

**Out-of-School Youth (OSY)
Workforce Development Programs
Request for Proposals
PIN: 26010OSYPRFP**

RFP Release Date: December 23, 2009

Deadline for Proposals: **2:00pm, February 10, 2010**

Return To: **DYCD Office of Contract Procurement
156 William Street, 2nd Floor
New York, New York 10038**

Attention: **Daniel Symon, Agency Chief Contracting Officer**

Pre-Proposal Conference: **January 15, 2010 at 10:00am OR 2:00pm**

Pre-Proposal Conference Location: **DYCD
156 William Street, 2nd Floor
New York, New York 10038**

This Request for Proposals (RFP) must be obtained directly from the Department of Youth and Community Development (DYCD) in person or by downloading it from DYCD's web site, www.nyc.gov/dycd. If you obtained a copy of this RFP from any other source, you are not registered as a potential proposer and will not receive addenda DYCD may issue after release of this RFP, which may affect the requirements and/or terms of the RFP.



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AUTHORIZED AGENCY CONTACT PERSONS

The authorized agency contact persons for all matters concerning this Request for Proposals (RFP) are:

Procurement

Daniel Symon, Agency Chief Contracting Officer
Office of Procurement
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Tel: (212) 513-1820
Fax: (212) 676-8129
E-mail: RFPquestions@dycd.nyc.gov

RFP Content and Procedures

Nancy Russell, Project Director
Planning, Research, and Program Development
Dept. of Youth and Community Development
156 William Street, 2nd Floor
New York, NY 10038
Tel: (212) 442-5914
Fax: (212) 676-8160
E-mail: RFPquestions@dycd.nyc.gov

NOTE ON E-MAIL INQUIRIES: Proposers should enter “OSY RFP” in the subject line of the e-mail. DYCD cannot guarantee a timely response to phoned-in and written questions regarding this RFP received less than one week prior to the RFP due date.

Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless DYCD subsequently issues such a change as a written addendum to the RFP.

SECTION I - TIMETABLE

A. Release Date: December 23, 2009

B. Pre-Proposal Conference:

Date: January 15, 2010
Time: 10:00am OR 2:00pm
Location: DYCD
156 William Street, Second Floor
New York, New York 10038

Attendance by proposers is optional but recommended by DYCD.

C. Proposal Due Date and Time and Location:

Date: February 10, 2010
Time: 2:00pm
Location: Hand deliver proposals to:
DYCD Procurement Office
156 William Street, Second Floor
New York, New York 10038

DYCD will not accept e-mailed or faxed proposals.

Proposals received at this location after the proposal due date and time are late and shall not be accepted, except as provided under New York City Procurement Policy Board Rules, Section 3-03(f)(5).

In accordance with Section 3-03(f)(5), DYCD will consider requests made to the Agency Chief Contracting Officer to extend the Proposal Due Date and Time prescribed above. However, unless DYCD issues a written addendum to this RFP to extend the proposal due date and time for all proposers, the proposal due date and time prescribed above shall remain in effect.

D. Anticipated Contract Start Date: July 1, 2010

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

A. Purpose of the RFP

The Department of Youth and Community Development (DYCD) is seeking qualified organizations to provide services to out-of-school youth¹ to be funded by the federal Workforce Investment Act (WIA). The purpose of OSY workforce development programs is to provide out-of-school youth with the skills necessary to build a successful career. DYCD aims to fund an integrated services model that embraces a holistic approach by addressing the educational, employment, and social service needs of youth participants. Specifically, DYCD's goals for youth completing OSY programs are the following: placement in employment that has career potential, placement in an advanced occupational training program, or placement in postsecondary education that leads to an associate's degree or higher.

B. Background

In recent years out-of-school youth have become a focus of new program services at the city, state, and federal levels. In New York City (City) there are approximately 160,000 youth aged 16-24 who are not in school and not working.² In June 2009 the employment rate of all youth nationwide aged 16-19 was estimated to be only 29.2 percent, the lowest ever recorded in the last 62 years in which data has been available.³ During the current global economic downturn, it is more critical than ever that youth acquire both educational credentials and occupational skills and experience to take advantage of future opportunities in the labor market. With the support of the City's Commission on Economic Opportunity (CEO), innovative programs such as the Young Adult Internship Program and the Young Adult Literacy Program, launched recently by DYCD, demonstrate that out-of-school youth can reconnect to educational programs and jobs even in a difficult economic climate. As detailed in this RFP, DYCD's design for programs for out-of-school youth supports Mayor Michael R. Bloomberg's goal "to give the next generation an economic jump-start."⁴

There is a growing consensus that a high school credential is no longer sufficient by itself for providing access to higher-wage jobs. Even entry-level jobs with career advancement potential are often reserved for those who acquire post-secondary educational or vocational credentials. Completion of a vocational certificate program or one year of college has become the "tipping point" that will enable a young person to earn family-supporting wages.⁵ A study in Washington State showed that compared to students who earned fewer than 10 college credits, those who took at least one year's worth of college-credit courses and earned a credential had a significant annual earnings advantage. For example, for those who began college taking Adult Basic Education (ABE) or General Education Development (GED) preparation classes, the annual earnings advantage was \$8,500.⁶

Jobs that require some education beyond high school are growing faster than those accessible to high school graduates, and occupations that require only an associate's degree or a post-secondary vocational certificate are actually projected to grow slightly faster than occupations requiring a bachelor's degree or more.⁷ However, approximately 50 percent of City youth who are not in school and not working do not have high school diplomas or GED credentials.⁸ Nationwide, only 30-35 percent of persons who take the GED exam enroll in college, and only 5-10 percent of them complete one year.⁹

¹The term "out-of-school youth" means a youth not currently enrolled in school who a) is a high-school dropout or b) has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

²Population Division, New York City Department of City Planning, 2005-2007 ACS PUMS.

³Andrew Sum, Joseph McLaughlin, and Sheila Palma, "The Collapse of the Nation's Male Teen and Young Adult Labor Market, 2000-2009: The Lost Generation of Young Male Workers," Center for Labor Market Studies, Northeastern University, Boston, Massachusetts, July 2009.

⁴Press Release, "Mayor Bloomberg, Governor Paterson, Federal, State and City Legislators Announce \$29 Million in Federal Stimulus Funding to Support More Than 17,378 Summer Jobs and Internships Over the Next Year for New York City Youth," May 9, 2009. http://www.nyc.gov/portal/site/nycgov/menuitem.c0935b9a57bb4ef3daf2f1c701c789a0/index.jsp?pageID=mayor_press_release&catID=1194&doc_name=http%3A%2F%2Fwww.nyc.gov%2Fhtml%2Fom%2Fhtml%2F2009a%2Fpr208-09.html&cc=unused1978&rc=1194&ndi=1

⁵Linda Harris and Evelyn Ganzglass, *Creating Postsecondary Pathways to Good Jobs for Young High School Dropouts: The Possibilities and Challenges*, Center for American Progress, October 2008, p. 6.

⁶Ibid, p. 14.

⁷Executive Office of the President, Council of Economic Advisers, "Preparing the Workers of Today for the Jobs of Tomorrow," July 2009, p. 12.

⁸Center for an Urban Future, "New York City's Disconnected Youth," in *Chance of a Lifetime*, May 2006, pp. 4-5.

⁹Op. cit., Harris and Ganzglass, p. 6.

It is essential, therefore, to encourage and support young people to gain both the educational credentials and occupational skills that will prepare them for the workforce. A first step toward successful employment is achievement of a high school credential. Post-secondary education and specific occupational skills training, especially in promising fields such as green jobs, health, hospitality, and retail, will also enhance employability. Many youth will choose to work while they are attending school or training. Youth who need to work now should be given all the necessary supports to obtain immediate employment. They will benefit from job-readiness and employment training, as well as experience in the workplace through activities such as job shadowing and internships and career development. Programming would be tailored to the needs and interests of individual participants and incorporate the elements and outcomes required by WIA.¹⁰

C. DYCD's Program Vision

WIA programs for OSY align with DYCD's larger goals of promoting self-reliance, literacy and life-long learning, and personal and community well-being. To help youth achieve these goals, DYCD intends to support a holistic service model that would incorporate the following characteristics.

