes full-time employment, pre-apprenticeship programs, internships (an internship may consist of job rotation and must be made available at the end of the youth completing the occupational skills training), job shadowing and on-the-job training.

Proposer are to describe their ability and strategies to develop and sustain employer relationships to provide paid and unpaid jobs for young adults. Identify companies most likely to employ young people, and describe formal or informal agreements with those companies. If proposers do not have agreements with companies, describe your strategy for developing them.

Employer site visits – selected proposers are to provide the opportunity for participants to visit the site of a desired occupation. Proposals are to be creative in designing a model that incorporates activities for participants to engage with hiring employers.

Young adults are to be connected to the following talent recruitment activities:

- Career exploration
- Job shadowing
- Work-based learning

- Unsubsidized/subsidized employment
- Job search assistance

2.2.4 Occupational Skills Training

Individual Training Accounts (ITA's) - Young adults pursuing training or certificate programs must also be provided with placement assistance. Training should be in one of the training fields listed below. **Participants are to be referred to COWIC/OMJ-CFC for funding of an ITA.** Although, participants with the support of the selected proposer may desire an occupational training outside of the recommended training fields, COWIC/OMJ-CFC has final approval.

Recommended fields of training:

- Allied Healthcare
- Information Technology
- Hospitality and Culinary Arts

Apprenticeship Career Training/ Credentials. Apprenticeships are commonly known in the construction trades. These programs combine on-the-job training with classroom instruction. An apprenticeship program prepares the participant for a career in a particular field. Formal apprenticeships are registered with the U.S. Department of Labor. Registered apprenticeship programs are accepted by employers nationally, and they meet government standards.

On-the-Job Training (OJT) – An OJT is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. A portion of the wages are reimbursed, and the OJT is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the individual, and the service strategy of the participant.

Proposers that clearly demonstrate a collaborative and coordinated relationship with employers in one or more of the above industry sectors and/or industry clusters will be scored higher on the proposal evaluation. Also, an example that a direct relationship exists will be proven by a signed Memorandum of Understanding (MOU) and/or a signed letter of commitment from a business indicating their ability to train and hire young adults for particular jobs.

2.3. Program Requirements

All successful proposers will receive training on the utilization of and inputting into the data management systems in accordance with COWIC/OMJ-CFC policies. The following contains a list of program components that MUST be provided, regardless of program model:

2.3.1 Outreach and Recruitment: A major component of the program is the outreach and recruitment. Outreach techniques should be utilized to target the eligible population. Emphasis should be placed on recruiting those most in need and who can benefit most from services indicated in this RFP. Please be specific about the program's target population and the process for engaging youth and young adults.

2.3.2 Orientation: youth and young adults must receive information on all services available, including those provided by other partnering agencies and organizations. Orientation should motivate youth to want to participate and complete the program. It should inform youth on what services the selected proposer(s) are providing and the orientation should be very clear on what is expected from participants.

This is intended to promote long-term thinking (Career Pathways) and instruct them to plan for not only today's training, but also tomorrow's next steps as related to their employment plan and future success.

2.3.3. Intake/Eligibility Determination: All participants must meet eligibility criteria. All eligibility requirements must be documented by the selected proposer(s). Training on eligibility and ongoing career navigation will be provided. It is the responsibility of the selected proposer to perform and keep current with the required data entry.

2.3.4. Assessment: Each participant must have an objective assessment of his/her reading, math and language skill levels. This assessment will be client centered and shall at a minimum, include a review of basic skills, education, work history, occupational skills, employability, interests, aptitudes, family situation, financial situation/needs and supportive service needs. The goal is to accurately evaluate the participant in order to develop an appropriate service strategy to meet his/her individual needs. It is required that on-going assessments of each participants' needs and progress will be continuous for the duration of participation.

2.3.5. Individual Service Strategy (ISS): The ISS is an individualized written plan of long and short-term goals that must be maintained for each participant. Based on the results of the objective assessment, a formal training and needs strategy will be mutually developed between the selected proposer and the participant. The ISS includes education and employment related goals, as well as supportive service needs. This plan should be used to track services delivered and/or coordinated by the program and should be regularly reviewed and updated as appropriate to determine progress.

