

**REQUEST FOR PROPOSAL
SANTEE-LYNCHES WORKFORCE INVESTMENT AREA
SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS
AND
SANTEE-LYNCHES WORKFORCE INVESTMENT BOARD
(Serving Clarendon, Kershaw, Lee, and Sumter Counties)**

American Recovery and Reinvestment Act of 2009 (ARRA)

Proposal Topic

**ARRA Services and Activities for Kershaw County
In-school and Out-of-School Youth**

**PROGRAM YEAR 2009
Beginning May 1, 2009 – October 30, 2009**

**Proposals Due June 9, 2009
3:00 p.m. EST**

(All references to time in this RFP are the Santee-Lynches RCOG Telephone Clock)

Santee-Lynches Workforce Investment Board (WIB)
Youth Services Provided under the American Recovery and Reinvestment Act of 2009

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ATTACHMENT A Terms and Conditions

PART I: GENERAL INFORMATION

REQUEST FOR PROPOSALS #: SL-WIA-09-01 (May 1, 2009 – Oct 30, 2009)

POST DATE: May 8, 2009

CLOSE DATE: 3:00 p.m., Friday, June 9, 2009 (One original and 10 copies)

Summary: The purpose of this RFP is to provide information for services and programs in accordance with the American Recovery and Reinvestment Act of 2009 (ARRA). Included in this RFP are funding activities allowed by the ARRA and policy guidance for summer youth employment activities for youth connected with education and older youths who have become disconnected from education and the workforce. Key guidance may be found through the United States Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 14-08. Title I of the Workforce Investment Act of 1998 (WIA) is to be consulted to provide guidance on activities related to the WIA youth program and ARRA funding should be considered in conjunction with WIA formula funds.

ARRA places added emphasis on serving youth and preparing them for the world of work with summer youth employment representing only one of the program elements designated by the Act. For purposes of the Recovery Act funds, the period of “summer” will be from May 1 through September 30. “Summer employment” may include any set of allowable WIA Youth services that occur during the above referenced summer months as long as it includes a work experience component. Work experience is defined under WIA regulations at 20 CFR 664.460. The majority funding, ninety percent, must be expended by September 30, 2009. The Recovery Act also emphasizes serving up to seventy percent of In-School youth and no less than thirty percent of Out-of-school youth, ages 14-24. Youth are to be pre and post-tested for work readiness and participate in work readiness training if applicable. An additional resource that must be consulted for further explanation and examples of work readiness is the SCANS Skills and Competencies Checklist: An Assessment Tool for Youth Work Readiness Programs. Grantees must consult TEGL 17-05 for the full explanation of work readiness. In brief, work readiness skills attainment is a measurable increase in work readiness skills. The work readiness indicator will be the only indicator to assess the effectiveness of summer employment. Providers must provide a high quality paid summer employment opportunity/work experience to as many youth as possible. Preferred areas of employment are in healthcare, construction, energy, transportation, and green industries. Grantees should make an effort to identify local jobs that are considered “green” and expose youth to the opportunity for careers in the field.

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In utilizing ARRA funding, providers of the workforce system must be guided by four principles (1) transparency and accountability in the use of funding; (2) timely spending of the funds and implementation of activities; (3) increasing workforce system capacity and service levels; and (4) Using data and workforce information to guide service delivery.

Community-based organizations, public or private agencies, public school systems, School-to-Work Partnerships, governmental entities, private businesses and employers, faith-based organizations, community colleges, faith-based groups, and other qualified educational and training institutions which have previously demonstrated a successful performance record in serving youth, especially low-income youth, are encouraged to apply.

Funding requirements:

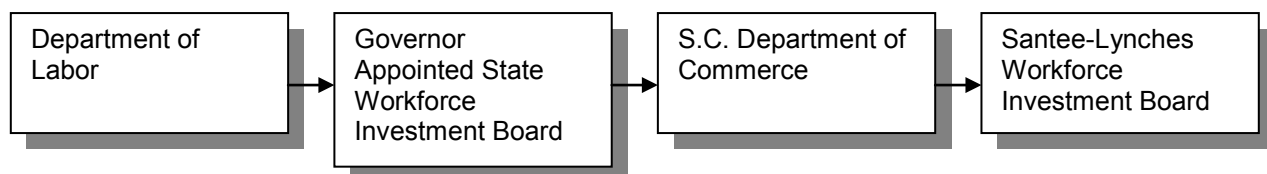
- **In-school funding must not exceed seventy percent (70%) of total ARRA funding.**
- ARRA funds should be leveraged with WIA funds and a solid explanation will be given favorably reviewed.
- Five percent (5%) of youth participants may be served who do not meet the low income criteria.