Program Focus – Although all programs will offer a blend of employment and educational services, providers will be required to provide **training in a single occupation**. For those participants without high school credentials, providers will offer GED preparation either directly or through a subcontract or linkage agreement.

Strategic Collaborations – DYCD has observed that the most successful current programs have developed strong ties with employers, training programs, or educational entities in order to provide the full complement of services needed. Each program would enlist a strategic collaborator to enrich the program and support participant outcomes such as placement in employment or training or achievement of an educational credential. The core occupational training would be offered by the prime contractor while the strategic collaborator, through a subcontract or linkage agreement, would provide supplemental training, job placement, educational, or supportive services that complement the occupational training. The strategic partner would be an employer, trade association, labor union, advanced occupational training provider within the same industry sector¹¹ or occupational cluster;¹² post-secondary educational institution; or an organization providing supportive services.

In addition to securing strategic collaborations, programs are encouraged to cooperate with other organizations to further enhance the range and quality of services for program participants.

Youth Development – Program designs should reflect youth development principles that emphasize the cognitive, social, and behavioral competencies that help youth succeed as adults. Effective programs would offer services which are personalized and focus on developing the individual strengths and interests of each youth. In keeping with these principles, programs must also promote positive relationships among adult staff and youth participants and provide a range of support and follow-up services.

Comprehensive Services – Many youth face multiple challenges of balancing work, school, and family; navigating the educational system; addressing concerns such as finances, childcare, and transportation; as well as meeting individual needs such as health and housing. In one study, failing in high school was cited by only 35 percent of youth as the reason for dropping out. Youth also left because they needed to work, they were pregnant or parenting, or they needed to care for another family member, not because they lacked the motivation to stay in school.¹³ Programs would incorporate an intensive case management system that would include career and educational counseling, educational supports such as tutoring, and provision of social service supports either directly or through referral. Supportive services would include,

¹⁰For the Workforce Investment Act of 1998, 29 USCS 2801 et seq., go to <http://www.doleta.gov/usworkforce/wia/act.cfm>. See also <http://www.doleta.gov/usworkforce/wia/finalrule.txt>; Training and Employment Guidance Letter No. 17-05 at <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>; and Training and Employment Guidance Letter No. 17-05 Change 1 at <http://wdr.doleta.gov/directives/attach/TEGL/TEGL17-05 c1.pdf>.

¹¹“Industry sector” is defined here as a distinct division of the economy that produces a particular product or service or similar products or services. Examples of industry sectors are healthcare, hospitality and tourism, transportation, retail, and construction.

¹²“Occupational cluster” is defined here as a group of occupations that cross industry sectors and are related by having similar job requirements or similar end product or service attributes. Examples of occupational clusters are green jobs and clerical jobs.

¹³Op cit., Harris and Ganzglass, p. 3.

but are not limited to, linkages to community services; assistance with transportation, child care, dependent care, and housing; referrals to medical services; and assistance with uniforms and other appropriate work attire and work tools.

D. Anticipated Maximum Available Annual Funding/Competitions

DYCD anticipates that the total available funding for OSY programs will be \$13,985,000. The total funding will depend on WIA reauthorization and federal budget deliberations and is subject to change. DYCD anticipates awarding approximately 25 contracts, with programs in each of the five boroughs. There will be a separate competition for each borough, as well as a citywide competition. Within each competition, DYCD anticipates making awards that result in a mix of diverse programs (see Section V C, Basis for Contract Award). DYCD reserves the right to award less than the full amount of funding requested by proposers.

Proposers may propose programs in more than one competition, or for more than one occupational training, but must submit a separate proposal for each competition or occupational training proposed.

As set forth in the table below, \$2,500,000 will be allocated for the citywide competition. The remaining \$11,485,000 will be allocated across boroughs based on relative numbers of disconnected youth and low-income youth in each borough.¹⁴ The percentage of funding allocated to each borough is equally weighted by the number of disconnected youth ages 16 through 21 in each borough and the number of low-income youth ages 16 through 21 in each borough, relative to the City as a whole. DYCD reserves the right to modify the allocation percentages in the best interests of the City.

Approximate percentage of funding to be allocated to each borough =

$$.5 \times \frac{\text{Total disconnected youth in the borough}}{\text{Total disconnected youth in the City}} + .5 \times \frac{\text{Total low-income youth in the borough}}{\text{Total low-income youth in the City}}$$

Funding Allocations by Competition

Competition (Service Area)	Number of Disconnected Youth	Percent of Total Disconnected Youth in the City	Number of Low-Income Youth	Percent of Total Low-Income Youth in the City	Percent of Borough Allocation	Funding Allocation
Bronx	23,204	26.23%	39,088	25.50%	25.87%	\$ 2,971,169
Brooklyn	34,237	38.70%	57,057	37.23%	37.96%	\$ 4,359,706
Manhattan	10,173	11.50%	27,651	18.04%	14.77%	\$ 1,696,335
Queens	17,379	19.64%	26,105	17.03%	18.34%	\$ 2,106,349
Staten Island	3,480	3.93%	3,357	2.19%	3.06%	\$ 351,441
Citywide	88,473	100.00%	153,258	100.00%	N/A	\$ 2,500,000
					Total	\$13,985,000

¹⁴In this table, the term “disconnected youth” refers to those youth who are not in school and not working. The term “low-income youth” refers to youth living in households with incomes below 125% of the poverty line. The figures utilized in the table are from the New York City Department of City Planning, Population Division, 2005-2007 ACS PUMS.

E. Per-Participant Cost

The cost per participant range is from \$7,500 to \$10,000.

F. Anticipated Payment Structure

It is anticipated that payment structure of the OSY contracts will be based on line-item budget reimbursement with 15 percent payable only upon achievement of the specified performance milestones, pursuant to a budget approved by DYCD. No payments shall be made nor funds applied to other uses. All contract payments are subject to audit. The 15 percent performance-based payments will be tied to the number of participants achieving the following milestones:

- Placement in employment or the military or enrollment in postsecondary education or advanced training or occupational skills training in the first quarter after exit;
- Placement in employment or the military or enrollment in postsecondary education or advanced training or occupational skills training in the third quarter after exit; and
- Attainment of a degree or certificate as defined by WIA.

G. Anticipated Contract Term

The anticipated term of contracts awarded from this RFP will be three years, from July 1, 2010 to June 30, 2013, with an option for DYCD to renew for up to three additional years. The last year of any renewal term would be for follow-up services only.

H. Contractor Qualifications

For-profit and not-for-profit organizations are eligible for contract award. With the exception of public, post-secondary educational institutions, City government entities and their related affiliates, including but not limited to public libraries, public schools, and other City agencies, are not eligible to receive direct contract awards from this RFP. However, these entities may participate in OSY programs through linkages or subcontracts with organizations awarded contracts from this RFP.

I. Subcontracting

- Contractors have the option to subcontract program activities to other organizations if all requirements of the RFP are met and the amount budgeted for subcontracts does not exceed 45 percent of the total proposed budget.
- Proposers that intend to subcontract services should identify both the proposed subcontractor(s) and the area(s) of responsibility to be subcontracted in their proposals.
- A selected contractor shall not enter into any subcontract for the performance of its obligations, in whole or in part, without the prior written approval of DYCD.

J. Regulatory Requirements

Nondiscrimination. The contractor shall provide services to all persons regardless of actual or perceived race, color, creed, national origin, alien or citizenship status, gender (including gender identity), sexual orientation, disability, marital status, arrest or conviction record, status as a victim of domestic violence, lawful occupation, and family status.

Personnel Investigation/Arrest Notification. The contractor must undertake appropriate background checks of all staff paid under any DYCD-funded program. Such checks will include verification of prior employment and references through direct contact by the contractor with former employers. The contractor will be required to provide rosters of all staff in the OSY program, whether funded directly by DYCD or otherwise. The contractor will be asked to verify the actual existence of claimed staff through an inspection by senior agency staff. Upon receipt of an award, the contractor shall comply with all federal, State, and City regulations with respect to investigation for criminal conviction histories of program staff members (proposed or currently employed), including volunteers. These regulations may include the requirement that all program staff (paid and volunteer) in programs serving youth under the age of 21 be fingerprinted.