2.3.6. Career Services: As part of on-going career navigation, proposers are required to steer participants in the direction of meeting goals identified in their ISS.

Proposers are strongly encouraged to link and share information with other agencies, organizations, and training providers in order to meet individual needs. If an individual does not meet the enrollment requirements or is not eligible for WIOA services, he/she will be offered assistance in accessing organizations that are more suitable to their needs.

2.3.7 Additional Requirements:

- Define the terms of participant success for each service delivered.

- Work with employers in the development and structure of work experiences that match the skills and interest of young adults, and address the specific needs of both the young adult and the employer.
- Develop effective community partnerships that will support the service delivery needs of youth and young adults as identified in the comprehensive assessment.
- Maintain contact and active engagement with participants to ensure there are no gaps in service.
- Provide follow up services for a minimum of one year after exit.
- Utilize resources made available by OhioMeansJobs.com.
- Comply with the Uniform Administrative Requirements and the Cost Principles as delineated in Title 29 of the Code of Federal Regulations Part 95 or Part 97 as the applicable Office of Management Budget circulars.

2.4. Required Youth Program Elements:

Under WIOA, opportunity youth programs must provide access to the following fourteen (14) elements for each participant registered in the program. Participants may not need to receive all fourteen elements, but must at least have access to each of them. These elements can be made available directly from the proposer or through subcontracts (proposers must receive prior approval from COWIC/OMJ-CFC to subcontract and must follow all procurement regulations). The primary goal is to design a comprehensive “system” that meets individual needs while at the same time maintains a continuity of services for employment, education and training activities.

The 14 elements are:

- | | |
|--------------------------------------|---------------------------------------------------------|
| 1. Tutoring | 9. Comprehensive Guidance |
| 2. Alternative School | 10. Integrated Education and Training |
| 3. Paid and Unpaid Work Experience | 11. Financial Literacy Education |
| 4. Occupational Skills Training | 12. Entrepreneurial Skills Training |
| 5. Leadership Development Activities | 13. Services that Provide Labor Market Information |
| 6. Supportive Services | 14. Postsecondary Preparation and Transition Activities |
| 7. Adult Mentoring | |
| 8. Follow-up Services | |

Selected proposers have the discretion to determine what specific program elements will be provided to the participant based on each participant’s objective assessment and individual service strategy.

The program element of WIOA, known as wraparound services, will empower participants with the tools necessary to succeed.

SECTION III: Eligibility Requirements

Selected proposers are to ensure that all participants are eligible to become enrolled in services funded by WIOA.

3.1. Eligibility for Out of School Youth

Eligible out-of-school youth are those who fit the following criteria:

- * Age 16 through 24 and not attending school
- * Fall within one or more of the following categories:
 - Individuals with a disability
 - School dropout
 - Not attending school for at least the most recent complete school year calendar quarter
 - A high school graduate who is basic skills deficient or an English language learner
 - Offender
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

3.2. Income Guidelines

As required by federal law, income eligibility is determined by comparing the annual family income and family size to a governmental set of eligibility standards. Documentation must be provided for both income and family size. The total household income must be at or below the following levels. Please note: the income requirement is considered to be met when an individual demonstrates any of the exceptional circumstances listed in the box next to the annual income limit.

Income limits are adjusted annually

| Household Size | Annual Income Limit | Exceptional Circumstances |
|----------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | \$11,770 | <ul style="list-style-type: none"> • Income at or below the annual income limits for corresponding family size • Individual has a disability • The family receives public assistance benefits or TANF • The family receives Social Security benefits • Individual is in foster care • Individual is homeless |
| 2 | \$15,930 | |
| 3 | \$20,090 | |
| 4 | \$24,250 | |
| 5 | \$28,410 | |
| 6 | \$32,570 | |
| 7 | \$36,730 | |
| 8 | \$40,890 | |

Add \$4,160 for each family member over 6

SECTION IV: Outcomes and Performance

For the contract period of July 1, 2015 through June 30, 2016, the WIA performance measures will remain in effect. Program models and proposals, however, should be designed to achieve WIA and WIOA measures listed on the following charts. **The WIOA measures may be further refined as regulations are finalized.** Under WIOA the literacy and numeracy measure was eliminated and additional measures of retention, median earnings and skills gains were added. It is anticipated that procured youth serving agencies will be responsible for a set of performance metrics relating to TANF and WIOA. These metrics may require coordinated efforts and will be released by the Ohio Department of Job and Family Services at a future date.