By-county allocation:

ARRA Youth Funds for New Grant Agreements

County	Out-of-School Allocation	In-School Allocation
Kershaw 18.60%	\$59,578.00	\$139,015.00
Total:	\$59,578.00	\$139,015.00

Funding Stream:



PART II: SPECIAL INSTRUCTIONS AND CONDITIONS

I. Who Can Apply?

All governmental and non-governmental agencies, whether for-profit or nonprofit, may apply for funding. **A bidder must be a legally recognized entity with appropriate licensing prior to the proposal being submitted.** Incorporated bidders must provide as an attachment to the proposal, either: (a) a copy of the corporation's most current annual report on file with the appropriate state agency; or (b) if incorporated during the past 12 months and not having produced an annual report, a copy of the corporation's articles of incorporation and charter number assigned by the appropriate state agency. **Businesses that are not incorporated must provide a copy of the appropriate business or occupational license as an attachment to the proposal.**

II. Who Will Not Be Considered for RFP?

No proposal will be accepted from a bidder if:

- A. They have been debarred by an action of any governmental agency;
- B. If a previous contract with Santee-Lynches Workforce Investment Area (WIA) has been terminated for cause;
- C. If the bidder has not complied (prior to the submission of Form #4 in response to this RFP) with an official order of any agency of the State of South Carolina, or the United States Department of Labor to repay disallowed costs incurred during their conduct of prior contracts;
- D. For other material causes noted as exceptions on bidder response Form #3 of this RFP.

III. What is the Application Process?

If you intend to apply for funding related to this RFP, you must submit one typed original proposal containing an original signature by an authorized representative of the proposing organization and ten (10) copies **under seal by 3:00 pm (EST) on June 9, 2009 by the Santee-Lynches Regional COG clock.** The original of each proposal should have original signatures and be clearly stamped or marked "ORIGINAL" on the outside of the binder/cover. **In compliance with Federal law, proposals received after 3:00 p.m. will not be considered for funding and will be returned without review. Proposals must be correctly marked, in the correct quantity, and sealed or they will not be considered for funding and returned without review.**

Amendments to Solicitation

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If it becomes necessary to revise any part of the Request for Proposal, all amendments will be provided in writing to all Bidders. Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision.

- The Solicitation may be amended at any time prior to opening.
- Bidders shall acknowledge receipt of any amendment to this solicitation:
 - (a) by signing and returning the amendment,
 - (b) by identifying the amendment number and date in the space provided for this purpose,
 - (c) by letter or electronic mail, or
 - (d) by submitting a proposal that indicates in some way that the Bidder received the amendment.
- If this solicitation is amended, all terms and conditions that are not modified remain unchanged.

Proposals may be hand carried or mailed to:

Santee-Lynches Workforce Investment Area
Attention: Stephen Washington, Workforce Development Youth Coordinator
36 West Liberty Street
Post Office Box 1837
Sumter, South Carolina 29151

The proposal and copies must be **(1) in a sealed package (2) marked on the outside of package.**

An example of proper labeling of a proposal package is as follows:

ABC Workforce Training, Inc. Jane Doe 1234 Main Street Manning, South Carolina 29102 RFP # 8ARRA10K1 and K2, May 29, 2009 Workforce Investment Act Youth Programs and Activities for In-School Youth (K1), Out-of-School Youth(K2) or Combined In-School and Out-of-School Youth

All proposal documentation must be submitted with the same headings and in the same order as set forth in Form 1 of this RFP and must be typed on 8 ½ x 11-inch paper. All pages should be numbered sequentially. No changes, modifications, additions or deletions in the proposal submitted to the Santee-Lynches WIB may be accepted after the deadline for submitting a proposal has passed and prior to contract negotiation. The proposal must be signed by an appropriate official authorized to legally bind the submitting organization.

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Any appeal to this RFP must comply with the grievance procedures of the Santee-Lynches WIB stated in the “WIA Contract Terms and Conditions” (Section 3.14.5, pg. 32). All proposals, regardless of program design, must specifically describe all proposed program activities, the objective measurement of the outcome of each activity, and the knowledge, skills and abilities to be acquired by the programs’ participants.

Acceptable proposals will conform to the conditions and specifications contained in this RFP and all federal regulations. It is the bidder’s responsibility to be familiar with these documents during the proposal development. Information relating to supplemental or supportive subcontractors may be found in the “Contract Terms and Conditions” (Section 3.11.1, pg. 24) of this RFP. Technical Assistance for procuring subcontract agreements will be provided by the Santee-Lynches Staff and must be sought via email or written form prior to entering into activities negotiations to procure subcontractors. **Subcontracts that have been signed and implemented prior to review and comment by the Santee-Lynches Staff may result in disallowed costs that are payable only from non-WIA funds.**

IV. How Will the S-L WIB Select Programs for Funding?

A bidder’s response to this RFP represents only one factor in the selection process of service providers, and will not be the sole basis for selection of a proposal for funding (see matrix and “in addition...” below). Other factors, such as a demonstrated capacity for administering and operating youth programs in the Santee-Lynches Workforce Investment Area, and experience and actual performance related to prior employment and training initiatives in the Santee-Lynches region, and bidder’s actual Department of Labor performance measures will also be considered in the selection process.