Contractors shall comply with applicable State and federal regulations, including 42 U.S.C. §5119. It is anticipated that fingerprinting procedures will be developed by DYCD, the costs of which would be reimbursable under the contract as part of the unit price. Youth staff (paid and volunteer) who are 17 years old or younger and who are still attending school are not required to be fingerprinted.

Such regulations, policies, and procedures shall also determine whether individuals with criminal conviction histories may continue their employment in the OSY program. In addition, the OSY program shall report any conviction or subsequent arrest of any staff member (paid or volunteer) of which it becomes aware to DYCD.

Liability Insurance. The contractor shall maintain, at a minimum, the following insurance:

- Commercial general liability insurance of \$1 million per occurrence and \$2 million aggregate;
- Motor vehicle liability insurance of \$5 million, if applicable.
- Workers' Compensation insurance, in accordance with City regulations

Therefore, the contractor would demonstrate the possession of necessary insurance coverage by providing an **original** certificate of insurance naming DYCD and the City of New York as additional insureds. DYCD will not release funds to any proposer awarded a contract until it has obtained the necessary insurance coverage.

SECTION III: SCOPE OF SERVICES

A. DYCD's Goals

DYCD's overall goal for the OSY program is to provide out-of-school youth with the skills necessary to build successful careers. Specifically, DYCD's goals are the following: placement in employment that has career potential, placement in an advanced occupational training program, or placement in postsecondary education that leads to an associate's degree or higher.

B. DYCD's Assumptions Regarding Organizational Capability

- The contractor would be fiscally sound and capable of managing the proposed program.
- The contractor's Board of Directors would remain free of conflicts and exercise active oversight of
 - ◆ program management, including regular reviews of executive compensation, audits, and financial controls, and
 - ◆ program operations and outcomes.
- The contractor would engage in successful joint efforts with other organizations providing services to the target population.
- The contractor would have the capacity to integrate the proposed program into its overall operations.
- The contractor's internal monitoring system would be effectively used to identify program, personnel, and fiscal issues and provide corrective action procedures.
- The contractor would have a continuous quality improvement process that includes quality assurance measures for all aspects of the program.
- The contractor would have an effective computerized system for data collection and management that meets the following specifications:
 - ◆ Microsoft Internet Explorer 6 or greater is required.
 - ◆ A minimum connection speed of 512 kb/s download speed (basic DSL) is required. Dial-up modems are not sufficient.
 - ◆ Up-to-date antivirus software is required.
 - ◆ Firewall software or hardware is strongly recommended.
 - ◆ A computer system that employs hierarchical password protection to define and restrict access to specified users who are Family Literacy Services program staff members is required.
- The contractor would ensure that program staff has access to computers and the Internet.

C. DYCD's Assumptions Regarding Program Approach

OSY programs must adhere to WIA regulations with regard to program eligibility, design and program elements, and performance measures as outlined below and referenced in Appendix A: WIA Program Requirements and Performance Requirements. OSY programs must also meet the requirements of DYCD's performance-based payment structure, as outlined in Section C5k, below.

DYCD's assumptions regarding the approach that will most likely achieve the goals set out above include the following:

1. Population to be Served

Youth who meet the following criteria are eligible to receive program services. No additional eligibility criteria may be used.

- Aged 16 to 21 and not attending school
- Low income, as defined by WIA, 29 USCS § 2801 (25)
- Within one or more of the following categories, as set forth in WIA, 29 USCS § 2801 (13):
 - ◆ Deficient in basic literacy skills
 - ◆ School dropouts
 - ◆ Homeless, runaway, or in foster care
 - ◆ Pregnant or parenting

- ◆ Offenders
- ◆ Require additional assistance to complete an educational program or to secure and hold employment, including youth with disabilities
- City resident

2. Duration of Services

- The contractor would offer services year-round, during the daytime as well as in the evenings and on weekends, to accommodate participants' employment or internship placements.
- Participants would receive up to 12 months of program services and 12 months of follow-up services after program exit.
- The last year of a renewal term will be for follow-up services only.

3. Experience and Qualifications

- The contractor or subcontractor and key staff would have at least three years within the last five years of successful experience providing employment and educational services to out-of-school youth aged 16-21.
- The contractor would retain or employ at least the following key staff:
 - ◆ a full-time staff member, responsible for the day-to-day OSY program operations, dedicated solely to the OSY program;
 - ◆ a staff member with a four-year degree and education credentials;
- The contractor would retain, employ, or subcontract for the following key staff:
 - ◆ a placement specialist with applicable experience to develop jobs or assist with college, or occupational training placements, or both, as appropriate for the program; and
 - ◆ a staff member who is a certified social worker, credentialed counselor, or other certified mental health professional.
- The contractor would ensure that all paid staff members, as well as any volunteers, are qualified and appropriately trained in areas including, but not limited to youth development, education, employment, and family development.
- The contractor would also ensure that program staff attend training sessions offered by DYCD and provide opportunities for ongoing professional development. The contractor would provide program staff with information on the Family Development Training and Credentialing Program (FDC) and, where appropriate, refer staff for training. Paid staff members are eligible for scholarships to FDC, offered through DYCD.
- DYCD has developed a set of core competencies and corresponding indicators for youth workers, to serve as a guide for training and supervising quality youth workers. These competencies and indicators are posted on DYCD's website at www.nyc.gov/dycd.
- All individuals, including any volunteers, who will be part of the program would provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.

4. Program Facility

- For borough competitions, the program facility would be located in the proposed borough.
- The program facility would be appropriate in size and design to accommodate program staff, participants, and services.
- The contractor would ensure that the building and space in which staff and students are housed and all facilities and equipment therein meet the local fire, health, and safety standards and comply with Americans with Disabilities Act (ADA) standards. If facilities do not meet ADA standards, DYCD-approved alternative measures such as access to other suitable space would be used to make activities accessible to persons with disabilities.
- The facility would be easily accessible by public transportation.

5. Program Approach

WIA regulations require that **all programs offer both employment and educational services** to participants. Under the integrated services model, these two types of services would be complementary.

Occupational Training – The contractor would provide training for a single occupation with demonstrable employment opportunities for out-of-school youth.¹⁵ The training would concentrate on the employer-recognized skill-set requirements for the selected occupation. The program would also teach participants about the industry sector or occupational cluster encompassing the selected occupation. In addition to placing participants in employment, contractors would encourage them to pursue post-secondary education or advanced occupational training.

Complementary Educational Services – Educational services would address literacy skills and prerequisites for credentials necessary to succeed in the occupation for which training is being provided. Complementary educational services would also include access to GED preparation, provided either directly or through a linkage agreement. The selected occupational training area would provide the context for GED preparation.

The services outlined below include the three design elements, ten program elements, and information and referral requirements stipulated in WIA, 29 USCS § 2854 (c).

a. Recruitment, Registration, Referral, and Orientation

- The contractor would develop and implement an effective outreach and recruitment plan to identify and register eligible youth. Outreach and recruitment would include, but is not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and communicating with community organizations regarding recruitment efforts. Effective outreach would include recruitment efforts at places where youth traditionally congregate such as parks, music and sporting events, and movie lines, as well as the use of innovative strategies such as posting program information on social networking websites. The contractor would register all participants and determine eligibility solely according to the eligibility criteria stipulated in WIA.
- The contractor would maintain participant files that include documentation of eligibility for each participant enrolled in the program.
- As part of orientation, all youth would receive information on all the services available through the contractor, including programs or activities provided through established linkages. This would also include information about the program policies governing such areas as drug and alcohol abuse, attendance, and behavior. Youth would be informed of the youth development principles practiced by the contractor and that services and projected outcomes will be tailored to their individual needs.
- The contractor would provide information about the full array of services available through appropriately qualified local programs to youth who are determined eligible for WIA programs but do not ultimately enroll and to eligible youth who cannot be served. Contractors would link and share information with other youth-serving institutions in order to meet the individual needs of such youth.

b. Assessment, Development of Individual Service Strategies, and Case Management

- As part of enrollment, the contractor would assess each participant to determine academic and occupational skills, work experience, assets, interests, and supportive service needs. Assessment would occur throughout the program at appropriate intervals in order to document participant progress. For ABE contractors would use the Test of Adult Basic Education (TABE), and for English for Speakers of Other Languages (ESOL) contractors would use the Basic English Skills Test Plus (BEST Plus).
- Based on this assessment, the case manager and participant would together develop an individual service strategy for the participant that identifies both short-term and long-term education and career goals. Participants assessed as basic skills deficient would be offered basic skills remediation as part of their individual service strategies.

