

REQUEST FOR PROPOSALS (RFP)

IN-SCHOOL YOUTH PROGRAMS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

RFP#ISY– PY’ 15/16

August 1, 2015

I. INTRODUCTION

Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board (“Workforce Solutions”) and the Local Workforce Area Youth Council is currently seeking proposals from qualified applicants to provide services for Workforce Innovation and Opportunity Act (WIOA) eligible In-School Youth.

Applicants located within the Counties of Apache, Gila, and Navajo Counties who can demonstrate the capability to provide youth services within the scope and requirements of this RFP are encouraged to apply. Applicants are encouraged to propose creative and innovative program designs that incorporate multiple components. Proposals should clearly indicate the counties services are proposed to be provided within.

It is anticipated that approximately \$5,000 will be available to fund contracts awarded under this RFP. The dollar amount will vary based on Federal funding allocations and Local Workforce Board initiatives. Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board, reserves the right to not make award(s).

Funding will be available for an initial thirteen (13) month contract period of 9/1/15 to 9/30/16. Contracts funded under this RFP will have the option for up to three (3) one (1) year contract extensions at the end of the initial contract performance period, at the sole discretion of Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board.

II. RFP AVAILABILITY, PROPOSAL DUE DATE

The RFP package will be available on the Navajo County website www.navajocountyaz.gov/wia and at the Workforce Solutions Office located at 550 North 9th Place, Show Low, Arizona 85901 beginning Monday, August 1, 2015 at 8:30 a.m. local time. RFPs may be e-mailed upon request at carla.fails@navajocountyaz.gov or susan.tegmeyer@navajocountyaz.gov and are due by email to Workforce Solutions at susan.tegmeyer@navajocountyaz.gov by

4:00 p.m. local time on Friday, August 14, 2015. Proposals received after this date and time will not be considered.

III. IN-SCHOOL YOUTH PROGRAM DESIGN ELEMENTS

Proposals submitted under this RFP must include the delivery of services under one (1) or more of the following program design elements (A and/or B). Applicants are encouraged to submit an overall program that includes a number of these design features in order to provide for a comprehensive service strategy for serving in-school youth. Program services may be delivered during the school day, after school, on weekends or any combination thereof. Also, all proposed programs must include one (1) or more of the summer activities shown under C.

A. Career Exploration, Workforce/ Post-Secondary Education Preparation and Career Immersion – activities under this design element should focus primarily on Science, Technology, Engineering and Math (STEM) related occupational areas, and must include, but not be limited to, four (4) or more of the following activities, of which (A) (3) must be one:

1. Entrepreneurial Skills Training.
2. Occupational Skills Training that leads to the attainment of industry recognized credentials for occupations or industry sectors that are in demand in the local area.
3. Paid and/or unpaid work experiences conducted during the school year that have as a component academic and occupational education, which may include: internships; job shadowing; pre-apprenticeship programs; and, on-the-job training opportunities.
4. Career exploration activities to include: assistance with obtaining and understanding local labor market and employment information; understanding training and credential requirements for various occupational areas; field trips to employers and guest speakers from local industry; career counseling; and, identification of a future occupational area(s) and related career pathway steps.
5. Leadership development opportunities, which may include community service and peer centered activities that encourage responsibility and other positive social and civic behaviors.
6. Assistance with the identification and selection of potential post-secondary education opportunities to include: college and university tours; understanding admissions requirements; assistance with application preparation and submission; identification of available financial aid options, scholarships, application assistance and development of a financial aid plan; understanding applicable long term career pathways and related lifelong learning considerations; and, identification of any barriers to post-secondary education entry and the development of a strategy to offset the barriers.

7. Job readiness activities to include: work readiness skills instruction; resume/application preparation assistance; mock interview activities conducted by local employers; job search techniques; and, unsubsidized job placement assistance for those youth who will not be going on to post-secondary education.

B. Academic Preparation – activities under this design element must include, but not be limited to, three (3) or more of the following activities, of which (B) (5) must be one:

1. Dual enrollment credit coursework in partnership with Community Colleges and Four (4) Year Colleges and Universities.
2. Tutoring, study skills training and instruction that leads to completion of the requirement for a secondary school diploma or its recognized equivalent.
3. STEM related instruction to include: Robotics applications; classroom work and projects; and, structured STEM competitions, workshops and/or events.
4. Financial Literacy Education.
5. Paid and/or unpaid work experiences conducted during the school year that have as a component academic and occupational education, which may include: internships; job shadowing; pre-apprenticeship programs; and, on-the-job training opportunities.