WIA Staff will provide an initial review for overall responsiveness. The Youth Council of the S-L WIB will review and rate each proposal utilizing the Proposal Evaluation Form #10 of this RFP. The proposal will be evaluated with the following relative point values assigned:

<u>Points</u>	<u>Section</u>	<u>RFP Question</u>
30	Overall Program Design	Questions #1, 2 and #3
30	Staff Resume, Job Descriptions	Question #4
10	Past Contractor Performance	Question #5
10	Proposed Program Outcomes	Question #6
<u>20</u>	Budgetary Review	Question #7
100		

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Bidders must score a minimum of 75 points to qualify for further consideration for funding. All bidders that score below 75 points will be deemed “non-responsive.”

In addition, S-L WIB and Staff may:

- a. contact the lead person identified in the proposal to clarify answers to specific questions and to clarify information supplied on the budget forms;
- b. inspect training and business sites and equipment;
- c. review fire safety and Equal Opportunity (EO) accessibility compliance issues;
- d. review the specific qualifications and relevant capabilities of all personnel; review program curriculum; and review proposed application of “Best Practice Recommendations”;
- e. review audits; and
- f. contact any individuals, agencies or employers listed in the proposal and/or contact others who may have experience or knowledge of your performance and qualifications to do the work.

The Youth Council will confer and make recommendations for each proposal to the full Santee-Lynches WIB for service provider selection prior to final contract negotiations.

V. What Costs are Allowable?

The S-L WIB has the responsibility to ensure that contracted costs are both reasonable and necessary. All costs associated with this proposal must be clearly detailed in the Budget Summary. Please refer to the "Contract Terms and Conditions" (Section 3.1, pgs. 1-2) for definitions. **In addition, please note:**

- a. The S-L WIB assumes no liability for any expenses incurred either in the preparation of proposals in response to this RFP, or prior to the execution date of a contract.
- b. Profit charged to the proposals by private for-profit entities must be fair and reasonable and will be reviewed in conjunction with the requirement of federal and state laws and regulations. **The Santee-Lynches WIB requires that the profit margin not exceed 8%.**
- c. Monthly budget projections must be submitted along with final budget.
- d. Each organization that submits a proposal must be capable of financially supporting its own operation, along with supporting any sub recipient's operational costs.
- e. There will be no advance payments prior to the contract being executed.
- f. Proposals from state and local government, private, public, profit and non-profit organizations that are approved for funding will be contracted on a cost reimbursement basis. Contractors will be reimbursed based on

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documented actual and accrued expenditures or performance and progressive benchmarks.

Written notice of an acceptance of a proposal by the S-L WIB does not provide approval for any proposed unit costs, for any specific terms and conditions, or for authorization of any payments for services prior to signing of a contract. Representatives of the bidder and S-L WIB staff will negotiate these details after a complete review and discussion of the proposed program and costs. The final amount of the contract and payment terms and conditions will be determined at the conclusion of contract negotiations. Successful bidders may be required to submit budget data during contract negotiations.

Grant negotiations will be conducted at the Santee-Lynches WIB's administrative office:

Santee-Lynches Regional Council of Governments
36 West Liberty Street
Sumter, SC 29150

The S-L WIB reserves the right to purchase additional services from successful bidders within the time frame of the contract period if additional funds become available.

Independent audits are required of all programs receiving more than \$500,000 in total federal funding. Those contractors who receive under \$500,000 in total federal funding may elect to have an in-depth monitoring performed by the Santee-Lynches Staff or have an audit performed by an independent auditor. Costs associated with the performance of this audit may be included in the budget request.

VI. What If I Disagree with the S-L WIB's Award Decision?

A Grievance Procedure is attached in the "Contract Terms and Conditions" (Section 3.14.5, pg. 32).

VII. How Can I Learn More About the Santee-Lynches Workforce Development RFP Process?

The best way to learn about the process is to read carefully all of the material included within this RFP before you start. All inquiries may be directed to Mr. Stephen Washington @ swashington@slcoq.org.

PART III: SCOPE OF WORK

VIII. What Requirements Must I Satisfy in Designing My Proposed Work Program?

WIA Youth Program: The Recovery Act makes funding available for WIA Youth activities. Funds will be distributed to the local service providers via the existing WIA Youth formula per TEGL No.13-08, which specified amounts for each state. These funds are available for the local service providers to provide activities for youth in accordance with WIA requirements. Per the Act, the funds shall remain available to states for the same period of time as standard PY 2008 Youth formula funds, or until October 31, 2009.

In designing your work program and completing the proposal, consider the following points:

1. The target population group for this proposal is an individual who:
 - a) is age 14 to 24;
 - b) a low income individual, as defined in the WIA Section 101 (25); and
 - c) within one or more of the following categories:
 1. Deficient in basic literacy skills (computes math, reads, writes at or below the 8th grade level or 8.9 and below);
 2. School dropout (not attending **any** school);
 3. Homeless, runaway, or foster child;
 4. Pregnant or parenting;
 5. Offender; or
 6. Is “an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.”