¹⁵ Any occupation that meets this condition will be acceptable to DYCD. Appendices C (Labor Market Information), D (Employment Resource Information, and E (The City University of New York Contact Information) are offered as resources for proposers.

Case managers would document whether or not goals have been met. The participant would receive a copy of his or her individual service strategy.

- Case managers would coordinate services and information to prepare participants for post-secondary educational opportunities, academic and occupational learning, and employment opportunities, as appropriate.

c. Educational Services

- Activities would enhance participants' basic educational skills in literacy and math, help participants achieve a high school diploma or GED, and encourage participants to pursue post-secondary education.
- The educational component would be tailored to meet each participant's needs and may include basic skills training, GED preparation, tutoring, study skills training, and alternative learning methods, such as project-based and computer-assisted learning.
- Educational opportunities would be intertwined with employment services that address work readiness and career exploration and provide employment opportunities through activities such as job shadowing and internships. Educational activities would be flexible to enable youth to participate while working, for example, through evening classes.
- The message that college is an achievable goal would be woven throughout the program and underscored by program offerings, which could include college application and financial aid workshops, college tours, and college speakers.
- Alternative secondary school services would be made available to participants, as appropriate.

d. Employment Services

- Occupational skills attained would conform to standards developed or endorsed by employers and would result in the attainment of a recognized degree or certificate.
- Activities would include paid and unpaid work experiences, such as internships and job shadowing, work readiness and employment training, and career development.
- To the extent possible, participants' work experiences would help them understand the connection between further education and long-term career advancement.
- The contractor would provide work readiness training. The skills taught would include, but are not limited to, self awareness, personal health, improvement of self image, knowledge of personal strengths and values, world-of-work awareness, labor market knowledge, job search techniques, and positive work habits, attitudes, and behavior.

e. Strategic Collaborations

- The contractor would develop a strategic collaboration with an employer, labor union, or advanced occupational training program within the same industry sector or occupational cluster as the selected occupational training, post-secondary educational institution, or organization providing supportive services.

Strategic collaborators would provide at least two of the following:

- ◆ informing the content of the training or educational services
 - ◆ providing direct services or employment/educational opportunities for participants during the program
 - ◆ assisting with or offering post-program placements that would count as WIA outcomes
 - ◆ providing supportive services
- Strategic collaborations must be evidenced by a Linkage Agreement Form (Attachment 3) or proposed subcontract agreement to be submitted with the proposal.

f. Linkages

- In addition to the strategic collaboration and as appropriate, the contractor would also develop collaborations with other organizations to further enhance the range and quality of employment, education, and support services for program participants.

- A Linkage Agreement Form (Attachment 3) must be submitted for each collaboration described. The Linkage Agreement Form would describe the specific contributions the linked organization will make to the program.

g. Leadership Development Opportunities

- The contractor would provide activities that develop the leadership skills of participants.
- Activities would include, but not be limited to, exposure to post-secondary educational opportunities, community and service learning projects, peer-centered activities, organizational and teamwork training, training in decision-making, citizenship training, and life skills training.

h. Supportive Services, Guidance and Counseling, and Mentoring

- Supportive services would be offered to participants who need them. Supportive services would include, but are not limited to, linkages to community services; assistance with finances, transportation, child care, dependent care, and housing; referrals to medical services; and assistance with uniforms and other appropriate work attire and work tools.
- The contractor would provide guidance and counseling to all participants, including substance abuse treatment and counseling, as needed.
- The contractor would offer individualized support to participants through adult mentoring relationships, during both program participation and follow-up, for a period of not fewer than 12 months.
- Support services would be provided directly or through referrals to other organizations. DYCD encourages on-site delivery of support services whenever possible.
- All referrals to services, whether provided on site or by an outside agency, would be tracked by the contractor.

i. Follow-up Services

- The contractor would provide participants with at least 12 months of follow-up support after program exit.
- The contractor would serve as a resource to identify and address challenges that arise for participants in employment and educational placements. The contractor would maintain at least monthly contact with the participant and would work closely with participants' employers and schools to assist participants in achieving career and educational goals.
- The contractor would assist youth with additional job placements and promotions as needed, help youth realize their educational goals, and counsel youth in long-term education and career planning.
- The contractor would document and report on the follow-up services that participants receive and their results.
- At least 15 percent of the program budget would be allocated to providing follow-up services.

j. Participant Retention Services

- The contractor would describe its strategy to retain youth until successful completion of program activities.
- The contractor may offer modest incentives, including weekly stipends, transportation allowances, cash achievement awards, tickets to special events, merchandise, or gift certificates from local merchants.

k. Performance Measures and Reporting Requirements

Performance measures are based on 100 percent enrollment

- The contractor would collect and report data on outcomes for the current WIA performance measures. (See Appendix A.)
- The contractor would be required to comply with achievement rates for each performance outcome established by DYCD.
- The contractor would submit online a monthly financial report (MFR) to DYCD by the fifth of each month for the previous month, as well as a monthly program report documenting performance to date with the following:

- ◆ Description of the program activities provided during the previous month
- ◆ Significant accomplishments
- ◆ Noted programmatic, administrative, and fiscal challenges
- ◆ Actions to resolve issues with linked organizations
- ◆ Updates regarding linked organizations
- ◆ Brief description of goals and activities planned for the next month
- ◆ Technical assistance requests.
- Payments would be based 85 percent on reimbursement of line-item expenditures and 15 percent on performance.
- Performance-based payments would be tied to participants' attainment of the following three milestones, each of which is worth one-third of the total performance-based payment:
 - ◆ Placement in employment or the military or enrolled in postsecondary education or advanced training/occupational skills training in the first quarter after exit;
 - ◆ Placement in employment or the military or enrolled in postsecondary education or advanced training/occupational skills training in the third quarter after program exit (does not have to be the same placement as the first quarter placement)
 - ◆ Attainment of a credential or degree (including a GED) or certificate (as defined by the USDOL/ETA¹⁶), at any point from registration in the program until the end of the third quarter after program exit

D. Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the name of any "person" who has "business dealings with the City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, **vendors responding to this solicitation are required to complete the attached Doing Business Data Form (Attachment 5) and return it with this proposal, and should do so in a separate envelope.** If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by DYCD and will be given four calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to DYCD. Failure to do so will result in a determination that the proposal is nonresponsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or not later than five days from the date of mailing or upon delivery, if delivered.

¹⁶USDOL/ETA, "Training and Employment Guidance Letter" (TEGL), 17-05.

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information requested in the format below:

- The proposal, including attachments if appropriate, should be typed on both sides of 8½” x 11” white paper.
- Lines should be double-spaced with 1” margins, using 12-point font size.
- Pages should be numbered and include a header or footer identifying the proposer.
- Proposals should preferably not exceed 12 pages (6 sheets front and back), excluding requested attachments.
- The proposal should include a Table of Contents, placed directly following the Proposal Summary Form.
- The City of New York requests that all applications be submitted on paper with no less than 30 percent post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency. (For any change to that standard please consult: <http://www.epa.gov/cpg/products/printing.html>.)

A. Proposal Format

1. Proposal Summary Form

The Proposal Summary Form (Attachment 1) transmits the proposal package to DYCD. It should be completed in full, signed, and dated by the Board Chair or Executive Director of the proposer. Completing this form fully and accurately assists DYCD in the evaluation of the proposal.