| WIA Performance Measure | Definition | COWIC's PY 2015 Performance Goals |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Placement in employment, or education | The percentage of youth who are employed, in post-secondary education, the military or advanced training in the first quarter after exit | 75% of youth served |
| Attainment of a degree or certificate | The percentage of youth who attains a diploma, GED or certificate | 70% of youth served |
| Literacy and numeracy | The percentage of basic skills deficient youth who increased to the next educational functioning level in math or reading | 70% of youth who are basic skills deficient |

| WIOA Performance Measure | Definition | PY 2016 Goal |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Youth Placement in Employment/ Education | The percentage of youth who are in education/training activities or in unsubsidized employment in the 2 nd quarter after exit | TBD |
| Youth Retention in Employment, Education | The percentage of youth who are in education/training activities or in unsubsidized employment during the 4 th quarter after exit | TBD |
| Median Earnings | The median average earnings of youth who are in unsubsidized employment in the 2 nd quarter after exit | TBD |
| Credential Attainment | The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation within 1 year after exit | TBD |
| Skills Gain | The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains | TBD |

COWIC/OMJ-CFC suggests that selected proposer(s) stay updated on Training and Employment Guidance Letters (TEGLs). These Operational Guidance TEGLs will provide information on new WIOA statutory requirements and a framework for program activities until the regulations are finalized. TEGLs can be found at <http://wdr.doleta.gov/directives/>. Contractors must comply with state and local administrative entities' instructions, agency policies, and other applicable federal, state, and local laws and regulations.

In addition to the federal performance measures, select proposers will set and be accountable for real time outcome goals for the following:

- Enrollments
- GED/High School Diplomas
- Credentials and Certificates earned
- Youth participating in work based learning experiences
- Placements into unsubsidized employment
- Placements into training related employment
- Placement into post-secondary education
- Placement into advanced training
- Persons exiting the program with a positive outcome

Proposers are to place participants in employment, advanced training or post-secondary education. Successful placements are determined when participants are engaged in an accredited post-secondary training program or institution for the first three-months after completing the program. Positive outcomes include placement in: military service, post-secondary education, advanced training and additional occupational skills training, employment, and qualified apprenticeship programs.

Participants are to attain a degree or credential. The education or industry recognized credential must be approved by one of the following:

- State educational or vocational and technical educational agencies;
- Institutions of higher education;
- Professional, industry or employer organizations;
- Registered apprenticeship programs;
- Public regulatory agencies;
- Programs approved by the Department of Veterans Affairs;
- Office of Job Corp and Tribal Colleges.

SECTION V: General Information

Proposers must follow the procedures outlined in this RFP. The RFP is available on the COWIC/OMJ - CFC website: <http://cowic.org/funding/vendor-opportunities/>, and at the COWIC/OMJ-CFC Administrative offices at 1111 East Broad Street, Suite 201, Columbus, Ohio 43205 between the hours of 8:30am-5:00pm.

5.1. Who May Apply

Qualified applicants are to have documented, successful and proven capacity and a track record of providing skills-based talent recruitment and wraparound services to youth and young adults and are able to prove financial stability.

Examples of eligible organizations are:

- Established Community-Based Organizations
- Public Agencies
- Private For-Profit Businesses (with focus on workforce development)
- Private Non-Profit Businesses
- Educational Entities
- Faith-Based Organizations

The requirements listed above apply to the “Lead Agency”. The ‘Lead Agency’ is defined as the organization submitting the proposal and requesting a direct contract with COWIC/OMJ-CFC. The Lead Agency will be responsible for ensuring compliance with all terms and conditions of the contract, administration and fiscal management of the contract and will be held accountable for program results and fiscal integrity. Lead agencies submitting proposals that incorporate a collaborative relationship with other entities in the provision of comprehensive and integrated services must clearly identify the collaborating organization(s), the services they will provide, and the funding source to support those services.