Up to 5% of the Santee Lynches LWIA’s youth participants may be individuals who do not meet the income criterion for eligible youth, however, they must have one or more documented barriers as described below:

1. School dropout (not attending **any** school);
2. Basic skills deficient;
3. Are one or more grade levels below the grade level appropriate to the individual’s age;
4. Pregnant or parenting;
5. Possess one or more disabilities, including learning disabilities;
6. Homeless, runaway;
7. Offender; or
8. Is “an individual (including a youth with a disability) who requires additional

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assistance to complete an educational program, or to secure and hold employment.”

2. All grantee/training program sites must be geographically located within the Santee-Lynches Workforce Investment area (Clarendon, Kershaw, Lee and Sumter Counties).
3. The bidder will be responsible for recruitment, orientation, and ensuring that eligibility is complete and accurate for all participants listed in target areas in Section VIII (1) of these instructions.

A. Allowable Activities

Any youth activities under WIA are allowable activities for the Recovery Act funds. Unless otherwise stated in this guidance, the laws and regulations for WIA Youth funds apply to the Recovery Act funds. While the Act does not limit the use of the Recovery Act funds to summer employment, the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.”

Local area grantees are to use as much of these funds as possible to operate expanded summer youth employment opportunities during the summer of 2009 and ninety percent (90%) by September 30, 2009, and provide as many youth as possible with summer employment opportunities and work experiences while ensuring that these summer employment opportunities and work experiences are high quality.

In order to implement the Congressional intent to offer expanded summer employment opportunities, it may be necessary to provide additional flexibility for youth served with Recovery Act funds who participate in summer employment only. States and local areas have program design flexibility in the following areas that may facilitate the implementation of expanded summer employment.

Because all 10 youth program elements will already be available through existing WIA Youth funds, local areas will not be required to use Recovery Act funds to make all 10 program elements available. Local grantees have the flexibility to determine which program elements they will provide with Recovery Act funds and should be noted in their response. Local grantees will coordinate with the local Adult Education Centers to determine the type of assessment to be used in combination with Work Readiness Training. Local grantees will also be responsible for developing an appropriate Individual Service Strategy (ISS) for youth served with Recovery Act funds during the summer months only.

Local grantees will not be required to conduct 12 month follow-up for youth served with Recovery Act funds during the summer months only (May 1 through September 30). Local areas should provide follow-up services when deemed appropriate for such individuals.

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For reporting purposes, local grantees will be required to track the number of participants enrolled in summer employment and the completion rate of those in summer employment (i.e., (# youth who complete their summer employment work experience/ # of youth who participate in summer employment) x 100%).

Tracking and Reporting. In order to determine how to track and report youth served by Recovery Act funds, youth will be classified in the following ways:

Any youth served with Recovery Act funds will be included in a separate Youth Recovery Act report. (Guidance will be provided in an upcoming Recovery Act Performance and Reporting TEGP.) Any youth served with only Recovery Act funds that participates in summer employment only, will only be included in the Youth Recovery Act report and the work readiness indicator will be the only measure that applies to such youth. If a youth served with Recovery Act funds does not participate in summer employment or is served beyond the summer months, he/she would also be included in the regular WIA reporting mechanisms (Virtual One Stop, annual report, quarterly report) and be subject to the full set of WIA Youth measures or youth common measures.

Expenditure of Funds

Local WIA grantees will have until the end of PY 2010 (June 30, 2011) to expend WIA Youth Recovery Act funds; **Youth grantees will have until September 30, 2009 to expend ninety percent (90%) of ARRA funds.** It is critical that local areas and youth grantees balance the need to expend the funds quickly in order to stimulate the economy, while ensuring that quality programs are in place for youth served with Recovery Act funds.

As specified in the state funding agreement for Recovery Act funds, costs associated with Recovery Act funds are allowable effective the date of the passage of the Recovery Act, February 17, 2009. Therefore, costs associated with the planning and implementation of summer employment opportunities are allowable if incurred after that date.

Program Administration

Eligibility for youth served with Recovery Act funds is the same as for the WIA Youth program, with the exception specified in the Act that allows for youth up to the age of 24 to be served with Recovery Act funds.

Workplace Guidelines

Employment and Training Administration (ETA) encourages states to develop policies to ensure local areas adhere to current workplace safety guidelines and applicable federal/state wage laws. For information and resources on safety and child labor laws, consult <http://www.youthrules.dol.gov/about.htm> and <http://www.osha.gov/teens>. Provisions for wages under the amendments to the Fair Labor Standards Act (FLSA) apply to all youth participants employed under WIA. Current law specifies a minimum wage of \$6.55 per hour effective July 24, 2008; and \$7.25 per hour effective July 24, 2009. **It is highly recommended that the grantee pay \$7.25 per hour for the entire duration of the summer employment opportunity/work experience.**

IX. How Will the Program Be Judged Successful?

- A. Youth who participate in the proposed program will:
 - 1. attain a measurable increase in work readiness skills;
- B. Grantee will be measured against the number of youth enrolled in summer employment and the completion rate of those in summer employment.

