

DELAWARE WORKFORCE INVESTMENT BOARD (DWIB)  
PROPOSAL REVIEW SCHEDULE  
REQUEST FOR PROPOSAL  
**In-School Youth &  
Out of School Youth**  
Program Year July 1, 2011 - June 30, 2012  
Issued: January 3, 2011

January 5, 2011  
Youth Training  
1:00 P.M.

PRE-ORIENTATION (Open to interested non-current providers)  
Department of Labor – Fox Valley Annex (**Note Location**)  
19 Lea Boulevard, Wilmington, DE  
(302) 761 - 8160

A Pre-Orientation for Interested Potential Proposers not currently operating a training program for the DWIB. Interested individuals should contact the DWIB at 302-761-8160. Snow date (January 7, 2011)

January 6, 2011  
Youth Training  
1:00 P.M.

ORIENTATION (**Note Location**)  
Department of Labor – Fox Valley Annex  
19 Lea Boulevard, Wilmington, DE  
(302) 761- 8160

*(SNOW DATE if necessary, January 7, 2011)*

January 28, 2011

PROPOSALS DUE (3 COPIES)  
(**Note Location**)

NO LATER THAN 4:00 P.M.

Delaware Workforce Investment Board (DWIB) c/o DE Dept of Labor,  
Division of Employment & Training  
4th Floor – Attn: Julia Hayward  
4425 N. Market Street  
Wilmington, DE. 19802

Please note that the Proposals must be delivered to the DWIB office no later than 4:00 p.m. on January 28, 2011 and that no proposal is considered a complete proposal without a scheduled Proposal Development Session, as described in the R.F.P. Incomplete Proposals will not be considered.

February 2 – February 28, 2011

PROPOSAL DEVELOPMENT

March 3, 2011

BEST AND FINAL OFFERS DUE (ONE COPY)  
(**Note Location**)

NO LATER THAN 4:00 P.M.

DWIB c/o DE Dept of Labor  
Division of Employment & Training  
4th Floor – Attn: Julia Hayward  
4425 N. Market Street  
Wilmington, DE. 19802

March 23, 2011

PROPOSAL PRESENTATIONS  
(**Note Location**)  
Sheraton Dover Hotel & Conference Center  
1570 North DuPont Hwy  
Dover, Delaware 19901

April 5, 2011

DWIB APPROVAL OF FUNDING AWARDS

EQUAL OPPORTUNITY EMPLOYER/PROGRAM  
Auxiliary aids and services are available upon request to individuals with disabilities.

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PART C – ATTACHMENTS. All attachments listed below are posted separately on the DWIB web site at <http://www.delawareworks.com/wib/index.shtml>. These attachments are included for reference. All attachments are subject to change at the sole discretion of the Delaware Workforce Investment Board.

1. Funding Guidelines
2. CMPOL 14.8 - Documentation of Program Eligibility
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## EO Assurance

As a condition to the award of financial assistance from the Delaware Workforce Investment Board and the Department of Labor under Title I of WIA, the grant application assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

## **I. PURPOSE**

The Delaware Workforce Investment Board (DWIB) with the issuance of this Request for Proposal (RFP) is requesting proposals for the following type of training:

Youth Programs, for in school youth, and out of school youth, funded with WIA Youth and Blue Collar funds. A minimum of 45% of the funds will be used to fund out-of-school youth programs.

The sources of funds that will fund this solicitation are the following:

- 1) U.S. Workforce Investment Act ("WIA")

The purpose of programs funded under WIA is to prepare youth facing serious barriers to employment for participation in the labor force by providing training and other services that will result in increased employment and earnings, increased educational and occupational skills credentials, and decreased welfare dependency, thereby improving the quality of the workforce and enhancing its productivity and competitiveness.

- 2) Delaware Blue Collar Jobs Development Act ("Blue Collar")

The purpose of programs funded under the Blue Collar Jobs Development Act is to provide services to Dislocated Workers, to provide school to work transition services, and to provide other innovative training programs.

## **II. SOLICITATION**

- 1) The funding levels identified are estimates, based on historical information. The estimates are subject to change without notice. The Blue Collar estimates will be used to fund the youth and adult solicitations.
  - A maximum of 50% of Blue Collar Funds may be used to fund youth programs.

WIA Youth (\$ 1,420,530)

Blue Collar (\$ 2,687,176)

- 2) Proposals are competitive. Competitive elements to be considered are (a) the minimum number of participants, (b) the percentage of those participants who will achieve the outcome (90 day retention in entered employment or other specified outcome is required), (c) the services to be delivered, (d) the cost and quality of the services, (e) program completion rates for all participants, (f) percentage of all participants placed into unsubsidized employment in occupations related to training received, placed into post secondary education, or advanced training, (g) wages at placement into unsubsidized employment for all participants, (h) the types of credentials participants will obtain, and (i) description of methodology used in determining the data.

## **III. SPECIFIC PROGRAM SOLICITATION**

The Delaware Workforce Investment Board is soliciting proposals for In-School youth and Out of School youth programs for eligible youth between the ages of 14 and 21. In addition to achieving the outcomes described in "Performance Standards and Definitions", the Delaware Workforce Investment Board is seeking proposals from organizations whose program model emphasizes education at both the secondary and post-secondary level for participants.

The intent of this proposal relative to youth services is to focus on long-term intervention strategies that offer youth a broad range of services. To that end, the following mandated design components and program elements have been established for Workforce Investment Act funded programs and adopted for Blue Collar funded youth programs.

Accordingly, the Delaware Workforce Investment Board is seeking proposals that incorporate these components and elements.

In addition, the Delaware Workforce Investment Board is specifically seeking Proposals consistent with the USDOL “New Strategy for the Delivery of Youth Services” described in the Training and Employment Guidance Letter 28-05 ( [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2224](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2224) ) and with the USDOL “New Strategic Vision for the Delivery of Youth Services under the Workforce Investment Act” described in the Training and Employment Guidance Notice 3-04 ( [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=1589](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1589) ).

The four Critical Strategies follow:

1. Focus on Alternative Education
2. Focus on Business Demands, Especially in High-Growth Industries and Occupations
3. Focus on Neediest Youth
4. Focus on Improved Performance

### Design Requirements

Youth Training (WIA Youth and Blue Collar funds)

Youth program proposals will target the neediest of youth who are at risk of dropping out of secondary school and/or are basic skills deficient.