Entities are ineligible to apply if they are:

1. Proposed for debarment, currently barred, or suspended;
2. Declared ineligible, or voluntarily excluded from participation in this RFP by a Federal or State department/agency;
3. Have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or
4. Not in compliance with Ohio Internal Revenue Service or the Federal Internal Revenue Service requirements.

5.2. Pre-Qualification Application

All Bidders must be Pre-qualified by submitting a Pre-Qualification Application (PQA). This application and the attached documentation is used to identify fiscal and administrative capacity. The application can be downloaded from <http://cowic.org/funding/vendor-opportunities/> and submitted on or before the proposal due date of May 22, 2015. Contractors who have submitted a package within the current fiscal year may need to update information previously submitted. All contracts awarded are contingent upon, among other things, fiscal and administrative qualifications and successful contract negotiations.

5.3. Period of Performance

This request for proposal is intended to cover a twelve (12) month period beginning July 1, 2015 and concluding June 30, 2016 with the potential for two one-year options to extend the contract.

5.4. Letter of Intent to Bid (LOI)

Prospective proposers should submit the LOI (Form 3) to wdearing@cowic.org. The form is due no later than noon on **May 11, 2015**. *Letter of Intent will not be considered as a commitment to bid.*

5.5. Bidder's Conference

The Bidder's Conference will be held on Friday, May 8, 2015, from 9:30am to 12:00 noon at COWIC/OMJ-CFC Administrative Offices – Lower Level Continental Room, 1111 East Broad Street, Columbus, OH 43205. Attendance is STRONGLY ENCOURAGED but not required. Attendance is limited to 3 individuals per agency. Proposers may submit written questions regarding this RFP or the RFP process. All communications must be emailed to wdearing@cowic.org. Answers to all questions received will be posted on the COWIC/OMJ-CFC website. No questions will be accepted after Friday May 15, 2015.

SECTION VI: CONTRACT REQUIREMENTS

6.1. REPORTING REQUIREMENTS

SwipeIt – COWIC/OMJ-CFC Case Management System

Successful bidders will be required to utilize COWIC/OMJ-CFC's data management system SwipeIt, in accordance with the COWIC/OMJ-CFC policies. This includes the entry of individual participant data, such as eligibility determination, demographics, activities, case notes and outcome data. Timely data entry is required and must be entered within three (3) days after the date of any individual activity. COWIC/OMJ-CFC will conduct on-going monitoring to evaluate the contractor's use of SwipeIt. Failure to comply with the required use of SwipeIt will result in corrective action and may result in the contract being terminated. COWIC/OMJ-CFC will provide training and technical assistance on SwipeIt to contractors.

Ohio Workforce Case Management System (OWCMS)

OWCMS is the State of Ohio case management system. All selected contractors will be required to enter their own data into this system. Furthermore, selected proposers are to monitor program effectiveness to ensure services are consistent with the terms outlined in the contract and to ascertain that participants are moving forward in reaching their goals.

The selected proposers must have appropriate space (including confidential areas for case management services and space accessible only to staff to house confidential job seeker records) and equipment to comfortably accommodate the number of job seekers they are proposing to serve. The space must be ready to serve participants upon contract execution. The space must be inviting and conducive to learning. The space must also meet federal, state and local requirements.

In addition to appropriate space, proposers must have technology that will allow both staff and participants access to the internet; Internet Explorer 9.0 and/or Google Chrome 42. In order to utilize these systems, proposers must have workstations with high speed Internet service; dial-up modem connectivity is not acceptable. Microsoft Explorer should be the default web browser. In order to run reports from these systems, proposers will need Microsoft Excel and Adobe Acrobat 5.0 or greater (this is a free download). Proposers will also be required to have the capability to meet the technology requirements of any system upgrades required by COWIC/OMJ-CFC. Selected proposers will be notified by COWIC/OMJ-CFC if/when these upgrades occur. Training and Technical Assistance will be provided after contracting is complete.