Note: Actual performance percentages for Attainment in Work Readiness Skills and the Summer Employment Completion Rate have not been established. Such information will be conveyed in an upcoming Recovery Act Performance and Reporting Training and Employment Guidance Letter (TEGL). However, grantees are strongly encouraged to commit to the majority of the clients that will be served achieving both measures successfully.

PART IV PROPOSER'S RESPONSE PACKAGE

PROPOSAL APPLICATION AND CERTIFICATIONS

A complete application will consist of responses to the forms contained within this section and other exhibits identified on the Proposal Checklist. Each form/exhibit is to be completed in accordance with the instructions as contained herein. Each form must be addressed with a response, or an indication the form is not applicable (NA) to the specific proposal. All certifications are to be on the forms provided.

PROPOSAL CHECKLIST

The original and 10 copies (no fax or e-mail) are due at the Santee-Lynches Regional Council of Governments office, 36 West Liberty Street, Sumter, SC 29150, no later than 3:00 p.m., Tuesday June 9, 2009.

Proposal package includes:

One (1) original and ten (10) copies of:

- Signed Proposal Checklist (FORM 1)
- Proposal Cover Page (FORM 2)
- Organizational Information and Certifications (FORM 3)
- Proposal Narrative (FORM 4)
- Past Experience Worksheet (FORM 5)
- Budget Summary Sheets (FORM 8)
- Budget Sheets with separate line item for each procured subcontracted service, if appropriate (FORM 9)
- Job Descriptions (for all positions)
- Organizational Chart for the bidder
- Site Location information: address(es) and description of training site(s)
- Matching Contributions sheet (if applicable)

One (1) original of each of the following should be included with the original proposal:

- Certification Regarding Debarment (FORM 6)
- General Assurances (FORM 7)
- Most Recent Audit or, if new, YTD Financial Statements
- Preliminary Marketing Strategy
- Fidelity Bond Insurance document (Must be a minimum of \$100,000 or amount of proposal)

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FORM 1
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In addition, the proposal package:

- Adheres to the 20-page limit for the required proposal narrative (FORM 4, Questions 1 – 5)
- Includes no other appendices or exhibits except those specifically requested in this RFP

I certify that the above requirements are met.

Authorized Signature

Date

DO NOT WRITE IN SPACE BELOW – FOR USE BY WIB STAFF
This proposal <input type="checkbox"/> meets <input type="checkbox"/> does not meet minimal threshold requirements. Additional Staff Comments:

Copies of the following documents will be requested upon successful award of a grant agreement:

- **Agency’s Worker’s Compensation Policy**
- **Agency’s Indirect Cost Allocation Plan**

Proposal Cover Page
SANTEE-LYNCHES WIB

AMERICAN REINVESTMENT AND RECOVERY ACT (ARRA) YOUTH PROGRAM
REQUEST FOR PROPOSALS

A. APPLICANT AGENCY

Agency Head: _____

Title: _____

Agency Name: _____

Address: _____

Telephone: _____

B. PROPOSED PROGRAM

Program Lead Person: _____

Position: _____

Program Name: _____

Address: _____

Telephone: _____

C. PROPOSAL

Kershaw County

	<i>In-School Youth</i>	<i>Out-of-School Youth</i>	<i>Combined</i>
Funds Requested:	\$ _____	\$ _____	\$ _____
Projected # of Participants (by category)	_____	_____	_____

ORGANIZATIONAL INFORMATION AND CERTIFICATIONS

1. Name of Organization: _____

2. Address: _____

3. Telephone: _____ FAX: _____ E-mail: _____

4. Contact Person: _____

5. Federal Employer ID No.: _____

6. The bidder's organization operates as:
 an individual a partnership
 a public agency (specify): _____
 a corporation incorporated under the laws of the State of: _____
 other (specify): _____

7. Check to indicate if your organization is:
 minority-owned enterprise female-owned enterprise
 community-based organization (CBO)