2. Program Proposal

The Program Proposal is a clear, concise narrative which addresses the following:

a. Experience and Qualifications (preferable page limit: 3 pages, excluding requested attachments)

Describe the successful relevant experience within the past five years of the proposer, each proposed subcontractor, and the proposed key administrative and program staff in providing the program described in Section III: Scope of Services of the RFP. Specifically, address the following:

- Describe the proposer’s successful experience providing employment and educational services to out-of-school youth, aged 16-21. Specifically, describe any of the following applicable criteria:
 - ◆ Achieving service levels and outcomes specified by a relevant funder of the organization
 - ◆ Achieving participant outcomes beyond a relevant funder’s expectations
 - ◆ Positive findings from an evaluation
 - ◆ Securing multi-year funding for a relevant program(s) from diverse public and private sources
 - ◆ Successful joint efforts with other organizations and agencies to provide employment and education services and other related services
- Demonstrate that each program cited above was effective in terms of each of the following participant achievements: literacy and numeracy gains; placement in employment or education; attainment of a degree or certificate; and any other factors that indicate that the program was effective.
- Demonstrate that all individuals, including any volunteers, who will be a part of the program will provide the services in a manner that is sensitive to the ethnic, racial, and linguistic characteristics of the target population.
- Attach for each staff position a job description, including qualifications that will be required. Include resumes for personnel already identified for positions. Job descriptions and resumes should specifically address the following:
 - ◆ the experience of key staff providing employment or education services to the proposed target population
 - ◆ the appropriateness of staff skills, knowledge, and training for providing employment or education services to the proposed target population

b. Organizational Capability (preferable page limit: 3 pages, excluding requested attachments)

Demonstrate the organization's programmatic, managerial, and financial capability to perform the services described in Section III: Scope of Services of the RFP. Specifically address the following:

- Describe and demonstrate the success of the proposer's joint efforts with other organizations and agencies to provide employment and education services and other related services.
- Demonstrate the proposer's capacity to integrate the proposed program into the organization's overall operations. Attach an organizational chart showing the proposer's organization and the proposed program. Describe how the proposed program and program staff will relate to the overall organization.
- Describe the proposing organization's internal monitoring system and demonstrate how it is effectively used to both assure quality and identify program, personnel, and fiscal issues. Describe the corrective action procedures.
- Describe the quality improvement protocol that the contractor would implement to ensure continuous improvement of program delivery and participant outcome achievement.
- Describe the computerized system for data collection and management and demonstrate that the system meets the specifications set out in Section III B.
- Demonstrate that program staff members have access to computers and the Internet.
- Describe how the proposing organization's Board of Directors will be involved in the proposed program. Complete Attachment 2, Corporate Governance Certification.
- Attach a copy of the most recent financial audit of the organization conducted by a certified public accountant, indicating the period covered, OR, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering time completely prior to calendar year 2007 will not be accepted as fulfilling this requirement.
- List at least three relevant funding references, including the name of the funding organization and the name, title, and telephone number of a contact person at the funding organization. If there are no funding sources other than DYCD, other relevant references may be listed.
- State whether or not the proposer has submitted more than one proposal in response to this RFP. If so, indicate how many and demonstrate the proposer's capability to successfully provide all the programs proposed concurrently.

c. Proposed Program Approach (preferable page limit: 6 pages, excluding requested attachments)

Describe in detail how the proposer will provide the services described in Section III: Scope of Services of the RFP and demonstrate that the proposer's proposed approach will fulfill DYCD's goals and objectives. Specifically address the following

1) Program Focus

- Identify the occupation for which training will be provided and demonstrate the prospects for employment and job advancement in that occupation.
- Describe the proposer's knowledge of and connections to key organizations and stakeholders from the industry sector or occupational cluster that includes the chosen area of occupational training. Describe how the program has been designed to benefit from those connections.

2) Strategic Collaboration

- Identify the strategic collaborator.
- Describe how the strategic collaboration will contribute to the program by providing two or more of the following services:
 - ◆ informing the content of the training or educational services
 - ◆ providing direct services or employment or educational opportunities for participants during the program

- ◆ assisting with or offering post-program placements that would count as WIA outcomes
- ◆ providing supportive services
- Submit a Linkage Agreement Form or proposed subcontract agreement that describes how the strategic collaboration will deliver each service selected from the list above.

3) Target Population

- Identify the borough in which services will be provided.
- Identify the target population(s) to be served and describe the characteristics of each target population that will satisfy WIA eligibility requirements.
- Identify and demonstrate the strengths and needs of each target population to be served.

4) Duration of Services

- Demonstrate that participants will receive up to 12 months of program services and 12 months of follow-up services.
- Demonstrate that program services will be offered year-round and that program hours will accommodate participants' employment or internship placements.

5) Contractor and Staff Qualifications

- Indicate the number of salaried, and non-salaried, if any, staff positions that will be utilized to provide the program and demonstrate that the staffing requirements as outlined in Section III, Scope of Services, are met.
- Describe the staffing pattern, indicating the relationships among supervisors, line staff, and volunteers.
- Describe the training and career ladder opportunities for program staff, including volunteers.

6) Program Facility

- Identify the proposed program facility and indicate that it will be located in the proposed borough.
- Demonstrate that the facility will be appropriate in size and design to accommodate all program activities.
- Demonstrate that the building and space in which staff and students are housed and all facilities and equipment therein meet the local fire, health, and safety standards. Demonstrate that the facility will meet ADA standards or that alternative measures will make program activities accessible to persons with disabilities.
- Demonstrate that the facility will be easily accessible by public transportation.

7) Program Design

Describe the overall design of the proposed program and discuss how the program will incorporate principles of youth development.

Describe and demonstrate the effectiveness of the proposer's approach to each of the service elements cited below:

- Recruitment, registration, referral, and orientation
- Assessment, individual service strategies, and case management
- Educational services
- Employment services
- Leadership development opportunities
- Supportive services, guidance and counseling, and mentoring
- Follow-up services

8) Subcontracted Services

State whether the proposer intends to subcontract with other entities and, if so, submit a draft subcontract or detailed plan that demonstrates how staff and resources from all of the participating organizations will be coordinated.

9) Linkages

- Identify and describe all proposed linkages with employers, schools, community colleges, community-based organizations, and other organizations or institutions. Demonstrate how each proposed linkage will help achieve OSY program goals.
- Complete and attach a Linkage Agreement Form (Attachment 3) for each linkage described.

10) Performance Management

Demonstrate how the proposer will effectively monitor and report on the achievement of performance milestones as outlined in Section III – Scope of Services and on the outcomes for WIA measures as outlined in Appendix B.

3. Price Proposal

The Price Proposal is the funding request for providing the services described in Section III – Scope of Services. It includes the Proposal Budget Summary Form and the Budget Justification.

- Completed Proposal Budget Summary Form (**Attachment 5**) for a 12-month contract period.
- Budget Justification (preferable page limit: 3 pages)

Justify how requested funds would be used to deliver program services. Proposers should ensure that the budget and budget justification are consistent with the proposed program. Specifically, justify the expenses under each major budget category by addressing the points listed below.

Personnel Services

- List each position (full time and part time) and salary included in the funding request, and indicate which resume or job description is intended to fill that position.

Non-staff Services (as applicable)

- List each consultant and subcontractor and associated cost included in the funding request, and explain how the cost of their assigned work for the program as described in the proposal's Program Approach narrative was calculated.
- If the program design includes payment of stipends, describe how the stipends will be awarded and the rationale for awarding the stated amounts.
- For each type of service purchased from a vendor, describe the nature of that service, why it is needed for the program, and how the costs related to purchasing that service were determined.

Other Than Personnel Services (as applicable)

- For consumable supplies, describe the type and quantity of supplies to be purchased and explain how the costs for these items were determined.
- Explain why each piece of equipment and equipment related expenses are necessary for the proposed program.
- Describe the spaces costs, including those involving a rental expense; their importance in the proposed program; and how costs were determined.
- For travel expenses, describe the purpose of the travel and justify the cost.

- For utilities, telephones, and other operational expenses, list each item and how the cost for each item was determined.

4. Doing Business Data Form

The proposer should complete the Doing Business Data Form (Attachment 5) and return it with the proposal. The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions.

5. Acknowledgment of Addenda

The Acknowledgment of Addenda form (Attachment 6) serves as the proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by DYCD prior to the Proposal Due Date and Time. The proposer should complete this form as instructed on the form.

B. Proposal Package Contents ("Checklist")

The Proposal Package should contain the following materials. Proposers should utilize this section as a checklist to assure completeness prior to submitting their proposals to DYCD.