Information contained in this RFP was acquired from:

- Training and Employment Guidance Letter No. 23-14
- Ohio Department of Job and Family Service (ODJFS)
- Office of Workforce Development and Learning Work Connection
- Career Pathways Model
(<http://www.workforceinfodb.org/PDF/careerpathwaystoolkit2011.pdf>)
- Forty (40) Developmental Assets
(http://www.scouting.org/filestore/pdf/40_Developmental_Assets_Search_Institute.pdf)
- Ohio Means Jobs, Governor's Executive Workforce Board, Board Meeting March 10, 2015.
- Ohio Department of Job and Family Services, WIOA Youth Program, Michelle Ball and Carol Wargo
- Altstadt, Dave and Ndiaye, Mamadou et al. 2015. Credentials That Work, *Opportunity Awaits*. Reconnecting Franklin County Young Adults to School and Work
- WIOA Transition, TEGL_23-14_Acc. Pdf
- http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachA.pdf
- Training and Employment Guidance Letter No. 17-05

File, Records, Retention and Ownership

Selected proposers must retain program related records, reports, participant files and other documentation in compliance with Federal and State WIOA requirements and COWIC/OMJ-CFC record retention policy. Selected proposers must maintain and secure case files for every WIOA registered participant. Case files must maintain a variety of documentation such as eligibility and assessment data, individual service strategy (ISS) regular updates, progress reports, time and attendance sheets, case notes and other required documentation.

Selected proposers shall make available such records for inspection and audit by any Federal or State agency, or by COWIC/OMJ-CFC, upon request, for three (3) years from the termination date of this Contract. In the event of litigation, unresolved audits and/or unresolved claims, proposer agrees to retain all such records beyond the three-year period until all litigation, audits, and claims have been resolved relating to the records. COWIC/OMJ-CFC reserves the right to seize such records if potential litigation related to the same is perceived by or initiated against COWIC/OMJ-CFC.

SECTION VII: Application Process

7.1. Application Submission

One (1) original, eight (8) bound copies, one (1) unbound copy, and one electronic copy (flash drive or CD) must be submitted. All proposals must be bound in a secure and neat fashion (binder notebooks are acceptable). However, binder clipped proposals will not be accepted. Please refer to the Proposal Check Sheet (form 1) for a complete list of required documents. The electronic submission must include a complete PDF version with *all* documents

All Proposals must be received by 3:00pm on Friday May 22, 2015.

Proposals mailed in advance must be sent via certified mail and received by 3:00pm on the due date.

Where: COWIC/OMJ-CFC Administrative Offices
1111 East Broad St., Suite 201
Columbus, Ohio 43205
Attention: Tara Lamont, Procurement Administrator

No incomplete, faxed, emailed or late proposals will be considered. Proposals that do not follow the required format or do not include the required attachments will **not be reviewed** and will be returned.

Review Process: A review committee will read proposals and evaluate them with a formal scoring rubric.

Oral Proposal Presentations: Be prepared to present **Wednesday June 3-Friday June 5, 2015.**

Equal Opportunity: COWIC/OMJ-CFC, in soliciting proposals and carrying out youth and young adult programming, shall not discriminate against any person or organization submitting a proposal pursuant to this RFP because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

Proposer's Qualifications and Responsibilities: Eligible bidders must be able to demonstrate fiscal and administrative capacity All awards are contingent upon receiving a complete **Provider Qualification Application with this proposal.**

7.2. Application Narrative

The narrative should provide the reviewers with a clear understanding of the organization's capacity to deliver the services outlined in the RFP.

The submitted narrative must address **all** sections **and** meet the following specifications:

1. Formatted using a one inch margin and no smaller than a 12 point font
2. Include a table of contents
3. Typed and cannot exceed 24 single-sided, double-spaced pages. This is not including the budget and budget narrative
4. Pages should be numbered and include a header and footer identifying the respondent's name and program model
5. Identify each section and sub-section of the proposal evaluation criteria to which you are responding. If you are not responding, indicate not applicable (N/A).

SECTION VIII: PROPOSAL EVALUATION CRITERIA

8.1. Executive Summary

Cannot exceed 2 pages and must provide:

- a. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers and communities served under WIA or other training employment programs.
- b. A concise description of the proposed program, that identifies the program model and includes the number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has previously conducted.
- c. The amount of funding requested.