Providers will recruit all youth. In doing this, providers will establish a linkage team with each school. The linkage team should include representatives from the school, and other youth service agencies. Some examples of youth service agencies are the Division of Social Services, Department of Services for Children, Youth and their Families, local community centers, faith-based community organizations, etc. Youth service agencies can be of particular importance in retention of youth by providing community based services that support In-School success. Linkage teams will be a key component in the recruitment and retention of youth.

Interest and compatibility for the program will be determined through assessments that will establish the baseline for educational/work readiness skill training that will begin upon enrollment. It will also act as the foundation for the development of skill attainment goals and credential attainment.

**All youth being served with WIA and Blue Collar (BC) funds must be determined eligible by the provider in accordance with the eligible youth definition in this RFP except that the youth being served with BC funds do not have to meet the definition of low-income individual.**

### Mandated Design Components

Programs must integrate the following design components into their program.

- Provide an objective assessment of the academic levels, skill levels and service needs of each participant, which shall include an assessment of basic skills, occupational skills, prior work experience, interests, aptitudes, supportive service needs, and developmental needs. Focus should be placed on the neediest youth population (TEGN 3-04).
- Develop service strategies for each participant that identifies an employment and/or academic goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives and appropriate services for the participant taking into account the outcome of the objective assessment. It is important that these service strategies focus on placement in employment, or education, academic achievement through literacy and numeracy gains, and credential attainment.
- Provide retention services beginning upon enrollment through the completion of 12 months of post-exit

follow-up. Retention services must include the activities, tools and incentives that will facilitate a strong relationship between providers and participants leading to successful completion of the program and attainment of a performance outcome maintained during the 12 month post-exit follow-up period.

- Prepare and link youth with postsecondary educational opportunities, in appropriate cases;
- Prepare and link youth with unsubsidized employment opportunities, in appropriate cases; and
- Ensure strong linkages between academic and occupational learning that will provide youth the skills necessary in order to receive a credential.
- Ensure effective connections and direct involvement to the job market and to local and regional employers that will assist youth in gaining the skills necessary for jobs and career pathways in high growth and high demand industries.
- Establish linkages with alternative education programs that will enable youth to ensure academic improvement.

### Mandated Program Elements

Proposed programs must incorporate current and planned efforts to provide services that support the mandated program elements listed below.

- Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- Alternative secondary school services, as appropriate;
- Summer employment opportunities that are directly linked to academic and occupational learning;
- As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- Occupational skill training, as appropriate;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

The program(s) solicited will provide youth with the following:

1. All youth served will receive the Mandated Program Components
2. Youth served will have each of the mandated program elements available to them. The specific program services that are provided to each youth participant will be based on the participant's objective assessment and individual service strategy. Proposals submitted are not required to provide all the program elements services but they must demonstrate how all the service options will be made available to all youth participants.
3. The completion of High School Diplomas or a GED will be a planned goal for all youth. Additional education leading to a High School Diploma/GED will be provided to all clients that have not received a diploma/GED. This educational service will be provided through the schools whenever possible. In order to provide this service to youth in need of these services, providers must link with the appropriate agencies. Youth who have graduated and are basic skills deficient will be provided this service as well. Incentives may be provided to encourage participation. Providers will also link with agencies in order to ensure post secondary education preparation.

4. An Individual Service Strategy (ISS) will be developed for all youth. This will be done with the input from the school/agency personnel. The ISS will be reviewed and updated regularly. The ISS will include an ultimate employment goal and the incremental work readiness and academic steps to achieve the goal.
5. All youth will have credentials planned within the ISS. Credentials established in the ISS will be incremental and credential attainment will be designed to reinforce success and encourage the continual development of skills. Credentials specified will be based on academic and employment goals. These credentials should be achieved prior to exiting the program in order to insure long term sustainable success.
6. Youth proposers will be required to identify the incremental credentials received during the course of the proposed program and the credential obtained as a result of successfully completing the proposed program and the number of enrollments/exiters expected to achieve each credential.
7. Comprehensive guidance and counseling begins at the point of enrollment. It continues for the entire period that the youth is in the program. It is the central activity of case management that begins at enrollment and ends 12 months after the youth exits the program. Mentoring services will also be provided and may be employment based.
8. The selected providers may also provide occupational skills training. Occupational skills training may be provided through the selected provider or may be purchased.
9. Basic skills (reading, math, and language) training will be a major component of any training provided.
10. Pre and post tests will be administered to ensure youth are achieving literacy and numeracy gains.
11. All occupational training will be combined with paid/unpaid work experience, internship specifically related to the training.
12. The development of work readiness skills will be accomplished through incremental employment experiences. This may include summer work experience, short term work assignments with an employer, other paid/unpaid work experience, internship and/or work shadowing specifically related to the training.
13. Post-exit follow-up services will be specifically targeted to employment (or other recognized outcome) retention, increased wages and improving occupational skills and career development, including encouraging enrollment in training while the student is employed. Follow-up will include regular face-to-face contact. During the post-exit follow-up period, services described in the individual service strategy will continue to be provided the participant.
14. Provide substance abuse training (appropriate to the expected outcome of the training).
15. Provide instruction on the use of the Internet, as a resource in obtaining employment, where program targeted outcomes is job placement.
16. Training/experience in analyzing and solving problems, working productively with others, being considerate, listening and following instructions, accepting responsibility, and demonstrating good attendance. These skills will be taught and reinforced continually as interrelated parts of skills training.

#### IV. TARGETED POPULATIONS AND ELIGIBILITY CRITERIA

##### A. Youth Training

1. In School youth served will be enrolled in school, Basic Skills Deficient, or at least two (2) grade levels below their expected grade level, and be at risk of dropping out of school at the time they are enrolled. Out of School youth served will be at time of enrollment, a school dropout or a youth who has received a secondary school diploma or its equivalent but is basic skills deficient, and unemployed or unemplyed.
2. Youth served through this youth program will be funded by both WIA Youth and Blue Collar (BC) funds depending on their individual eligibility. The youth served with the BC funds must be determined eligible in accordance with the eligible youth definition that follows except that the youth being served with BC funds do not have to meet the definition of low-income individual. The Delaware Workforce Investment Board may at its discretion fully fund a program solely with WIA funds. Youth served with the WIA Youth funds will meet the following eligibility criteria:
  - a. Is age 14 – 21;
  - b. Is a low income individual defined as follows;
    - Receives or is a member of a family that receives cash payments under a Federal, State or Local income based public assistance program.
    - Received an income or is a member of a family that received a total family income, for the 6 month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, public assistance payments, and Old Age and Survivors benefits received as a result of the Social Security act) that in relation to family size does not exceed the higher of –
      - (i) The poverty line for the equivalent period; or
      - (ii) 70% of the lower living standard income level for the equivalent period. (\$22,523 for a family of 4 )
    - Is a member of a household that receives (or has been determined in the six month period prior to application for the program involved to be eligible to receive) food stamps;
    - Qualifies as a homeless individual;
    - Is a foster child on behalf of whom State or local government payments are made;
    - In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program, but who is a member of a family whose income does not meet such requirements.
  - c. Is within one or more of the following categories:
    - Deficient in basic literacy skills;
    - School dropout;
    - Homeless, runaway, or foster child;
    - Pregnant or parenting;
    - Offender; or
    - Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure or hold employment.

**Contractors will be responsible for documenting all eligibility information prior to enrollment consistent with the policy of the Delaware Workforce Investment Board.**

##### V. Performance Standards (contract performance standards)

The outcome goals for the youth programs funded by the Workforce Investment Board and required under the Workforce Investment Act are provided below. All program selected for funding must have program designs that support the attainment of these performance goals. Performance Goals for PY 11 have not yet

been negotiated. The following are provided as examples. Both these percentages and the measures are subject to change.

## **Youth Measures**

### **1. Placement in Employment or Education – 82%**

Methodology:

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

$$\frac{\# \text{ of OY who have entered employment by the end of the 1st Qtr after exit (Divided by)}}{\# \text{ of OY who exit during the Qtr.}}$$

To assist in monitoring the retention of youth in employment and other outcomes, providers will also be responsible for reporting on participant retention in employment and other outcomes at the following increments of time:

- Day 1 of employment
- Day 30 of employment (continuous from day1)
- Day 60 of employment (continuous from day1)
- Day 90 of employment (continuous from day1)

### **2. Attainment of a Degree or Certificate**

**81%**

Methodology:

Of those enrolled in education (at the date of participation or at any point during the program):

The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

$$\frac{\# \text{ of OY who attain a diploma, GED, or Certificate in 3rd Qtr after exit (Divided by)}}{\# \text{ of OY who exit during the Qtr.}}$$

### **3. Literacy/Numeracy Gains**

**52%**

Methodology:

Includes all out of school youth who are basic skills deficient:

The number of youth participants who increase one or more educational functioning levels divided by the number of youth participants who have completed a year in the youth program (i.e., one year from the date of the first youth service) plus the number of participants who exit before completing a year in the youth program.

$$\frac{\text{\# of OSY who increase one or more educational functional levels (Divided by)}}{\text{\# of OSY who have completed a year in the youth program, plus those who exit before completing a year in the youth program.}}$$

## **VI. OTHER SOLICITATION INFORMATION**

- 1) All Youth Proposers and ITA Providers will provide training that will allow trainees to earn a Diploma, GED, or Certificate as defined in USDOL TEGL 17-05 ([http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195)) attachment B.
- 2) Preference will be given to proposals, in the proposal rating criteria, that demonstrate the ability to operate quality, cost effective training programs that result in high placement rates, ability to establish solid relationships with local employers to increase job opportunities, increased wages, long term job retention, credential attainment, and assist youth with literacy and numeracy gains.
- 3) Youth proposers will enter into partnerships (with other contractors or other youth providers) that produce synergy. Proposers demonstrating a synergistic partnership may be given priority in funding. Synergistic activity will produce an outcome greater than the sum of the efforts taken independently.
- 4) Youth proposes, consistent with the USDOL Youth Vision, will plan for improved youth performance while continuing to serve the “at risk/neediest” youth population as described in the TEGL 28-05. This will include establishing linkages with alternative education and direct involvement with the Business community (areas such as speakers, volunteers, trainers, work shadowing, internships, & employment).

## **VII. POLICIES**

- 1) The existence and contents of proposals are confidential and as such will not be discussed with any proposer or outside party by staff or Board members at any time other than designated official proposal review periods. Proposers also should be aware that they are competitors and should not discuss the contents of proposals with others. Proposals received are considered the property of the DWIB and will not be returned.
- 2) All proposals funded through this Request for Proposal (RFP), when viewed in their entirety, will be readily accessible to disabled individuals and will conform with all non discrimination and Equal Opportunity laws and regulations covered by Section 188 of the Workforce Investment Act.
- 3) All proposers must establish linkages with other state and community agencies in order to assure the delivery of services indicated above.
- 4) All proposers must be capable of obtaining supportive services.
- 5) It is the policy of the Delaware Workforce Investment Board that all participants will receive work maturity skills training, which includes job search, and substance abuse prevention skills.
- 6) All service providers will be responsible for recruitment, enrollment, training, job placement, job retention, or other previously stated outcomes. The Contractor is also responsible for determining and documenting eligibility and providing the MIS section with required data.
- 7) Proposals, submitted through this RFP, will describe the entire program to be considered. The Proposal should reflect 100% of services, budget, and participants. Contracts may fund all or any portion of the cost of a training program. Selected proposers may make available on a tuition basis any portion of a program that is not funded.

8) All selected proposers, will provide information regarding their training to the “One Stop” offices. The information will include; training type, schedule, entrance criteria, eligibility, and the number of slots available on a tuition basis and their cost, if appropriate.

## **VIII. COST CATEGORIES, BUDGETING, AND CONTRACTING**

- 1) The DWIB reserves the right to write separate contracts for each type of funding awarded to a program.
- 2) Contract Extensions - The DWIB reserves the right to negotiate one-year extensions to contracts funded through this Request for Proposal. The minimum criteria for extension will be satisfactory performance for the review period. The DWIB reserves the right, at its sole discretion, to specify the review period.
- 3) Tuition fee contracts may be allowed when documentation of the following conditions is provided: Tuition charges or entrance fees are not more than the education institution’s catalog price, are necessary to receive specific training, and the training is open to and attended by the general public.
- 4) Cost Allocation - All budgeted costs must be allocable to one of two categories: (1) administration, (2) program. Administration may not exceed 12% of the total budget. Although the breakout of costs is not a Request for Proposal requirement, proposals that are funded must meet this requirement.
- 5) The following costs are not allowable charges under the WIA program:
  - Costs of fines and penalties resulting from violation or, failure to comply with Federal, State, or local laws and regulations.
  - Back pay, unless it represents additional pay for WIA services performed for which the individual was underpaid;
  - Entertainment costs
  - Bad debts expense
  - Insurance policies offering protection against debts established by the Federal Government
  - Contributions to a contingency reserve or any similar provision for unforeseen events
  - Costs prohibited by 29CFR part 93 (Lobbying)
  - Costs of activities prohibited in 627.205 (Public service employment prohibition); and 627.210 (non-discrimination)
- 6) Profit is an allowable expense for “for profit” trainers. All profit is negotiable. No profit will be allowed until all contracted performance is achieved.

## **IX. PROPOSAL REVIEW PROCESS AND PROCEDURES**

1. Interested potential proposers not currently operating a training program for the Delaware Workforce Investment Board may attend the pre-orientation on January 5, 2011 at 1:00 at Department of Labor, Fox Valley Annex, in Wilmington, DE. Interested individuals should contact the DWIB at 302-761-8160 for further information.
2. Serious proposers should attend an orientation meeting on January 6, 2011 (or the backup date if cancellation of the January 7, 2011 date becomes necessary) at Department of Labor, Fox Valley Annex, in Wilmington, DE. The orientation for potential proposers will begin at 1:00 for Youth training. Questions regarding this Request for Proposal will be answered at the orientation. Questions will be answered at the orientation and at no other time, and the answers will be posted on [www.delawareworks.com/WIB](http://www.delawareworks.com/WIB) by January 25, 2011.
3. When you determine that your organization will submit a proposal, you must schedule your initial proposal development session. **The scheduling of proposal development sessions is required for your proposal to be considered a complete proposal.** The scheduling will be done via the Internet at [www.delawareworks.com/WIB](http://www.delawareworks.com/WIB).

4. Three copies of each proposal are due no later than 4:00 P.M. on January 28, 2011. They will be submitted to the Delaware Workforce Investment Board (DWIB) c/o DE Dept of Labor, Division of Employment & Training, 4th Floor, 4425 N. Market Street, Wilmington, DE. 19802
5. A separate Proposal for each type of specific solicitation is required.
6. Proposals are considered “confidential” information until funding decisions are final.
7. All proposals become the sole property of DWIB.
8. The proposals submitted in response to this Request for Proposal will be processed after submission as follows:
  - A pre-screening will be performed by staff to insure that each proposal is responsive to the Request for Proposal (RFP).
  - Responsive proposers will then enter into and participate in proposal development sessions with DOL/DET contract staff. The purpose of proposal development is to establish the “Best and Final” offer of the proposer. The process allows proposers to make necessary changes in their proposal to make it as clear and competitive as possible. The “Best and Final” offer will be the final revision of the Proposal. The proposal development period will begin on February 2, 2011 and end no later than February 28, 2011.
9. One copy of the “Best and Final” offer is due no later than 4:00 P.M. on March 3, 2011. They will be submitted to the Delaware Workforce Investment Board (DWIB) c/o DE Dept of Labor, Division of Employment & Training, 4<sup>th</sup> Floor, 4425 N. Market Street, Wilmington, DE. 19802
  - “Best and Final” offers will be presented by the proposer to a subcommittee of the DWIB. The DWIB will decide based on that presentation, and related data, whether to fund the offer. Funding may be for all or part of the offer.
  - Oral presentations will be made to the DWIB proposal review committees on March 23, 2011. Individual appointments will be scheduled.  
**NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at oral presentations.**
  - The “Best and Final” offer will be analyzed by staff. Analysis will include a comparison with other similar offers, provider past performance, and other DWIB performance/contract placement standards. The analysis will be provided to the DWIB, which will make the decision on funding.
  - Funded proposals will be expected to provide the services specified, at the cost proposed in the “Best and Final” offer unless further proposal development is specified by the DWIB.
10. The DOL/DET contract staff may submit a concern to DWIB on matters discussed in proposal development. Proposers who decide not to adjust their proposals in light of expressed concerns may comment on their justification in writing or in their oral presentation.
11. Proposers may request an explanation of the basis of the awarding of funds from the Executive Director of the DWIB. The request must be in writing and must be submitted within ten (10) days of the award. Proposers who feel that a provision of the WIA has been violated may file a complaint. Information on the filing of a complaint may be obtained through the DWIB office.

## **X. PROPOSAL EVALUATION**

All proposals presented for DWIB consideration will be reviewed and evaluated according to the following criteria:

### **Youth Training**

#### Demonstrated Ability (25%)

- Proposer demonstrates the ability to operate like or similar high quality, cost effective training programs that result in high placement rates.

#### Cost (15%)

- Costs are reasonable and competitive as compared to other similar programs.

#### Program Design and Proposed Results (30%)

- Program design provides adequate case management to achieve the planned results.
- Number and quality of staff is adequate.
- All required program elements are included.
- Planned outcome rates are challenging.
- Work Readiness competencies are taught through sequential work and classroom experiences.
- Additional education is provided to all individuals in need of this service.
- Retention and Post-Exit Follow-Up services

#### Linkages with schools / other youth agencies (10%)

- Specific linkages with specific schools / programs have been established.
- Evidence of specific services that will be provided through the linkages is provided.
- The program includes Basic Skills instruction during the summer and upon the return to school, when appropriate.

#### Intensity & Duration of Training (20%)

- The length, hours per day, and type of training service

## **XI. DEFINITIONS**

**ADULT** - Except in sections 127 and 132, the term "adult" means an individual who is age 18 or older.

**BASIC SKILLS DEFICIENT** - The term "basic skill deficient" means, with respect to an individual, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

**CASE MANAGEMENT** - The term "case management" means the provision of a client-centered approach in the delivery of services, designed

- (a) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (b) to provide job and career counseling during program participation and after job placement.

**CERTIFICATE** - A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not

included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

**COMMERCIALY AVAILABLE OFF-THE-SHELF TRAINING PACKAGE** means a training package sold or traded to the general public in the course of normal business operations, at prices based on established catalog or market prices. To be considered as sold to the general public, the package must be regularly sold in sufficient quantities to constitute a real commercial market to buyers that must include other than WIA programs. The package must include performance criteria pertaining to the delivery of the package, which may include participant attainment of knowledge, skills or a job.

**COMMUNITY-BASED ORGANIZATION** - The term "community-based organization" means a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

**COMPETENCY** - The term "competency" means a skill or knowledge, accepted by the DWIB, to be achieved by an individual in order to achieve a program credential.

**COMPLETER** – The term "completer" means a participant who successfully complies with the definition of program credential completion in the Contract.

**COMPLETION** – The term "completion" means the successful achievement of the requirements of training specified in the contract. Generally this is defined by a combination of hours of attendance and competency attainment.

**COST ANALYSIS** – The term "Cost Analysis" means the review and evaluation, element by element, of the cost estimate supporting an organizations proposal for the purpose of pricing the contract.

**COST REIMBURSEMENT CONTRACT** – The term "Cost Reimbursement Contract" means an agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the

contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.

**CREDENTIAL** – Nationally recognized degree or certificate or State recognized credential (H.S Dipl/GED, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates). Includes all state education agency recognized credentials.

**DIPLOMA OR RECOGNIZED EQUIVALENT ATTAINMENT RATE** - A youth diploma or equivalent attainment rate is calculated for those participants that enroll without a diploma or equivalent. The performance percentage is calculated by dividing the number of participants that achieve a secondary school diploma or equivalent at termination by the total terminated (except those still in secondary school)

**DIRECT BENEFITS** - The term "supportive services" means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title.

DIRECT BENEFITS may include the following:

- (1) Linkages to community services;
- (2) Assistance with transportation costs;
- (3) Assistance with child care and dependent care costs;
- (4) Assistance with housing costs;
- (5) Referrals to medical services; and
- (6) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear. [WIA sec. 129(c)(2)(G).]

**DISLOCATED WORKER** - The term "dislocated worker" means an individual who

- (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or
- (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134 (c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B)(I) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- (D) is a displaced homemaker.

**DISPLACED HOMEMAKER** - The term "displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who

- (A) has been dependent on the income of another family member but is no longer supported by that income; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**ELIGIBLE YOUTH** - Except as provided in subtitle C and D, the term "eligible youth" means an individual who

- (A) is not less than age 14 and not more than age 21;
- (B) is a low-income individual; and
- (C) is an individual who is one or more of the following:
  - (i) Deficient in basic literacy skills.
  - (ii) A school dropout.
  - (iii) Homeless, a runaway, or a foster child.
  - (iv) Pregnant or a parent.
  - (v) An offender.
  - (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

**EMPLOYMENT etc. ATTAINMENT RATE** - The performance percentage established is calculated by dividing the number of individuals who enter and retain in postsecondary education, advanced training, military service, employment, or qualified apprenticeships by the number of individuals who have exited the program.

**ENROLLMENT** – The term “enrollment” means the completion of a defined number of hours of training in the core curriculum as specified in the contract.

**EXIT**– A participant who has not been reported in AJLA (management information system) as enrolled in an any activity for 90 days.

**FAMILY** - The term "family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A husband, wife, and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A husband and wife.

**FIXED UNIT PRICE CONTRACT** – The term “Fixed Unit Price Contract” means an agreement that pays a Contractor a specified price for specified deliverables regardless of the Contractors actual costs incurred. This contract type places maximum risk and full responsibility on the contractor for all costs and resulting profit/program income or loss.

**PERFORMANCE BASED CONTRACT** – A “Fixed Unit Price contract where the contractor agrees to be paid for performance based on outcomes.

**FOLLOW-UP SERVICES FOR YOUTH –**

1. Follow-up services for youth may include:

- The leadership development and supportive service activities;
- Regular contact with a youth participant's employer, including
- assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development
- and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Tracking the progress of youth in employment after training.

2. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond twelve (12) months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment

opportunities.

**FULL LEVEL OF STAFF** - The term “Full Level of Staff” refers to the employment of individuals and their assignment to work on the Contract at a level sufficient to occupy all the positions found on the Staff section of the Statement of Work, for the hours specified there. An individual is considered to occupy a position when carrying out the duties of the position or on paid leave, consistent with Contractor personnel policies while assigned to that position.

**HOMELESS** – The term “Homeless” means an individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

- a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
- b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

**IN-SCHOOL YOUTH** – A Youth attending any school, including alternative school, when the education leads to a High School Diploma.

**INDIVIDUAL WITH A DISABILITY** -

(A) **IN GENERAL** - The term "individual with a disability" means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

(B) **INDIVIDUALS WITH DISABILITIES** - The term "individuals with disabilities" means more than one individual with a disability.

**INDIVIDUAL SERVICE STRATEGY (ISS)** – The term “Individual Service Strategy” means an individual plan for a participant which shall include an employment goal (including, for women, consideration of non-traditional employment), appropriate achievement objectives, and the appropriate combination of services for the participant based on the objective assessment.

**LEADERSHIP DEVELOPMENT OPPORTUNITIES** – The term “Leadership Development Opportunities” means the following activities:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Employability; and positive social behaviors [WIA sec. 129(c)(2)(F).]

**LEARNING RICH** – The term “Learning Rich” means training in which a variety of important basic skills are learned in the context of the functional task required to accomplish the work. Learning may occur in a work or training setting. Training is characterized by high expectations, real challenges, real work, and the real world. The learner is continually involved in problem solving, communication, and critical thinking.

**LOWER LIVING STANDARD INCOME LEVEL** - The term "lower living standard income level" means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.

**LOW-INCOME INDIVIDUAL** - The term "low-income individual" means an individual who

- (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of
  - (i) the poverty line, for an equivalent period; or
  - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) in case permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

**NONTRADITIONAL EMPLOYMENT** - The term "nontraditional employment" refers to occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**OFFENDER** - The term "offender" means any adult or juvenile

- (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**OLDER INDIVIDUAL** - The term "older individual" means an individual age 55 or older.

**ON-THE-JOB TRAINING** - The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) 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 participant, and the service strategy of the participant, as appropriate.

**OUT-OF-SCHOOL YOUTH** - The term "out-of-school youth" means

- (A) an eligible youth who is a school dropout; or
- (B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

**PARTICIPANT** - The term "participant" means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title.

**PLACEMENT** – The term “Placement” means the act of securing for or by a participant unsubsidized employment for the duration of 1 calendar day, with an anticipated permanent duration. For reporting purposes, a placement may not begin prior to the day of the last leave from any activity in AJLA (management information system) is reported. Full-time placement requires 30 or more hours per normal workweek. Part-time placement requires 24 or more hours per normal workweek.

**POSITIVE SOCIAL BEHAVIORS** - The outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:

- (a) Positive attitudinal development;
- (b) Self esteem building;
- (c) Openness to working with individuals from diverse racial and ethnic backgrounds;
- (d) Maintaining healthy lifestyles, including being alcohol and drug free;
- (e) Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting;
- (f) Maintaining a commitment to learning and academic success;
- (g) Avoiding delinquency;
- (h) Postponed and responsible parenting; and
- (i) Positive job attitudes and work skills.

**POSTSECONDARY EDUCATIONAL INSTITUTION** - The term "postsecondary educational institution" means an institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088).

**POVERTY LINE** - The term "poverty line" means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family to the size involved.

**PUBLIC ASSISTANCE** - The term "public assistance" means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

**SCHOOL DROPOUT** - The term "school dropout" means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**SECONDARY SCHOOL** - The term "secondary school" has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

**SIMULATED WORK** - The term “Simulated Work” means an activity that takes place in a training situation where a work product is produced for the purpose of learning work maturity skills and/or specific occupational skills rather than for the purpose of producing the work product.

**SKILL ATTAINMENT RATE** - If a participant is deficient in basic literacy skills, the contractor will establish at a minimum, one participant basic skills goal for the year. A minimum of one participant skill goal must be set for the year with a maximum of three goals per year. Skill goals will fall into the category of basic, work readiness, or occupational skills.

The performance percentage established for Skill Attainment Rate is calculated by dividing the Skills Goals (Basic, Work Readiness, and Occupational) achieved by the number of Skills Goals set.

**TRAINING** – The term “Training” means a systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

**TRAINING RELATED JOB** – The term “Training Related Job” means a job in which a major vocational skill learned in training, as specified in the training plan or curriculum, is a predominant activity.

**TUITION BASED** – The term “Tuition Based” means that payments to a vendor educational institution of tuition charges, entrance fees, and other usual and customary fees of an educational institution are not more than the educational institutions catalogue price, necessary to receive specific training, and are for training of participants.

**UNEMPLOYED INDIVIDUAL** - The term "unemployed individual" means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

### **VETERAN; RELATED DEFINITION**

(A) **VETERAN** - The term "veteran" means an individual who served in the active military, naval, or air services, and who was discharged or released from such service under conditions other than dishonorable.

(B) **RECENTLY SEPARATED VETERAN** - The term "recently separated veteran" means any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

### **WORK EXPERIENCES FOR YOUTH -**

- Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid.
- Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.
- Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

(1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);

(2) Exposure to various aspects of an industry;

(3) Progressively more complex tasks;

(4) Internships and job shadowing;

(5) The integration of basic academic skills into work activities;

(6) Supported work, work adjustment, and other transition activities;

(7) Entrepreneurship;

(8) Service learning;

(9) Paid and unpaid community service; and

(10) Other elements designed to achieve the goals of work

**PART B**

**PROPOSAL FORMS**

## PROPOSAL INSTRUCTIONS

- A. A complete, separate proposal will be submitted for each specific program.
- B. Proposers will submit three (3) signed original copies of the proposal on 8 ½ x 11 inch paper in the designated proposal format, stapled in the upper left hand corner. Please do **not** place in covers, binders or rings.
- C. **Proposals must be received by 4:00 p.m. on January 28, 2011 at:**
  - Delaware Workforce Investment Board (DWIB)
  - (Note Location)**
  - c/o DE Dept of Labor, Division of Employment & Training, 4th Floor
  - attn: Julia Hayward
  - 4425 N. Market Street, Wilmington, DE. 19802
- D. Proposal items should be numbered exactly as indicated on the proposal forms.
- D. No cover sheet should be added to this proposal.

### IMPORTANT

**When you determine that your organization will submit a proposal, you should schedule your initial proposal development session. The scheduling is a requirement for a proposal to be complete, and will be accomplished via the Internet at [www.delawareworks.com/WIB](http://www.delawareworks.com/WIB). One initial meeting per organization will be scheduled for proposers of Youth Training. The calendar on this site will indicate all of the dates and times available. When you view the calendar, you may choose any of the available dates and times. You will schedule by contacting the web site via e-mail and providing your selection. Every effort will be made to provide your organization the date and time of your choice. When it is not possible, another time and date, as close to the original submission, will be provided. The Delaware Workforce Investment Board will notify you regarding the scheduled time/date.**

## PROPOSAL FORMAT

This RFP requires proposers to submit their proposals using a standard and streamlined proposal format (Performance Target Outline). This outline asks proposers to present a clear, concise, and simply stated description of their:

1. Proposal Data Summary – The summary data for your proposal.
2. Outcome Statement - The end state they are committed to for customers served by this program.
3. Customer Description - A presentation of customer conditions and behaviors and relevant demographic information including a customer profile.
4. Performance Targets - A clearly stated target for the projected number of customers to be served in terms of how many will reach and sustain a high level of success and for how long. The means of verification should also be stated.
5. Product Steps - A clear presentation of some of the core aspects of your approach. What is unique? Why are you proposing to use this approach over alternatives? And, what are some of the key features of the delivery/ service approach of this proposed program?
6. Key People - Who are the key persons for this program? What are their qualifications (skills, experience, background, etc), that make them ideally suited to make this program successful. If not known, describe the position, its qualifications and who will be doing the hiring.
7. Likely Milestones & Verification - What is the logic and sequence of major customer milestones anticipated? How many will likely (projection) reach these milestones toward your Performance Target and what is the corresponding means of verification?
8. Budget

## PROPOSER CHECKLIST

To aid the proposer in putting together their proposal package:

### Applicant Submission Checklist

	Page
1. Proposal Data Summary	_____
2. Outcome Statement	_____
3. Customer Description	_____
4. Performance Target(s)	_____
5. Product Steps	_____
6. Key People	_____
7. Milestones	_____
8. Budget	_____

**PROPOSAL DATA SUMMARY**

1.0 Name and Address of Applicant Organization

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY, STATE)

\_\_\_\_\_  
(ZIP CODE)

\_\_\_\_\_  
(CONTACT PERSON)

\_\_\_\_\_  
(TELEPHONE NUMBER)

\_\_\_\_\_  
(FAX NUMBER)

\_\_\_\_\_  
(E-MAIL ADDRESS)

\_\_\_\_\_  
(Website URL)

\_\_\_\_\_  
(LOCATION(S) OF PROGRAM OPERATION - CITY/TOWN, COUNTY)

\_\_\_\_\_  
(COUNTY THE PROGRAM WILL SERVE)

2.0 Organization Type:

- Non Profit
- Governmental
- Private for Profit

3.0 Proposed Contract Period

START DATE:           END DATE:

4.0 Proposed Services:

- In School Youth Training
- Out of School Youth Training

4.1 Total Number of Enrollments \_\_\_\_\_

4.2 Total Training Hours per Enrollment \_\_\_\_\_

5.0 If more than one cycle of training is proposed, can training be offered on a per cycle basis? If yes, complete the following:

Cycle #	Cost
_____	_____
_____	_____
_____	_____
_____	_____

Funding:

6.0 Total Amount Requested: \$\_\_\_\_\_

6.1 Requested funds for this program are \_\_\_\_\_% of organization's total budget.

6.2 Funds (dollars or in-kind) will be provided, matching funds, by the proposer to support this proposed program activity. The matching funds will support the following:

\_\_\_\_\_

6.3 Amount of Training Expense to be paid by the Trainee: \$\_\_\_\_\_

6.4 Description of services/supplies to be paid by Trainee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

7. Program Performance (Provide a performance history for your proposed program or for your organization if the proposed program is new. Only applies to new proposers or new programs not) – **limited to one (1) page**

8. Describe in detail (include resources dedicated to do so) your plan to develop and place participants in employment opportunities. – **limited to one (1) page**

Certificate of Information and Authorized Signature

I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.

SIGNATURE

DATE

\_\_\_\_\_

NAME

\_\_\_\_\_

\_\_\_\_\_  
TITLE

Target Outline Question #1  
YOUR PROGRAM'S OUTCOME STATEMENT

What is the overall end state that your agency will accomplish for the customers who are served by this solicitation? This statement should clearly indicate the programs responsibility to serve the customer from recruitment through 12 months of post exit follow-up services. All proposals must demonstrate a commitment to developing long-term relationships with youth served in the proposed program

**Outcome Statement:** The result that the investor seeks (generally an end state) to which all performance targets must contribute. Examples include: a school with no one being drug-dependent, a community in which no baby has a low birth weight for any preventable reason, etc. Outcomes are specific states or conditions that can be understood to be caused or at least influenced by the achievement of performance targets.

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Target Outline Question #2  
CUSTOMERS

- A. WHO are the customers for the selected program and HOW MANY customers do you plan to serve in the coming program year? Please provide a description of conditions and behaviors of typical customers as well as demographic information on this customer group. In addition to describing new customers, current vendors who are seeking continued funding should include participants who carry-in from the current program year to the new program year.
- B. Please provide a profile of one or two customers served by this program. In describing your customers, you should indicate the barriers you expect to/have encounter(ed) and what is your plan to alleviate them (i.e partners, structure).
- C. For In School Youth Programs Only-Youth that begin services prior to their senior year often present retention problems in subsequent years. With the move to Common Measures, individuals that exit as attending secondary school are considered a negative outcome for federal performance purposes. **If you plan to serve youth prior to their senior year**, describe the plan of services and strategies that you plan to use to ensure that retention will not be a problem

**Customer:** Customers are people who directly interact with an organization's product and its implementers. This interaction is intended to result in a change in customer behavior or condition in line with organizational outcomes and mission.

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Target Outline Question # 3  
PERFORMANCE TARGET

- A. What are your QUANTITATIVE PERFORMANCE TARGETS for these customers for the year and how will you know if you reached them? Proposed programs must include the performance goals listed in the RFP for the participants to be served.
- B. Discuss your program's ability to meet contractually required performance standards or outcomes with emphasis on services to at-risk youth.

**Performance Targets:** The specific result that an implementer seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the implementer. It almost always represents a change in behavior for the customer of a program.

**Verification:** Establishing that something represented to happen does in fact take place. Verification in Outcome Funding replaces measuring. It is kept as simple as possible and looks more to answer the question yes or no than to measure small differences. Verification typically focuses on milestones and performance target accomplishments.

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Target Outline Question # 4  
YOUR PRODUCT

**What are the CORE FEATURES of your product?**

- I. Intensity/Duration – Describe the intensity of the service to participants, including hours of participation. In addition identify the enrollment schedule, training schedule and the duration of the program including post-exit follow-up.
- II. Essential Elements: At a minimum the milestones established in Target Question 6 must be described.
- III. Comparative Advantages Over other Products.
- IV. Delivery Strategy – In a narrative fashion describe how a specific client will flow through the elements of your program
- V. Other Core Features (up to one page per item may be used).

**Both In and Out of School Youth Programs:**

- i. Describe how your program will implement an incremental program of credential attainment designed to reinforce success and build skills. Include a listing of the credentials that will be a part of this program design.
- ii. What post-exit retention activities, services and incentives will you use to ensure that individuals are staying employed and increasing earnings or remaining in post secondary education or advanced training.

**In School Youth Programs Only:**

- A. Explain how you will establish you linkage team, who will be included. This should include the specific schools you intend to serve, a description of your partnership with the schools and the role they will play in both recruiting and retaining youth.
- B. Since all youth served in the proposed training program must be basic skills deficient or at least two (2) grade levels below their expected grade level and at risk of dropping out of school, describe the exact criteria that will represent the standard for meeting this definition and enrolling in your program. In addition, describe the method that you will use to identify the target population.

**Out of School Youth Programs Only:**

- A. Describe how your program will fully implement and track literacy/numeracy gains. This should include the details on what assessment will be used, the staff person responsible for conducting and reporting the results to DET, and the schedule of planned testing increments.

Target Outline Question #5  
KEY PEOPLE

- A. Identify the key people and their qualifications who are primarily responsible for delivering the product, including outreach, assessment, training, coaching/mentoring, fiscal reporting, and project management, as applicable to your specific proposal. If the key people are not known, describe the position, its qualifications and who will be doing the hiring. This is limited to only positions requested to be funded with this proposal.
- B. Identify the critical intermediaries (other individuals/agencies) that are a part of your delivery strategy and how they benefit your program. This should include members of your linkage team (each school served).
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Target Outline Question #6  
MILESTONES

New Enrollments, Carry-in Enrollments and Post Exit individuals need to be broken out individually (may be done on separate rows or separate Milestone Sheets.)

All performance milestones (e.g. High School Diploma / GED or Credential Attainment) should be projected to meet performance. In order to do this, the percentage within the RFP should be multiplied by the projected total exits for the year.

If your program has 0 projected exits, you should demonstrate that you understand performance by indicating the number to achieve performance milestones in the Performance Outcome box. This would be based on the total enrollments.

Customer Milestones	Total	Verification
<b>Carry - Ins</b>		
<b>Post Exits (Exits from previous contract year)</b>		
RECRUITMENT		
NEW ENROLLMENTS		
<b>Orientation</b>		
<b>Interview / Assessment/Testing</b>		
<b>Eligibility Established &amp; ISS Development</b> (List Training Components. Use as many lines as needed to identify the services provided )		
<b>High School Diploma / GED or Credential Attainment</b>		
<b>Literacy/Numeracy Gains</b>		
<b>Total Exits from this program year</b>		
<b>Total Day 1 Placement in Employment or Education</b>		
<b>Total Day 30 Placement in Employment or Education</b>		
<b>Total Day 90 Placement Employment or Education</b>		
<b>12 Months Post Exit Follow up Services</b>		
<b>Performance Outcome:</b>		

**Milestone:** A critical point that customers must reach to ensure that a project is on course to achieving its performance target.

**Verification:** Establishing that something represented to happen does in fact take place. Verification in Outcome Funding replaces measuring. It is kept as simple as possible and looks more to answer the question yes or no than to measure small differences. Verification typically focuses on milestones and performance target accomplishments.

**BUDGET SUMMARY**

Area of Training: \_\_\_\_\_  
Organization: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Program Year: \_\_\_\_\_

**TOTAL**

- 1. Staff Salaries \_\_\_\_\_
- 2. Staff Fringe Benefits \_\_\_\_\_
- 3. SUBTOTAL \_\_\_\_\_
- 4. Direct Benefits To Participants \_\_\_\_\_
- 5. Rent (inc. cost per sq. ft./hr. rates) \_\_\_\_\_
- 6. Custodial Services \_\_\_\_\_
- 7. Utilities (List as a % of Annual Expense)
  - A. Heat/AC \_\_\_\_\_
  - B. Phone \_\_\_\_\_
  - C. Electric \_\_\_\_\_
  - D. Other \_\_\_\_\_
- 8. Consumable Office Supplies \_\_\_\_\_
- 9. Postage \_\_\_\_\_
- 10. Equipment and Furniture Purchase: (Itemize on Attached Page) \_\_\_\_\_
- 11. Equipment Rental: (Itemize on Attached Page) \_\_\_\_\_
- 12. Tuition \_\_\_\_\_
- 13. Entrance Fees \_\_\_\_\_

**BUDGET SUMMARY**

Area of Training: \_\_\_\_\_  
Organization: \_\_\_\_\_

Contract #: \_\_\_\_\_  
Program Year: \_\_\_\_\_

14. Training Materials

- A. Books
- B. Software
- C. Videos
- D. Other (specify)

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15. Printing/Advertising

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16. Travel

- A. Student
- B. Staff

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17. Staff Training

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18. Participant Payments (Wages, OJT Payments, etc...)

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19. Participant Fringes

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20. Insurance:

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21. Professional Services: (List)

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22. Overhead/Indirect for Parent Organization:

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23. Profit:

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24. Other: (Please specify)

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25. Other: (Please specify)

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**26. TOTAL**

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**EMPLOYEE LISTING**  
**SALARY AND FRINGE EXPENSES**

AREA OF TRAINING: \_\_\_\_\_  
 ORGANIZATION: \_\_\_\_\_

YEAR: \_\_\_\_\_

**LIST EVERY EMPLOYEE BY TITLE**  
**(USE ADDITIONAL PAGES TO LIST EACH EMPLOYEE NUMERICALLY)**

POSITION	DATES OF EMPLOYMENT HOURS PER WEEK (if seasonal give # of weeks and hourly rate) (If part-time, indicate hourly rate)		SALARY	FRINGE	TOTAL	FUNDED STAFF HOURS
Person #1		THIS PROGRAM				
		OTHER				
Person #2		THIS PROGRAM				
		OTHER				
Person #3		THIS PROGRAM				
		OTHER				

Organization \_\_\_\_\_

Type of Training \_\_\_\_\_

**BUDGET BACK-UP PAGE**

<u>LINE</u> <u>NUMBER</u>	<u>ITEM</u>	<u>NUMBER</u> <u>OF EACH</u>	<u>AMOUNT</u>	<u>EXPLANATION/</u> <u>REMARKS</u>
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***DIRECT BENEFITS TO PARTICIPANTS***

CONTRACTOR: \_\_\_\_\_

TYPE OF TRAINING \_\_\_\_\_

TOTAL AMOUNT OF DIRECT BENEFITS: \$ \_\_\_\_\_

CLIENTS MUST NOT RECEIVE CASH. VOUCHERS ARE TO BE USED FOR GOODS AND SERVICES)  
CONTRACTORS MUST MAINTAIN A CUMULATIVE LOG TO DOCUMENT CLIENTS RECEIVED  
SUPPORTIVE SERVICE(S). AT A MINIMUM THIS LOG MUST INCLUDE CLIENT NAME, STAFF AND CLIENT  
SIGNATURE, AMOUNT OF SUPPORTIVE SERVICES GIVEN, AND VENDOR.

Furthermore, contractors will only be reimbursed for direct benefits they have given to client.

TYPE OF PAYMENT: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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