C. Summer Activities – These activities include, but are not limited to, the following: (one (1) or more of these activities must be incorporated into any proposed program)

1. Technology related and other short term camps.
2. Topic specific retreats.
3. Paid and unpaid work experience activities conducted during the summer months.

IV. PROGRAM REQUIREMENTS

A. Target Population – In order to receive services resulting from this RFP, students must meet the following requirements:

1. Be a WIOA eligible youth age sixteen (16) to twenty-four (24) years; and,
2. Be a high school junior or senior who is currently attending full-time school and is on track to graduate, within a maximum of two (2) consecutive years.

B. Primary Program Objectives

1. Attainment of a High School Diploma or its recognized equivalent; and,
2. Enrollment into post-secondary education or obtainment of unsubsidized employment; and where possible,
3. Attainment of an industry recognized credential.

V. ELIGIBLE APPLICANTS

Applicants eligible to propose under this RFP are:

1. Individual Public School Divisions or groups of Public School Divisions or Specific High Schools or groups of High Schools within a Public School Division; or,
2. Other applicants with a letter of commitment from the Public School Division Superintendent (s) within the program services delivery area. This letter must authorize access to the High School (s) where the program will be conducted; student assessment records; and, other school records for the students who participate in the program. Other applicants include, but are not limited to, Public Four (4) Year Colleges and Universities and Community Colleges.

VI. ADDITIONAL REQUIREMENTS

A. Outreach and Recruitment – The applicant will be responsible for outreach and recruitment that results in the enrollment levels identified in the proposal.

B. WIOA Eligibility Determination – The applicant will be responsible for the determination, verification and documentation of WIOA eligibility for program students and the maintenance of a participant eligibility file.

C. Assessment – The applicant will be responsible for conducting and documenting an assessment for each student. Note: students must be assessed for need in relation to the Youth Program Elements found in WIOA Section 129 (c) (2). Those Elements for which the students are assessed to be in need, must be provided either directly by the Contractor or by another community resource(s) through a referral. Follow-up services under WIOA Section 129 (c) (I) will be provided to all students directly by Workforce Solutions staff for a period of twelve (12) months after the completion of the program.

D. Individual Service Strategy (ISS) Development – The applicant will be responsible for the development and documentation of an ISS for each student based on the results of the assessment. This document will identify goals, specific plans, activities and services to attain the goals, any

applicable barriers and resolutions and required supportive services. The ISS is to be periodically reviewed with the student and adjusted, as warranted.

E. Worksite Facilitation – The applicant will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experience, summer employment, job shadowing, internship activities and on-the-job training. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations and assurances related to the relationship. All such relationships will include supervisor and student orientations prior to start.

F. Participant and Financial Reporting – The applicant will be responsible for maintaining student enrollment, activity and outcome records, documenting and verifying applicable contract performance metrics and directly entering such information into the Arizona database tracking system on a regular and ongoing basis. Specific student reports will be provided to Workforce Solutions upon request. In addition, the applicant will maintain a system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract.

G. Case Management – The applicant must provide ongoing case management services to students throughout the duration of participation, to include comprehensive guidance and counseling, and referrals to other resources, based on the assessed needs of the student. All case management activities and services are to be recorded in case notes, updated as needed and maintained in the student's record. Case management contacts and related information must be conducted and documented every thirty (30) days, at a minimum.

H. Commencement of Services – The applicant must commence the delivery of program services within forty-five (45) days of contract award, unless otherwise agreed to by Navajo County.

PROPOSAL SELECTION CRITERIA

1. Organizational Capability and Experience (0 to 20 points)
2. Program Design and Implementation Strategy (0 to 30 points)
3. Linkages with Community Resources (0 to 15 points)
4. Proposed Cost and Participant Service Levels (0 to 20 points)
5. Leveraged In-kind Resources (0 to 15 points)

NOTE: Any contract awarded under this RFP must comply with the Draft WIOA Regulations, which have yet to be issued by the Department of Labor (DOL), and any other WIOA implementation policies or other guidance documents that will be subsequently issued by DOL or

the State of Arizona. In that regard, Workforce Solutions reserves the right to include any such requirements into an initial contract(s) that may be entered into as a result of this RFP and modify any such contract at a later date, accordingly.