8.2 Pre-Qualification Application (PQA) Technical score (10 points)

- a. PQA is complete with all attachments and required documents

8.3. Organization History, Experience and Capacity (15) points)

- a. Provide a concise description of your organization including mission and vision statements. Describe the relevant experience of the organization and the partnership/subcontractors within the past five years in providing comparable youth and young adult services as described in the RFP. Describe any special qualifications or expertise that may distinguish the entities programs and services from other agencies.
- b. Identify all partners (if applicable) and briefly explain their services, roles provided, expertise and rationale for participation in the program model.

8.3. Staffing (15) points)

- a. Identify proposed staff and specify the educational levels for each individual, their tenure in role and in general with the organization. Identify the annual staff turnover for the past three (3) years and address turnover among direct staff serving youth and young adults and key management positions.
- b. Discuss your agency's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.
- c. Attach resumes for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate creation of additional positions in response to the RFP, provide the description of those positions.

8.4. Program Design and Service Delivery (40 points)

- a. Describe the model, the target population, and the involvement of the target population in the design of the various aspects of the program model.
- b. Describe in detail strategies for outreach, recruitment, enrolling and orientating youth and young adults to the program. Identify any unique recruiting timelines.
- c. Describe how participants will be assessed upon enrollment. Include a description of any

tools or methods used to determine the following: Levels of basic skills, work readiness skills, interest and aptitudes, occupational skills and supportive needs. Explain how these assessments inform the service strategy for youth.

- d. Describe how the program will provide directly and/or provide access to the WIOA required 14 service elements. If not providing the services directly, describe relationships with organizations providing the services. Describe how the organization will ensure that quality services will be provided. (Attach a copy of the WIOA 14 Service Elements Delivery plan (Form 4).
- e. Describe strategies for incorporating career pathway approach into the service delivery system. Identify strategies that move participants along a continuum to increased employability.
- f. Describe strategies for and experience with engaging businesses and industry leaders in the program. Identify the volume of businesses served, nature of the engagement, types of roles and repeat customers. Explain how employers and industry leaders are involved in the organization as a whole and specifically with program delivery. Describe the process of employer engagement from the initial contact to placement of participants and retention.
- g. Describe a current or past successful collaboration? What made it a success?
- h. Describe in detail how the program is incorporating work-based learning to provide opportunities for youth and young adults to gain work experience. Describe the balance between classroom-based activities and worked based learning?
- i. Describe the process for following up with participants. Identify strategies used to ensure participants retain employment and/or persist in college. What will be the strategies for maintaining contact and services during the follow up period?
- j. Attach a chart that illustrates a client flow with the sequence of the four (4) program components.
- k. Complete the attached Proposed Planned Outcome Form and the Statement of Activities (Forms 5 and 6). Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. Explain the process for internally monitoring performance on an on-going basis. How will contractor evaluate and assess the effectiveness and quality of the program? Identify who will be responsible for data, reporting and general oversight.

8.6 Cost Reasonableness and Competitiveness (20 points)

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on other program services and/or historical data, and the degree to which expenditure of funds relates to expected performance outcomes. It may include such factors as:

- Length and intensity of program design
- Staff to participant ratios
- Support services
- Leveraging of funding from other resources
- Cost per participant (cost/benefit)
- Costs proposed are necessary, reasonable and allowable per federal regulations. All costs must be allowable under WIOA.

All proposals must include a concise budget narrative explanation to support this request. The budget narrative should break down the budget and leveraged resources by the activities specified in the proposal. Applications will be scored based on the degree to which the costs proposed are clearly explained.

Applicants must clearly describe any funds and resources leveraged in support of the proposed strategies and demonstrate how these funds will be used to contribute to the goals of the proposal. Leveraged resources are cash or in-kind contributions devoted to advancing the strategies described in the applicant’s proposal.

Total possible score for the Evaluation Criteria is 100 points:

| | |
|------------------------------------------------|-----------|
| 1) Pre-Qualification Application/Format Review | 10 Points |
| 2) Organizational History | 15 Points |
| 3) Staffing | 15 Points |
| 4) Program Description | 40 Points |
| 5) Cost Reasonableness and Competitiveness | 20 Points |

TOTAL 100 Points

SECTION IX: Budget Information

Budget Forms: The budget form in an Excel spreadsheet must be submitted with the proposal. Please note that the budget form and budget instructions can be found on the COWIC/OMJ-CFC website (<http://cowic.org/funding/vendor-opportunities/>). Successful proposers may be required to give further budget information at the time of contract negotiations.