8. The bidder's organization is:
 not-for-profit for profit

9. The bidder certifies, as explained on the attached, that:

	<u>Without Exception</u>	<u>With Exception</u>
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a. it has no outstanding liens, claims, debts, judgments or litigation pending against it which would materially affect its programming or financial abilities to implement and carry out its proposed program;	_____	_____
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b. it, as a result of a prior contract with the Santee-Lynches Workforce Investment Area (WIA), has no unpaid disallowed costs;	_____	_____
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c. it is current in its payment of applicable federal, state and local taxes;	_____	_____
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d. it is free and clear of any questioned or excepted audited costs or management and financial practices;	_____	_____
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e. it is not currently under probation or suspension status from any regulatory agency it is governed by;	_____	_____
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FORM 3
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- f. its costs and pricing data submitted with this proposal are representative of only those reasonable, allowable, and allocable costs necessary for carrying out its proposed program; _____
- g. it understands and accepts the performance requirements of this RFP, and of the WIA and its promulgated rules and regulations; _____
- h. it has not been debarred by an action of any governmental agency; _____
- i. it is authorized to submit this proposal in accordance with the policies of its governing body; _____
- j. the information contained herein is true and correct to the best of its knowledge; _____
- k. the agency is not violating Conflict of Interest terms noted in Section 3.9.3, p. 20, of the "Terms and Conditions"; and _____
- l. it has had no prior contracts with the Santee-Lynches Workforce Investment Area(WIA) terminated for cause. _____

*(If any of the above questions are answered **with exception**, please explain in full on an attached sheet headed by the appropriate section requiring explanation.)*

By my signature, I certify I am empowered to act on behalf of the proposing organization in submitting this proposal.

Authorized Signature

Date

Name & Title of Certifying Representative

ARRA YOUTH RFP “SPECIFIC RESPONSES” TO SERVICES

Answers to questions need to be brief when possible, clear, and concise. Attach key process flow charts. Limit unnecessary words, explanations, and keep charts easy to understand.

1. Who will you serve?

- a. Describe classification (s) of youth you will serve and the specific needs you will target.
- b. How many participants do you expect to serve by in-school/out-of-school categories?
- c. What is the capacity of your proposed program?

2. What is the program’s structure?

- a. Describe or include as an attachment how you plan to:
 1. Provide quality summer youth programs; (a) detail your organization’s experience providing youth services, (b) past outcomes or capability to provide services, (c) continuous improvement methods
 2. Recruit & acquire participant buy-in
 3. Provide summer employment opportunities and work experiences;
 4. Prepare & place job-ready youth into summer employment opportunities and work experiences;
 5. Attach Individual Service Strategy (ISS) template
 6. Detail how you will track and report the completion rate for summer employment;
 7. Attach letters of reference from regional businesses who currently employ WIA youth or new commitments to employ WIA youth.

3. What type of program and services will you provide?

- a. List a detailed description of methods to be used how these will achieve expectations listed on page 13 item IX.
- b. Detail special strengths or features which distinguish your service from similar programs available at this or other sites in the Santee-Lynches Workforce Investment Area;
- c. What provisions you will make to serve special needs participants;
- d. What supportive services will be provided (if applicable);

4. Who will provide the services?

- a. Provide a resume and job description for the **lead person who is actually going to run the program and will be responsible for achieving program results**. What historical evidence suggests that this person has the professional and technical knowledge, enthusiasm, practical experience, and commitment to achieve Department of labor (DOL) performance measures and WIB expectations?
- b. Provide resumes and job description for the **other members of the workforce development team**. For instance, what are their unique capabilities in relating to and interacting with in-school and out-of-school youth and particularly the special needs youth you plan to serve? How and why will these capabilities help achieve the results you are committed to achieving?
- c. What evidence suggests that the **organization** has the capability and commitment to achieve the results stated above? Also, briefly describe your organization's history and background.

5. What results are you committed to achieving?

State the intended result of the proposed program. Specifically:

- A. List percentages of youth who will show a measurable gain in work readiness skills:

_____ % (I/S),
_____ % (O/S), _____ % (Combined)

- B. List percentages of youth who will complete summer employment/work experience:

_____ % (I/S),
_____ % (O/S), _____ % (Combined)

6. How much money will you need and how will you spend it?

Complete FORM 8, Budget Summary. In preparing your budget request, remember S-LWIB will favor proposals in which **the highest proportion of monies can be shown to add direct value to a service offered to youth**.

PAST EXPERIENCE WORKSHEET

Bidder Name: _____

Complete and submit Section “A” with proposals to serve in-school youth only and “B” with proposals to serve out-of-school youth only. Those proposals that are planning to serve a combination of in-school and out-of-school please complete both “A” and “B”.

A. Past Performance for In-School Youth:

	PY 07	PY 08 (partial)
1. Enrollments (Total # of participants served)		
2. Entered Employments		
3. Other Positives		
4. Total Positive Outcomes (2+3)		
5. Other Terminations		
6. Cost per Participant		

B. Past Performance for Out-of-School Youth:

	PY 07	PY 08 (partial)
1. Enrollments (Total # of participants served)		
2. Entered Employments		
3. Other Positives		
4. Total Positive Outcomes (2+3)		
5. Other Terminations		
6. Cost per Participant		

C. Above performance history is based on training low-income youth in a WIA-funded program:

YES NO - If not, identify training population:

D. In brief, describe the type of program(s), other than WIA funding, for which you have provided a performance history in the space below:

E. For new bidders, with no related performance history, please explain why you would be an effective provider of services, in the space below:

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

GENERAL ASSURANCES

THE APPLICANT ASSURES THAT:

1. It will fully comply with the requirements of the American Recovery and Reinvestment Act of 2009 (ARRA), the Workforce Investment Act (WIA), all State and Federal regulations issued pursuant to the Title V, Section 5001 of the Budget Reconciliation Act of 1997, and with its funding application as approved by the Santee-Lynches Regional Council of Governments. The applicant also agrees to conduct any and all activities under this agreement in accordance with all applicable Federal, State, Local Statutes, Rules, Regulations, Directives, Issuances and Ordinances in effect or promulgated during the term of this agreement, to include but not limited to the Workforce Investment Act Grant; 20 CFR Part 645, WIA Grants; OMB Circulars A-87, A-21, A-102, A-110, A-122, and A-133; revisions/amendments to such Grant and Regulations.

2. In operating programs funded under the ARRA and WIA Grants, it will administer its programs under the funding application in full compliance with safeguards against fraud and abuse as set forth in the ARRA and WIA Grants and the Final Rule; that no portion of its WIA program will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief; that it will target educational and training services to economically disadvantaged, at-risk youth ages 14 - 24.

ADDITIONAL ASSURANCES:

3. In operating programs under ARRA and WIA, the applicant assures and certifies that:
 - A. It will comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352)

 - B. It will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

 - C. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and Local Government employees.

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- D.** For grants, subgrants, contracts, and subcontracts in excess of \$100,000, or where the State has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1857C-8(C) (1)] or the Federal Water Pollution Act [33 U.S.C. 1319(C)] and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the applicant assures that: (1) no facility to be utilized in the performance of the proposed program has been listed on the EPA list of violating facilities; (2) it will notify the Santee-Lynches Regional Council of Governments, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environment Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA list of violating facilities; and (3) it will include substantially this assurance, including this third part, in every non-exempt sub-grant, contract, or subcontract.
- 4.** The Applicant also certifies that all information contained herein, in this funding application is correct to the best of his/her knowledge and belief.
- 5.** The Applicant also certifies that as a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity, and all agreements, or arrangements to carry out the WIA funded program or activity, that will comply fully with the nondiscrimination and equal opportunity provisions of the American Recovery and Reinvestment Act of 2009 (ARRA), the Workforce Investment Act (WIA), including the Nontraditional Employment for Women Act of 1991, as amended, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; Title IX of the Education Amendments imposed by or pursuant to regulation implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(Bidder's Organization)

(Street Address/P. O. Box No.)

(City, State, and Zip Code)

Phone: _____

(Signature of Authorized Representative / Date)

(Typed Name and Title of Authorized Representative)

BUDGET SUMMARY
ARRA YOUTH PROGRAMS

LINE ITEMS	TOTAL BUDGET
Staff Salaries and Fringe Benefits <i>(Complete attached Staff Benefits Chart)</i> <i>(This cannot be more than 52% of the total budget)</i>	\$ _____
*Facilities Cost (space) <i>(Total Square Feet x % used for WIA Activities)</i>	\$ _____
Equipment	\$ _____
Operating Expenses	
Telephone	\$ _____
Postage	\$ _____
FAX	\$ _____
Staff Travel	\$ _____
Office Supplies	\$ _____
Copying	\$ _____
Equipment Repairs and Maintenance	\$ _____
Utilities Cost	\$ _____
Other: _____	\$ _____
Total: <i>(This cannot be more than 15% of the total budget)</i>	\$ _____
Participant Wages & Fringes	
*Participant Wages <i>(# of Participants x Hourly Wage x # of Hours)</i>	\$ _____
*Participant Fringe <i>(# of Participants x Fringe Amounts)</i>	\$ _____
Fringe: FICA _____	
WC _____	
Total: <i>(Participant Wages & Fringes, Incentives, Training Costs, Supportive Service Costs together must total at least 33% of total budget)</i>	\$ _____
*Participant Incentive Payments <i>(# of Participants x \$ of Payment)</i> <i>(Participant Wages & Fringes, Incentives, Training Costs, Supportive Service Costs together must total at least 33% Of total budget)</i>	\$ _____

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Training Costs (Services could be procured or provided in-house)

Participant Supplies	\$	
Tuition	\$	
Instructional Related Costs	\$	
Tutoring	\$	
Study Skills Training	\$	
Leadership Development Activities	\$	
Other: _____	\$	
Total: <i>(Participant Wages & Fringes, Incentives, Training Costs, Supportive Service Costs together must total at least 33% of total budget)</i>		\$ _____

Supportive Service Costs (Services could be procured or provided in-house)

Childcare	\$	
Mentoring	\$	
Follow-up Services	\$	
Counseling	\$	
Transportation	\$	
Other: _____	\$	
Total: <i>(Participant Wages & Fringes, Incentives, Training Costs, Supportive Service Costs together must total at least 33% of total budget)</i>		\$ _____