1. The Proposal package should include **one original set and four duplicate sets** of all documents listed below, in the following order:
 - Proposal Summary Form (**Attachment 1**)
 - Program Proposal
 - Table of Contents
 - Narrative
 - Resumes or Job Descriptions or both for Key Staff Positions
 - Organizational Chart
 - Corporate Governance Certification (**Attachment 2**)
 - Audit Report or Certified Financial Statement or a statement as to why no report or statement is available
 - References for the Proposer
 - Linkage Agreement Form(s) (**Attachment 3**)
 - Price Proposal
 - Narrative
 - Budget Forms (**Attachment 4**)
2. One original and one duplicate of the Doing Business Data Form (**Attachment 5**) should be placed in a sealed inner envelope.
3. Acknowledgment of Addenda Form (**Attachment 6**)
4. For each proposal submitted, enclose the documents listed above in a sealed envelope and hand deliver to DYCD Office of Contract Procurement, attention: Daniel Symon, Agency Chief Contracting Officer. Label the envelope with the following:
 - The title and PIN of this RFP
 - The proposer's name and address
 - The name and telephone number of the proposer's contact person

SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by DYCD will be reviewed to determine whether they are responsive or nonresponsive to the requirements of this RFP. Proposals which DYCD determines to be nonresponsive will be rejected. DYCD's Evaluation Committees will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. DYCD reserves the right to conduct site visits, to conduct interviews, or to request that proposers make presentations, as deemed applicable and appropriate. Although DYCD may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

- | | |
|-----------------------------------------------------------------------|-----|
| • Demonstrated quantity and quality of successful relevant experience | 30% |
| • Demonstrated level of organizational capability | 20% |
| • Quality of proposed program approach | 50% |

C. Basis for Contract Award

Contracts will be awarded to the responsible proposers whose proposals are determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Within each competition proposals will be ranked in descending order of their overall average technical scores. Awards will be made to the highest rated vendors whose proposals are technically viable and whose prices per participant fall within the range set forth in the RFP. However, DYCD reserves the right to make awards to ensure 1) appropriate distribution of necessary services and programs within and across geographic areas; and 2) program diversity (that is, programs that vary by factors such as type of occupational training or educational offerings). DYCD also reserves the right to award less than the full amount of funding requested and to modify the allocation of funds among competitions in the best interest of the City. In the case that a proposer is eligible for more than one contract award from this RFP, DYCD reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interests of the City, respectively, how many and for which program(s) the proposer will be awarded contracts, and at what level of services and dollar value.

Contract award shall be subject to:

- Demonstration that the proposer has, or will have by the conclusion of negotiations, site control of an appropriate program facility.
- Timely completion of contract negotiations between the agency and the selected proposer.

SECTION VI - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

C. General Contract Provisions. Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Prompt Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

J. RFP Postponement/Cancellation. The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Charter Section 312(a) Certification.

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.



12.23.09

Agency Chief Contracting Officer

Date

Message from the New York City Vendor Enrollment Center
Get on mailing lists for New York City contract opportunities!
Submit an NYC-FMS Vendor Application – Call (212) 857-1680

RFP TITLE: Out-of-School Youth (OSY) Programs

PIN: 26010OSYPRFP

WORKFORCE INVESTMENT ACT: PROGRAM REQUIREMENTS AND PERFORMANCE MEASURES**I. WIA PROGRAM REQUIREMENTS**
WORKFORCE INVESTMENT ACT OF 199829 USCS § 2854¹⁷

(c) Local Elements and Requirements

(1) Program design. Funds allocated to a local area for eligible youth under paragraph (2) (A) or (3), as appropriate, of section 128(b) shall be used to carry out, for eligible youth, programs that

(A) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

(B) develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and

(C) provide

- (i) preparation for postsecondary educational opportunities, in appropriate cases;
- (ii) strong linkages between academic and occupational learning;
- (iii) preparation for unsubsidized employment opportunities, in appropriate cases; and
- (iv) effective connections to intermediaries with strong links to
 - (I) the job market; and
 - (II) local and regional employers.

(2) Program elements. The programs described in paragraph (1) shall provide elements consisting of

- (A) tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- (B) alternative secondary school services, as appropriate;
- (C) summer employment opportunities that are directly linked to academic and occupational learning;

¹⁷ The Workforce Investment Act of 1998 and the Final Rule to WIA can be viewed in their entirety at <http://www.doleta.gov/usworkforce/wia/act.cfm>.

- (D) as appropriate, paid and unpaid work experiences, including internships and job shadowing;
- (E) occupational skill training, as appropriate;
- (F) 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;
- (G) supportive services;
- (H) adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) follow-up services for not less than 12 months after the completion of participation, as appropriate; and
- (J) comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

(3) Additional requirements

(A) Information and referrals. Each local board shall ensure that each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided

(i) information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those receiving funds under this subtitle; and

(ii) referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

(B) Applicants not meeting enrollment requirements. Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with subparagraph (A) to meet the basic skills and training needs of the applicant.

WORKFORCE INVESTMENT ACT ELIGIBILITY CRITERIA

Under 29 USCS §2801, an “eligible youth” must meet the criteria set forth in both items 1) and 2) below:

- 1) A low income 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 (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 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 [McKinney-Vento 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 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 described in subparagraph (a) or (b), but who is a member of a family whose income does not meet such requirements.

2) An individual who is one or more of the following;

- a) Deficient in basic literacy skills
- b) A school dropout
- c) Homeless, a runaway, or a foster child
- d) Pregnant or a parent
- e) An offender
- f) An individual who requires additional assistance to complete an educational program or to secure and hold employment.

RELEVANT WIA PERFORMANCE MEASURES (COMMON MEASURES)

1. **Placement in Employment or Education** – *Of those who are not in postsecondary education, employment, or the military at the date of participation:*

The number of participants who are employed and scheduled to work at least 20 hours per week, in the military or enrolled in postsecondary 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. (Participants who are in secondary school at exit are included in this measure.)

2. **Attainment of a Degree or Certificate** – *Of those enrolled in education (at the date of participation or at any point during the program:*

The number of participants who attain a diploma, GED, or certificate by the third quarter after exit divided by the number of youth participants who exited. (Participants who are in secondary school at exit are included in this measure.)

3. **Literacy and Numeracy Gains** – *Of those out-of-school youth who are basic skills deficient (at or below the eighth grade level in math or English:*

The number of participants who increase one or more educational functioning levels (in any area), divided by the number of participants who have completed one year in the program plus the number of participants who exit before completing a year in the program. (Participants who are not basic skills deficient are excluded from this measure. Participants who are in secondary school are excluded from this measure.)

RFP TITLE: Out-of-School Youth Programs

PIN: 260109OSYRFP

NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS

Contractors must comply with the federal and local non-discrimination and Equal Opportunity provisions referenced below. Part 1 lists WIA-specific non-discrimination and Equal Opportunity provisions, Part 2 lists general federal provisions, and Part 3 lists the Equal Opportunity provisions, which apply to New York City.

Part 1

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant 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 VI 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 qualified 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.

Part 2

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.
3. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under section 202 of Executive Order No. 11246 of September 24, 1965 and shall post copies of the notice in conspicuous places available to employees and applicants for employment
4. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Secretary of Labor of the United States for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Part 3

This contract is subject to the requirements of Executive Order No. 50 (1980) as revised ("E.O. 50") and the Rules and Regulations promulgated thereunder. No contract will be awarded unless and until these requirements have been complied with in their entirety. By signing this contract, the contractor agrees that it:

- (1) will not engage in any unlawful discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, marital status, or sexual orientation with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;
- (2) the contractor agrees that when it subcontracts it will not engage in any unlawful discrimination in the selection of subcontractors on the basis of the owner's race, color, creed, national origin, sex, age, disability, marital status, or sexual orientation;
- (3) will state in all solicitations or advertisements for employees placed by or on behalf of the contractor that all qualified applicants will receive consideration for employment without unlawful discrimination based on race, creed, color, national origin, sex, age, disability, marital status or sexual orientation, or that it is an equal employment opportunity employer;

- (4) will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal employment opportunity commitments under E.O. 50 and the rules and regulations promulgated thereunder; and
- (5) will furnish all information and reports including an Employment Report before the award of the contract which are required by E.O. 50, the rules and regulations promulgated thereunder, and orders of the Director of the Bureau of Labor Services (“Bureau”), and will permit access to its books, records, and accounts by the Bureau for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

The contractor understands that in the event of its noncompliance with nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of the contract and noncompliance with E.O. 50 and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of the Bureau, the Director may direct the imposition by the contracting agency held of any or all of the following sanctions:

- (i) disapproval of the contractor;
- (ii) suspension or termination of the contract;
- (iii) declaring the contractor in default; or
- (iv) in lieu of any of the foregoing sanctions, the Director may impose an employment program.

The Director of the Bureau may recommend to the contracting agency head that a Board of Responsibility be convened for purposes of declaring a contractor who has repeatedly failed to comply with E.O. 50 and the rules and regulations promulgated thereunder to be nonresponsible.

The contractor agrees to include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of \$50,000 to which it becomes a party unless exempted by E.O. 50 and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of the Bureau of Labor Services as a means of enforcing such provisions including sanctions for noncompliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to E.O. 50 and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 and the rules and regulations promulgated thereunder.

LABOR MARKET INFORMATION

The industry sectors of healthcare, hospitality and tourism, retail, transportation, and construction as well as the occupational clusters of green jobs and clerical and administrative support occupations have traditionally held promise for youth because of labor demand, a variety of entry-level positions, and the potential for career progression. While some of these areas have experienced steep declines during this recession, the U.S. Department of Labor projects their overall growth over the next period.¹⁸ Occupations within the industry sectors listed above include many which are projected to grow significantly during the period 2006-2016: food preparation workers, waiters and waitresses, office clerks, administrative assistants, registered nurses, home health aides, nursing aides, and medical assistants. One particularly promising area within the health field is medical records and health information, which offers higher than average job prospects and starting salaries, opportunities for career advancement, and wide training availability.

The green jobs occupational cluster is poised for rapid expansion.¹⁹ Green jobs are expected to grow in the following areas: transportation (mass transit, hybrid vehicles); energy (building retrofits, energy-efficient building maintenance, energy management, renewable energy, green roofs), urban forestry (park maintenance, tree planting, open space design, urban agriculture); green product development (green manufacturing, recycling); and environmental monitoring and remediation (brown-field remediation, indoor environmental quality treatment).²⁰ Green enterprise is a key component in the Obama administration's economic recovery plan²¹ and part of Mayor Bloomberg's long-term agenda through PlaNYC to create a more sustainable City through parks development, building retrofitting, and waste management.²²

The American Recovery and Reinvestment Act (ARRA) has further impacted job projections. ARRA is expected to create or retain 3.5 million jobs as of the fourth quarter of 2010, in all major industries in the economy, most notably in areas such as healthcare and green jobs. The retail sector will be affected as a return to more stable economic growth leads to increased consumer and business spending. Construction, which suffered a deep decline during the current recession, is expected to show strong growth through ARRA investments and incentives in infrastructure, construction of power and communication structures, and weatherization of homes. Air transport, including aircraft mechanic and service technician jobs, is also expected to grow.²³

¹⁸See *Employment Projections, 2006-2016*, U.S. Department of Labor, Bureau of Labor Statistics, 2007, <http://www.bis.gov/news.release/ecopro.nr0.htm>.

¹⁹ The Mayor's Office of Long-Term Planning and Sustainability defined a "Green job" as "A job that directly touches an end product/service that has a net positive impact on the environment."

²⁰ Urban Agenda, "Green Collar Sector Overview," <http://www.urbanagenda.org/roundtable2.htm#sectors>.

²¹ For example, \$5 billion has been allocated for weatherization projects nationally with New York State receiving \$404 million, the largest amount of any state. Weatherization funds must be obligated by September 30, 2010 and will impact job creation in the City. See New York State Recovery Web site: www.recovery.ny.gov.

²² For more information on PlaNYC, see <http://www.nyc.gov/html/planyc2030/html/home/home.shtml>.

²³Op cit., Executive Office of the President, Council of Economic Advisers.

EMPLOYMENT RESOURCE INFORMATION

The following suggested resources may be useful to proposers. This listing is a partial selection only and is not exhaustive. The materials put forth by these resources are strictly those of the organizations listed.

I. GENERAL

America's CareerInfoNet

Website: www.acinet.org/acinet/

Provides information for self-guided career exploration by individuals and resources that workforce intermediaries can use to help their clients to identify career goals in high-growth, high demand sectors, and pursue relevant training, certification, and job opportunities. The website includes industry profiles and state-specific labor market data.

Brooklyn Chamber of Commerce

Website: www.ibrooklyn.com

Publishes the *Brooklyn Labor Market Review*, an annual review of Brooklyn's economy and labor market conditions. The 2009 edition includes impact of the federal stimulus program.

New York City Department of Small Business Services: Workforce1 NY

Website: www.nyc.gov/html/sbs/wf1/html/home/home.shtml

Affiliated with the New York State Department of Labor and City University of New York. Includes contact information and workshop schedules for Workforce1 Career Centers in each borough. The centers provide a full array of employment services including job placement, career advisement, job search counseling, and skills training. The Workforce1 Transportation Center offers services specifically for jobseekers and employers in the Transportation and Warehousing sector. Workforce1 career centers are co-located with NYC Business Solutions Centers which provide businesses with access to skilled labor through recruitment and training initiatives tailored to a company's specific needs.

New York City Economic Development Corporation (NYCEDC)

Website: www.nycedc.com

Publishes *Economic Snapshot* which highlights the most recent information about New York City employment, consumer spending, and real estate and *NYCVISION* which provides news and updates about NYCEDC across the five boroughs.

New York City Workforce Investment Board (WIB)

Website: www.nyc.gov/html/sbs/wib/html/home/home.shtml

Created by the Federal Workforce Investment Act in 1998. The website is connected to the Workforce1 site and provides information about WIB members, partners, and policy. The WIB site includes extensive workforce and industry data and reports on current workforce trends. The New York Labor Market Information Service also provides reports on labor market data and workforce development issues in New York City. The reports are available on the WIB website.

New York State Department of Labor: JobZone

Website: www.nyjobzone.org

Free, online job search and career planning system. Provides occupational and labor market information as well as access to up-to-date job postings and basic job preparation tools such as a resume builder, reference list maker, and cover letter application.

New York State Department of Labor: Workforce & Industry Data

Website: www.labor.ny.gov/workforceindustrydata/index.shtml

Comprehensive site with labor market information, information on training programs and apprenticeships, requirements for licenses and certifications, and job preparation tools. It includes a job exchange and provides direction to additional resources.

O*NET OnLine

Website: <http://online.onetcenter.org>

The O*NET database contains information on hundreds of occupations, including knowledge and skills needed, qualifications required, tasks, salaries, and demand. The O*NET-SOC taxonomy defines a set of occupations across the world of work. The website also includes Career Exploration Tools, a set of assessment instruments for workers and students looking for jobs or changing careers.

Partnership for New York City

Website: www.pfnyc.org/

The Partnership is a nonprofit organization comprised of 200 CEOs of New York City-based firms. The website provides employment-related news, press releases, and a listing of local events regarding the city's economy.

Staten Island Economic Development Corporation

Website: www.siedc.net

Provides information about Staten Island's economy, labor statistics, and economic development projects.

United States Bureau of Labor Statistics: Occupational Outlook Handbook, 2008-09 Edition

Website: www.bls.gov/oco/home.htm

Offers occupational profiles including information about working conditions, salary, training and education requirements and expected job prospects. Useful for all job sectors.

United States Department of Labor: Employment and Training Administration

Website: www.doleta.gov/

Provides information on high-growth industries, descriptions of apprenticeships and youth employment programs, and information about job training initiatives. Also includes a resource library and an information section on workers' rights.

The following two websites are intended for use by youth:

New York State Department of Labor: Career Zone

Website: www.nycareerzone.org/

Information about careers tailored specifically to high school students. The site is youth-friendly and includes interactive activities, videos, and a self-assessment tool.

United States Department of Labor: Career Voyages

Website: www.careervoyages.gov/

Provides industry profiles and list of in-demand occupations within each industry. Users can also access information about relevant apprenticeships and educational programs. The site is youth-friendly and includes sections for students, parents, career changers, and career advisors.

II. HEALTHCARE

The following websites provide resource information about occupations in the healthcare sector that do not require a four-year college degree.

Center for Health Workforce Studies, SUNY Albany: New York Health Careers

Website: www.healthcareersinfo.net

Offers descriptions of the following health professions, their licensure and educational requirements, salaries and wages, and a list of educational programs in New York State:

- Dental Assistant
- Dental Hygienist
- Home Health Aide
- Licensed Practical Nurse
- Medical Assistant
- Medical Biller
- Medical Coder
- Nurse Aide
- Occupational Therapy Assistant
- Pharmacy Technician/Aide
- Physical Therapy Assistant
- Radiologic Technologist
- Registered Nurse
- Respiratory Therapy Technician
- Surgical Technologist

New York State Department of Health: Bureau of Emergency Medical Services

Website: www.health.state.ny.us/nysdoh/ems/main.htm

Provides information regarding curricula, certification, training courses, and exams for the following professions:

- Certified First Responder – (CFR)
- Emergency Medical Technician – Basic (EMT-B)
- Advanced Emergency Medical Technician – Intermediate (AEMT-I)
- Advanced Emergency Medical Technician – Critical Care (AEMT-CC)
- Advanced Emergency Medical Technician – Paramedic (AEMT-P)

United States Bureau of Labor Statistics: Occupational Outlook Handbook

Website: www.bls.gov/oco/home.htm

Describes working conditions, salary, training and education requirements and expected job prospects for health-related professions, including but not limited to the following:

- Cardiovascular Technician/Technologist
- Clinical Laboratory Technician/Technologist
- Medical Assistant
- Medical Records/Health Information Technician
- Medical Transcriptionist

III. HOSPITALITY AND TOURISM

American Culinary Federation (ACF)

Website: www.acfchefs.org

The ACF is a nonprofit organization of professional chefs. The website provides information on education, certification, apprenticeship, and a listing of accredited post-secondary training programs. It also includes job postings.

American Hotel and Lodging Association: Educational Institute

Website: www.ei-ahla.org/high_school_program.asp

The site describes two training programs: Skills, Tasks, Results and Training (START) Program and the Lodging Management Program (LMP). Both courses can lead to certification in line areas within the industry, facilitating access to entry-level jobs and post-secondary study in hospitality.

International Special Events Society

Website: www.ises.com; New York City chapter at www.isesnyc.com

ISES is an organization of event planners, florists, caterers, entertainers, and other event-related professionals. The website provides some educational resources, information about certification, and certification testing dates. The New York chapter site provides a job bank.

Meeting Professionals International

Website: <http://www.mpiweb.org>

MPI is a professional organization of event planners and meeting organizers. The website provides educational resources, program listings, and some online education.

IV. RETAIL AND CUSTOMER SERVICE

The National Retail Federation

Website: www.nrf.com

Provides news and latest trends on developments in the retail industry and links to other resources related to the field.

The National Retail Federation Foundation

Website: http://www.nrffoundation.com/Training_Certification/Cert_Main.asp

Education and research arm of the National Retail Federation. The website provides information on certifications and training programs. NRF University *wired* offers a large selection of online courses for retail professionals at all levels.

V. TRANSPORTATION

Workforce 1 Transportation Center

Website: <http://www.nyc.gov/html/sbs/wf1/html/jobseekers/transportation.shtml>

Located in Jamaica, Queens, the Workforce 1 Transportation Center provides employment services to jobseekers in the transportation and warehousing sector and links them with employers.

VI. CONSTRUCTION

The National Center for Construction Education and Research (NCCER)

Website: www.nccer.org

Provides detailed information about careers in the skilled trades. Describes NCCER's accreditation process and lists approved sites for assessment using the National Craft Assessment and Certification Program (NCACP) assessments and performance verifications and training using the Contren Learning Series standardized curriculum.

VII. GREEN JOBS

John J. Heldrich Center for Workforce Development

Website: <http://www.heldrich.rutgers.edu/>

The Center is located at the Edward J. Bloustein School of Planning and Public Policy, at Rutgers, the State University of New Jersey. It is a university-based research and policy center dedicated to raising the effectiveness of the American workplace by strengthening workforce education, placement and training programs, and policies. The report, "Preparing the Workforce for a 'Green Jobs' Economy," by Jennifer Cleary and Alison Kopicki, February 2009, can be found on the website. It defines green jobs, provides a listing of current jobs, and discusses growth potential, skills needed, and steps workforce and education systems can take to prepare workers for green jobs.

O*NET Resource Center

Website: www.onetcenter.org/reports/Green.html

"Greening of the World of Work: Implications for O*NET-SOC and New and Emerging Occupations," by Dierdorff et al., February 2009, is available on the website. This report summarizes recent research to investigate the impact of green economy activities on occupational requirements and describes occupational staffing implications within different sectors of the green economy and identifies specific new and emerging occupations.

VIII. CLERICAL AND ADMINISTRATIVE SUPPORT

Association of Executive and Administrative Professionals (AEAP)

Website: www.theaeap.com

AEAP is a membership organization that provides information for career development and career advancement and has a job bank. It publishes a newsletter, *The Executary*, with current job trends and information.

International Association of Administrative Professionals (IAAP)

Website: www.iaap-hq.org

IAAP is a resource organization for administrative professionals. It has developed exams for two certifications: Certified Professional Secretary and Certified Administrative Professional. It offers the OPTIONS (Office Professionals Training for Information, Organization, and Networking Skills) curriculum, a series of workbooks which can be used for independent or group study, and also offers online training.

United States Bureau of Labor Statistics: Occupational Outlook Handbook, 2008-09 Edition Secretaries and Administrative Assistants

Website: www.bls.gov/oco/ocos151.htm

Provides a job description, education and training requirements, earnings information, and employment projections.

THE CITY UNIVERSITY OF NEW YORK CONTACT INFORMATION

For each college, two contacts are listed: one for educational support programs such as SAT and ACT preparation, GED preparation, and literacy, and one for career and professional programs such as training for paralegal professions, medical technicians, computer software design, food preparation and handling, and construction management. The offerings at each college will vary.

COLLEGE	CONTACT FOR EDUCATIONAL SUPPORT PROGRAMS	CONTACT FOR CAREER AND PROFESSIONAL PROGRAMS
BARUCH COLLEGE	Patti Juza, Director 646-312-5114 Patricia.juza@baruch.cuny.edu	Ann Clarkson, Director of Continuing Studies 646-312-5115 Ann.clarkson@baruch.cuny.edu
BROOKLYN COLLEGE	Steven Radlow, Director of Youth Programs 718-951-4141 Sradlow@brooklyn.cuny.edu	Lillian E. O'Reilly, Esq., Director of Continuing Education 718-951-5185 loreilly@brooklyn.cuny.edu
BOROUGH OF MANHATTAN COMMUNITY COLLEGE	Irma Lance, Manager 212-346-8894 ILance@bmcc.cuny.edu	Patrick Dail, Director 212-346-8451 LDail@bmcc.cuny.edu
BRONX COMMUNITY COLLEGE	Elizabeth Oliver, Dean 718-289-5170 elizabeth.oliver@bcc.cuny.edu	Elizabeth Oliver, Dean 718-289-5170 elizabeth.oliver@bcc.cuny.edu
CITY COLLEGE	Carlo Baldi, Program Director 212-650-7596 cbaldi@ccny.cuny.edu	Oilda Martinez , Director of Adult & Continuing Education 212-650-6605 omartinez@ccny.cuny.edu
COLLEGE OF STATEN ISLAND	Donna Grant, GED Coordinator 718-982-2187 donna.grant@csi.cuny.edu	Hugo Kijne, Executive Director of Adult & Continuing Education 718-982-2191 kijne@postbox.csi.cuny.edu
HOSTOS COMMUNITY COLLEGE	Peter Mertens, Deputy Director of Continuing Education 718-518-6731 pmertens@hostos.cuny.edu	Lorraine Altman, Executive Director of Adult & Continuing Studies 718-518-6667 laltman@hostos.cuny.edu
HUNTER COLLEGE	Cristian Gallardo, