

OYSTER BAY-NORTH HEMPSTEAD-GLEN COVE WORKFORCE DEVELOPMENT AREA

REQUEST FOR PROPOSALS YOUTH EMPLOYMENT AND TRAINING SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training (DET) is soliciting proposals for the provision of employment and training services for eligible in-school youth ages 14-21 residing in the Towns of Oyster Bay, North Hempstead and the City of Glen Cove. Notice of this solicitation was published in Newsday.

The procurement schedule is as follows (dates are subject to change upon notice.)

RFP Issue Date	August 3, 2020
*Bidders' Meeting <i>(Attendance Recommended)</i>	August 18, 2020 – 2:00 p.m.
Application Due Date	September 4, 2020 – 4:00 p.m.
Contract Award Date	September 18, 2020
Contract Period	October 1, 2020 through September 30, 2023

Questions concerning programmatic issues may be directed to John Sarcone, Director of the Oyster Bay-North Hempstead-Glen Cove Workforce Development Board at (516) 797-7973, and fiscal questions may be directed to Dennis Palmieri, Fiscal Unit, at (516) 797-4576.

*Bidders' Meeting will be done virtually through Zoom. Meeting ID and password will be available on August 10, 2020 by contacting John Sarcone, Director of the Oyster Bay-North Hempstead-Glen Cove Workforce Development Board at (516) 797-7973.

SCOPE OF WORK

Background and Program Goals

The Oyster Bay - North Hempstead - Glen Cove Workforce Development Area provides employment and training services for residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove. Funding for these programs is provided by the Workforce Innovation and Opportunity Act of 2014 (WIOA.)

Services to at-risk in-school youth place a priority on high school dropout prevention, achievement of work readiness skills and recognized credentials; and placement in employment or post-secondary education. Career Pathways and work-based learning are to be promoted as leading approaches. Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, transition into adulthood, and long-term success in employment. The proposed services design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of the performance measures.

Targeted Youth/Program Eligibility

Eligible program participants must be low income* Youth; not younger than 14 or older than age 21; attending school as defined by New York State Law, AND one of the following:

1. Basic Skills Deficient;
2. English Language Learner;
3. Offender
4. Homeless, runaway, in foster care or aged out of foster care system, Social Security Act eligible recipient, or out of home placement.
5. Pregnant/parenting individual;
6. A youth who has a disability;
7. An individual requiring additional assistance to enter or complete an educational program or to secure and hold employment.

All youth participants must be US Citizens or non-citizens authorized to work in the United States. Males ages 18 to 21 must be registered with Selective Service.

WIOA Program Elements

Services solicited under this RFP consist of the outreach, recruitment, eligibility determination, assessment and development of individual service strategies in addition to the 14 program elements listed below. Proposers are encouraged to include as many of the elements as possible in their program design. These elements can be made available directly or through partnerships with other agencies, programs or funding sources. The contract period includes two summer work experience cycles. Limited work experience may also be provided during the school year. **All programs must include work experience components and follow-up for a period of at least 12 months.**

1. Tutoring, study skills training, and instruction, and evidence-based dropout prevention and recovery strategies leading to completion of the requirements for a secondary school or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities, or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Work experience – **REQUIRED ELEMENT** (funded directly through the Division of Employment and Training, and not included in the grant request) that have as a component academic and occupational education, which may include –
 - Subsidized employment opportunities;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-Job Training Opportunities

* Low income is defined as a youth with an income at or below Poverty Level or 70% of the Lower Living Standard Income Level ; or a youth living in a high poverty area

4. Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area.

5. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate.
6. Supportive services.
7. Adult mentoring.
8. Follow-up services for at least 12 months after program completion. **REQUIRED ELEMENT**
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
10. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or cluster.
11. Financial literacy education. **REQUIRED ELEMENT**
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations available in the local area, such as career awareness, career counseling, and career exploration services. **REQUIRED ELEMENT**
14. Activities that help youth prepare for and transition to postsecondary education and training. **REQUIRED ELEMENT**

Note: Required Elements must be addressed in your proposal for consideration

Program Design

Programs should be designed to prepare youth for a successful transition to employment and/or post-secondary education. It is anticipated that the majority of the below components will be included in program designs:

- Outreach, Recruitment and Eligibility Determination
- Assessment and Development of Individual Service Strategy (ISS)
- Work Readiness Skills/Resume/Interviewing Skills
- Work Experience
- Development of Career Zone Portfolio
- Basic Skills Training if appropriate
- Assistance in obtaining High School Equivalency Diplomas
- Referral to Training for Occupational Skill Development/Certifications
- Job Search Techniques
- Career Exploration and Counseling
- Job Placement/Referral to post-secondary training

Programs should include a planned schedule of activities, including where the service is to be provided, the staff member/agency providing the service, and other relevant information.

Outreach and Recruitment

Outreach and recruitment activities should be directed to youth who are most in need of services under the Workforce Innovation and Opportunity Act. These efforts may be coordinated with school districts, non-profit organizations, faith-based organizations, community-based organizations, juvenile justice agencies, and other organizations as appropriate. Emphasis should be placed on youth who require assistance in making a

successful transition to further education and employment in occupations that lead to self-sufficiency – to get hired, to advance on the job, and to succeed as independent adults.

Performance Measures/Outcomes

The federally funded Workforce Innovation and Opportunity Act (WIOA) youth program is an “outcome based” program. Contracts will be performance-based, and full payment will be contingent upon satisfactory performance as outlined under “Funding.”

Programs will be evaluated based on the following WIOA Performance Measures.

1. Percentage of program participants who are in education or training activities, or In unsubsidized employment during second quarter after exit
2. Percentage of participants who are in education or training activities or in unsubsidized employment during fourth quarter after exit
3. Median earnings of participants in unsubsidized employment during second quarter after exit
4. Percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit
5. Percentage of participants who, during a program year, are in education that leads to a recognized credential or employment and who are achieving measurable gains towards those goals

Provider Responsibilities

Providers are responsible for recruitment, intake and eligibility determination of appropriate youth. Eligibility determination information must be submitted to the Town of Oyster Bay Youth Unit for certification prior to enrollment in a WIOA-funded activity. Youth activities started or completed prior to the application date will not be counted as achieved during the program.

Providers will complete an objective assessment for each participant including academic and occupational skill levels, interests and aptitudes, prior work experience, and supportive service needs.

The assessment is to be utilized to develop an appropriate Individual Service Strategy (ISS) to meet his or her individual needs. The ISS identifies the participant’s academic and employment goals, and lists appropriate achievement objectives and services. It will include both long-term and short-term goals, and details the plan for the needed educational, employment related and personal support services.

The Youth Unit will provide the required forms to complete the documentation necessary for eligibility, including the Objective Assessment and the Individual Service Strategy. All forms must be submitted at the time of enrollment. Other required forms will include

timesheets, evaluations, progress reports and appropriate follow-up information. Duplicate copies of paperwork submitted to DET must be maintained at provider site.

During the program, case notes detailing individual participant activities are required on a monthly basis. Proof of attainment of diplomas or certificates, placement in unsubsidized employment, entrance into post-secondary education or the military must be provided to the Youth Unit in order to meet program responsibilities and pass quarterly performance reviews.

Following participant exit, provider will be required to follow-up on a quarterly basis, or more often if necessary, for a twelve-month period and provide relevant information with regard to the performance measures and goal attainment to the Youth Unit at the Town of Oyster Bay. Where there has been a change in the participant's situation, i.e., loss of a job or completion of a training program, appropriate assistance must be provided.

Limitations

This Request for Proposals does not commit the Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training to award a contract, pay costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, if it is in the best interest of the program, or to cancel in part or in its entirety this Request for Proposals. The Town may require offerors selected to participate in negotiations and to submit such cost, technical or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of federal, State or local laws and regulations.

Affirmative Action and Equal Employment Opportunity

The Oyster Bay-North Hempstead-Glen Cove Workforce Development Board is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. The Board, its' Grant Recipient and sub-contractors will comply with all of the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, 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 permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States or participation in any WIOA Title I financially assisted program or activity; the Non-traditional Employment for Women Act of 1991; Title II of the Genetic Information Nondiscrimination Act of 2008; 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 of 1972, as amended; the Americans with Disabilities Act, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to, 29 CFR, Part 34. The United States DOL has the right to seek judicial enforcement of this assurance. WIOA provides priority of service to all veterans and eligible spouses under all programs.

Therefore, veterans and eligible spouses will be given priority over noncovered persons for the receipt of employment, training and placement services. A veteran or an eligible spouse must either receive access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse must receive access to the service instead of or before the non-covered person.