Staff Training/Technical Assistance Costs <i>(GSA travel and expense rate will apply)</i>	\$	
Other Direct Costs	\$	

Profit (Profit margin cannot exceed 8%)	\$	
---	----	--

Indirect Costs <i>(Please include a copy of the Indirect Cost Plan)</i>	\$	
--	----	--

GRAND TOTAL:	\$	
--------------	----	--

****(Please indicate how you derived at this figure. For example: Participant Wages – Explain how many participants will be paid wages and for how many hours and how much per hour.)***

PLEASE COMPLETE A SEPARATE BUDGET SUMMARY FOR IN-SCHOOL AND OUT-OF-SCHOOL.

STAFF BENEFITS CHART

Position (A)	ARRA Funded Base Salary Per Week (B)	ARRA % of Time (C)	# of wks (D)	Total Cost (Col. BxCxD)
TOTAL STAFF SALARIES				

STAFF FRINGE CHART

Fringe	Total Cost
FICA – 7.65% x \$ _____	
Health Insurance	
Worker’s Comp - _____% x \$ _____	
Unemployment Insurance	
Retirement/Pension - _____% x \$ _____	
Other	
TOTAL FRINGE BENEFITS	

Add Total Staff Salaries and Total Fringe Benefits and place it on the first line of the Budget Summary.

Grand Total: Salary & Fringes _____

BUDGET BACK-UP SHEET
For
PROCURED SUBCONTRACT SERVICES
(This form may be duplicated)

Include all subcontractors/consultants with whom you plan to enter into contractual agreements as a result of this proposed WIA Project.

Agency Name	Contact Person	Services to be Provided	Estimated Subcontract Amount (\$)

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**ARRA YOUTH SERVICES PROGRAM
PROPOSAL EVALUATION**

Applicant Agency: _____

Mark One: In-School Youth Out-of-School Youth Both

	Yes	No
A. Are Forms 1 – 9 completed?		
B. Was the proposal submitted to the Santee-Lynches Regional Council of Governments on Tuesday June 9, 2009 by 3:00 EST as shown on the Official Clock?		
C. Was the package(s) sealed and did it/they contain required outside markings ?		
D. Were ten (10) copies of the proposal submitted?		
E. Do all copies and the original contain signatures and dates throughout?		
<i>If any of the above questions are answered “no”, write “non-responsive” in the adjoining block and proceed no further.</i>		
Signature of Staff Reviewer:		Date:
F. No Bidder’s Conference		
RFP Questions –		
Questions #1 ,#2 & #3 (FORM 4)	Points	
<i>Did the bidder clearly describe participant information, their program’s structure and what their program will provide?</i> <i>Did the bidder clearly answer and provide supporting data and attachments which distinguish their program for each numbered and alphabetized question on pages 20-21?</i>		
Maximum Points: 30		

Question #4 (FORM 4)	
<p>Resumes: <i>(See page 21)</i></p> <p><i>(1) Does a review of resumes and job descriptions of the bidder's lead and support staff clearly demonstrate appropriate experience in successfully conducting programs for economically disadvantaged youth program participants?</i></p> <p><i>(2) Is sufficient administrative and managerial capability evident to successfully operate these programs to meet or exceed WIA Youth program outcome requirements?</i></p> <p><i>(3) Do the resumes confirm a positive, common educational philosophy among proposed staff toward serving at-risk youth?</i></p> <p>Maximum Points: 30</p>	
Question #5 (FORM 5)	
<p>Past Performance:</p> <p><i>Does a review of the bidder's past contractor performance demonstrate a positive experience in conducting employment and training programs for economically disadvantaged youth program participants? (See page 22)</i></p> <p>Maximum Points: 10</p>	
Question #6 (FORM 4)	
<p>Proposed Program Outcomes:</p> <p><i>Has the bidder designed program elements that will produce: (See page 21)</i></p> <p><i>(1) Are the bidder's program elements satisfactory to ensure meeting measurable gains in work readiness skills?</i></p> <p><i>(2) Are the bidder's program elements satisfactory to ensure meeting the established summer employment completion rate to be determined by USDOL?</i></p> <p>Maximum Points: 10</p>	

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Question # 7 (FORM 8)	FORM 10 PAGE 3 of 3
<p>Budgetary Review: (See page 26-28)</p> <p><i>(1) Have the Budget Summary, the Staff Benefits Chart, the Staff Fringe Chart with Health Insurance and Retirement Analysis, and the Budget Flow Projection been properly completed and are they mathematically correct?</i></p> <p><i>(2) Have any subcontract elements been identified and properly budgeted?</i></p> <p><i>(3) Are the proposed costs reasonable?</i></p> <p>Maximum Points: 20</p>	
Reviewer's Total Score (Maximum 100)	

Reviewer's Signature: _____ **Date:** _____