- Proposers should only fill in applicable cells on the budget. The formulas will automatically calculate the totals.
- Administrative costs cannot exceed 10%.

Budget Narrative: In addition to the budget, proposers must submit a budget narrative describing each of the costs included in the requested cost categories.

Work Experience Wages: Participants may be paid a wage and/or incentive for work experience. Wages should not be included in proposer’s budget. Wages will be paid directly from COWIC OMJ-CJC to the payroll agency.

Indirect Costs: Attach a copy of proposer’s approved indirect cost rate from the federal cognizant agency. If the proposer does not have an approved rate, they must have the ability to appropriately allocate and track these cost by submitting a cost allocation plan with the budget application. A sample cost allocation plan can be obtained from the COWIC/OMJ-CFC website.

Leveraging Resources: Linkages and partnerships with existing community programs and

services will be necessary to achieve the outcomes based on this quality program model. Provide any leveraged funds identified to implement the proposed program design.

SECTION X: Protest of Contract Award 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 in 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/OMJ-CFC;
5. A statement as to the form of relief requested from COWIC/OMJ-CFC; 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 a reasonable time designated by the COWIC/OMJ-CFC. 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.

COWIC/OMJ-CFC 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 on the eighth (8) calendar day after the issuance of formal letters sent to proposers regarding COWIC/OMJ-CFC's intent to make an award. The date of the letter(s) responding to proposers 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, COO/CFO
1111 E. Broad Street, Suite 201
Columbus, Ohio 43205
scostantino@cowic.org

COWIC/OMJ-CFC shall issue written decisions on all timely protests and shall notify any proposer who filed an untimely protest.

By participating in this RFP process, each bidder agrees that any court action taken by a bidder in regard to the award of the contract will be filed in the Franklin County Court of Common Pleas within 30 days of the award.

Proposal Check Sheet

Form1

Proposal Cover Sheet (Form2)

The Proposal Cover Sheet identifies the organization, program name, selected mode, total budget and cost per slot. The electronic version of this Form can be found on COWIC's Website at <http://cowic.org/funding/vendor-opportunities/>

Letter of Intent (Form 3)

The Letter of Intent is due to COWIC by 5PM Monday, May 11, 2015. The electronic version of this Form can be found on COWIC's Website at <http://cowic.org/funding/vendor-opportunities/>

WIOA 14 Service Elements Delivery Plan (Form 4)

For each element identify who will be providing the element and attach any agreements in place. The electronic version of this Form can be found on COWIC's Website at <http://cowic.org/funding/vendor-opportunities/>

Proposed Outcome Plan (Form 5)

Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. The electronic version of this Form can be found on COWIC's Website at <http://cowic.org/funding/vendor-opportunities/>

Schedule of Activities (Form 6)

Supports the proposed outcome plan as a schedule of Activity by month. This document is in an Excel format. The electronic version of this Form can be found on COWIC's Website at <http://cowic.org/funding/vendor-opportunities/>

Pre-Qualification Application for Potential Bidders (PQA)

The PQA is a new application that allows vendors and contractors to describe their organization and demonstrate their ability to receive federal funds. This document can be found on COWIC's website at <http://cowic.org/funding/vendor-opportunities/>

Executive Summary

The executive summary will include an overview of the organization qualification and a concise description of the proposed program.



Columbus -
Franklin County

Proposal Narrative

The Application Narrative should provide reviewers with a clear understanding of your organizations capacity to deliver the services outlined in the RFP. The submitted narrative must identify and address all sections of the proposal evaluation criteria.

Budget Forms

The electronic version of the budget is in an Excel format that can be found on COWIC's Website at: <http://cowic.org/funding/vendor-opportunities/>

Budget and Budget Narrative Instructions

A Budget and Budget Narrative is required for each model. The instructions along with an electronic copy of the budget document can be found on COWIC's website at <http://cowic.org/funding/vendor-opportunities/>