Proof of Insurance

Approved service providers will be required to submit proof of Workers Compensation and General Liability Insurance in the amount of \$1,000,000 each. Liability Insurance must name the Town of Oyster Bay as an “Additional Insured” and must be accompanied by an *endorsement certificate*. Such insurance must be maintained for the duration of the program.

Eligibility for Selection

Eligible applicants include public or private entities with experience in the delivery of employment and training services to youth as outlined in this RFP.

Funding

A total of approximately \$100,000 is available for the period October 1, 2020 through September 30, 2023, based on anticipated funding under the Workforce Innovation and Opportunity Act. Additional funding may be available for follow up services. This funding will cover two years of program activities, and one year of follow-up (for those participants who “exit” WIOA services in the second year of the program.) DET pending funding availability and program performance may extend the contract for a maximum of additional 12 months. DET reserves the right to utilize this total approximate funding for multiple grants. The contract spans two summer work experience program cycles. Limited work experience may also be provided during the school year.

Work experience wages will be paid directly to the participants; therefore, work experience wages should **not** be included in the funding request.

Funding will be based on the number of youth to be served, the program design, and the number and quality of program elements provided within the design. Funds under this RFP cannot be used to pay for services that are currently funded through other sources. Rather, they are intended to fund additional services, so that the range of service options available to targeted youth to successfully transition into a self-sufficient adulthood is expanded and made more comprehensive.

The Town of Oyster Bay Youth Unit will negotiate performance benchmarks with the contractor prior to the beginning of the program. Benchmarks will be established based on planned outcome (goal) data submitted to the Town of Oyster Bay within your completed application. The programs will be evaluated quarterly to assess progress toward meeting benchmarks based on performance goals and will be subject to probation or cancellation for failure to perform.

Review and Evaluation

Proposals will be reviewed by the Oyster Bay-North Hempstead-Glen Cove Youth Committee. Recommendations of the Youth Committee will then be reviewed by the full Workforce Development Board, which will have responsibility for final approval.

Proposals must be responsive to this RFP in order to be rated. To be responsive, proposals must:

1. Be submitted by the application due date and time.
2. Be submitted with the original and two (2) copies (emailed proposals not accepted).
3. Include the completed Attachment I with original signature.
4. Address all of the information requested in the RFP.
5. Be presented in the format requested by the RFP.

All proposals will be reviewed and rated using the criteria listed on the following page.

CRITERIA	MAXIMUM SCORE
1. Experience in serving disadvantaged youth and evident capability to perform the work required.	10 points
2. Program design clearly describes the services offered, incorporates as many as possible of the WIOA program elements and meets the goals of the RFP, and includes coordination with other programs and agencies where applicable. Program as described will result in positive outcomes and attainment of skills. Program described meets the needs of the eligible youth to be served.	40 points
3. Plan ensures adequate supervision of program, and demonstrates a clear system to provide timely submission of required information to Town of Oyster Bay (TOB). Staff responsibilities are clearly outlined. Adequate system for provision of participant post-program follow-up information to TOB.	15 points
4. Proposal has an appropriate plan for recruitment, identification and enrollment of eligible youth.	15 points
5. Cost effectiveness of training program. Completeness of budget.	20 points
TOTAL	100 Points

*Passing score - 65

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION

Three copies of your application, one with original signature must be submitted by 4:00 p.m. on September 4, 2020 to:

Frank V. Sammartano, Commissioner
Town of Oyster Bay Department of Intergovernmental Affairs
977 Hicksville Road
Massapequa, New York 11758

A complete application consists of:

- 1. Application Summary Form (see Attachment I)***
- 2. Application (follow order of instruction sheet and number each section from 1 to 6.)***

1. Applicant

Indicate whether your organization is a youth agency, or another kind of organization.

Please describe the background of your organization, licensing or certification, compliance with relevant federal and State regulations, your facility and equipment necessary for the program, and accessibility of public transportation to the program site. State whether your facilities are accessible to individuals with disabilities.

2. Experience of organization

Describe your experience in serving economically and educationally disadvantaged youth. Please provide three professional references.

3. Program Description

Program Activities:

Programs should be designed to prepare youth for a successful transition to competitive employment and/or post-secondary education. Proposals should include an appropriate combination of activities from the **WIOA Program Elements** and **Program Design** listed on pages 2-3. Please describe each activity that will be included in your program. Be specific, for example, how many sessions will there be, how many youth will be in each, what material will be covered, etc.

Timeline:

Provide a timeline detailing projected enrollments and the attainment of the specified goals for the program period.

The timeline should include the number of youth to be registered in the program, the number to be enrolled in each activity, and the anticipated number to attain each goal. For example, include the number of youth expected to receive a Secondary School Diploma, the number receiving other recognized Credentials, the number entering post-secondary education, the number entering employment or the military, etc.

Program Goals:

How will you help youth participants to achieve the performance measures listed on page 4? For example, how will you assist youth in attaining recognized credentials, secondary school diplomas; as well as attaining pre-employment skills and placement and retention in employment, post-secondary education?

Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: subsidized employment opportunities; pre-apprenticeship programs; internships and job shadowing; and OJT.

Describe the work experience components to be incorporated into the program. Specify some of the locations (worksites) to be used for work experience positions. List the types of job duties available. Describe the procedures to be used in your program to collect bi-weekly timesheets from each worksite, check them for accuracy and deliver them in a timely fashion to the Youth Unit.

4. Program Supervision and Staffing

Explain how you will ensure adequate management and supervision specific to this program. Describe the system, and the staff responsible for recruitment of eligible youth, WIOA application procedures, work experience payroll procedures, work readiness/occupational/basic skills training, career counseling, etc. as well as the timely submission of required reports, case notes and post-program follow-up information to TOB (for example, “*the Coordinator will be responsible for timely submission of participant payroll timesheets to the Town of Oyster Bay.*”)

Describe the proposed staff responsible for all program activities.

*Note that the provision of post-program follow-up information for several quarters after exit is a requirement under this program. The proposal should describe how this will be accomplished.

5. Target Population and Recruitment

Specify procedures for outreach and recruitment of the target population. Provide detailed information on your recruitment plan, including

A description of the WIOA-eligible target population of your program. (Refer to the eligibility criteria on page 2)

Methods of recruitment

Estimated youth to be served

6. Budget Requirements

Proposals are required to include line item cost category budgets for the services described in their application narrative. Each proposal must include a budget for the period October 1, 2020 through September 30, 2023. All applications that are submitted will be reviewed as to whether or not the proposal included all of the information that was requested.

Any purchases for your program must be done through an established procurement system. You must specify in your budget, if the procurement system you will be using is one that has been established by your agency or if you will be using a procurement system established by another agency. The procurement system that you use must be available for audit and inspection by Town personnel.

All items listed on the budget must clearly specify how the item is related to the program. If necessary, write a narrative to explain. Equipment purchases may not be made with the funds from this grant, therefore, we advise that you rent or lease the equipment needed for your program.

All financial records for this program must be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and must be available for audit and inspection by Town of Oyster Bay personnel or a duly authorized representative. These records must be retained for a period of five (5) years after the expiration of the contract.

Organizations preparing a budget will be given a “cost-reimbursement” contract. This budget must provide detailed estimates of what you expect to spend, as you will only be reimbursed for costs that are necessary to run the program. All procurement and purchases under these contracts must comply with OMB Circulars A-87, A-21 or A-122. When formulating your budget, keep in mind that each item must have sufficient documentation, when expensed, to substantiate reimbursement from WIOA. If you plan on obtaining materials, supplies, and/or services from another source, (under your procurement guideline) research before preparing your budget what the cost will be. The budget will become a part of your contract and the mechanism for payment.

Each staff position on the budget must have a brief narrative describing the relationship of the position to the program. Staff salaries should include the percentage of time spent on the project, the types of fringe benefits, and the rate of each benefit. Fringe benefits are limited to Federal and State required benefits. Copies of certified payroll registers and/or cancelled checks must support these charges and be included with each invoice.

If your program performed an activity, which generated some sort of income, that income must be tracked with the program expenses and used to defray the program costs. The manner in which that will be accomplished must be stated in the budget and reported with the final program expenses. If your organization is a Community Based Organization with no formal procurement system in place, you may use the procurement list established by the local School District to purchase supplies and secure transportation.

Appropriate grant costs may include teachers, counselors, consultants and other staff, material and supplies, field trips, transportation, entrance fees, incentives, follow-up costs in connection with project design, and other costs directly related to the proposed program

design. If you require additional assistance concerning the budget portion of your proposal, contact Dennis Palmieri, Fiscal Unit, at (516) 797-4576.

Guidelines for Youth Program Subcontractor Response to COVID-19

Questions and Answers from the USDOL Employment and Training Administration

Q: Is it an allowable charge to a grant if an employee works on COVID-19 related functions (i.e., sanitizing the building, etc.) and not grant-related functions?

Response: Assisting in the cleaning and sanitizing of dedicated and common space that is used to house and serve program staff and participants is an allowable grant function.

Q: How can grantees adjust services to maintain the safety of staff and customers?

Response: Grantees should adhere to state and local government directives on health and safety, even when this means closing in-person services. Grantees can adapt their services to provide services online. Grantees that maintain limited in-person services should review OSHA guidance on healthy and safe workplaces, available at www.dol.gov/coronavirus.

Q: For grants that pay participants stipends during training, can grantees pay stipends to participants for distance learning or other remote activities?

Response: Yes, stipends directly tied to program services, even those conducted remotely, are allowable if such stipends were permitted under the grant Statement of Work.

Q: If grantees, subrecipients, or service providers have to rely on their own personal cell phones and computers to administer services from home, would these expenses be an allowable cost? If so, how should grantees document these types of costs?

Response: The additional cost of data or cellular service incurred by the employee or staff person may be charged to the program. Documentation must be retained to show how such costs were determined and paid for and are in excess of their personal monthly charges. A written policy must be in place to ensure consistency in application among employees and programs. The policy should also address the safeguarding and protection of personally identifiable information. Such costs are expected to be temporary and only for the time of this emergency.

Q: Should states or local areas suspend all youth and adult work experience during this crisis, or determine the best course of action depending on the youth/adult and employer situations?

Response: States and local areas should follow CDC and state and local government guidance in making determinations related to whether youth and adults should still be participating on work experiences, and should consider the environment in which the work is being conducted, and the chance for virus transmission. ETA understands that many activities including work experience may be suspended or impacted.

Q: Can grantees shift to virtual services, such as e-learning, phone calls, and virtual meetings?

Response: ETA programs provide flexibility to grantees in how they provide services. Grantees can choose the best method of continuing to deliver program services. Security of customer data and its transition as well as ease of customer access must be considered.

Q: Can grantees purchase laptops and tablets for participants so they can continue their education and training from home. Are laptops and tablets equipment? Do grantees need prior approval from the grant officer to purchase these?

Response: Yes, grant funds can be used to purchase supplies or equipment to assist in providing program services and training in a virtual setting during this time. The definition of equipment is found at [2 CFR 200.33](#). The definition of supplies is found at [2 CFR 200.94](#). Laptops and tablets usually fall within the definition of supplies, which do not need grant officer approval. The Uniform Guidance at [2 CFR 200.302](#) and § 200.303 requires that all funds, property, and other assets be safeguarded against loss from unauthorized use or disposition. The grant recipient and its service providers must have sufficient internal controls and policies in place to account for all assets. Grant recipients should use safety precautions to protect personally identifiable information and use sound fiscal prudence to maximize the value of taxpayer dollars spent. Grantees should weigh the length of time remaining in the period of performance against the reasonable benefit to the program for purchases of new supplies or equipment.

Q: Can ETA grant funds be used to pay for broadband internet services and support distance learning?

Response: WIOA funds can be used to pay for devices and broadband internet service that will allow a participant to create or maintain a wireless connection for distance learning, searching for jobs, and other employment and training services where such services are already allowable. Grant recipients are expected to use sound fiscal prudence to maximize value for each taxpayer dollar spent by reaching as many participants as possible while also considering the cost and length of time remaining in the period of performance. Please note that ETA grant funds cannot be used to enhance or build the infrastructure needed to support local broadband internet service.

Q: Is there flexibility to offer academic courses and/or training in a distance learning platform?

Response: ETA programs provide flexibility to grantees in how they provide services. Grantees can choose the best method of continuing to deliver program services. The security of customer data and its transmission, as well as ease of customer access, must be considered.

**OYSTER BAY/NORTH HEMPSTEAD/GLEN COVE WORKFORCE DEVELOPMENT AREA
YOUTH PROGRAM APPLICATION SUMMARY FORM**

Legal Name of Organization –

Address –

Chief Executive Officer –

Designated Contact Person –

Telephone Number –

Fax Number –

Email –

Total Grant Request –

Program Period –

Total Number of Youth –

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Program Summary

The undersigned agrees to provide services and conduct the program in accordance with the description provided in this Application and to comply with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014.

Date

Signature – Chief Executive Officer or
Authorized Representative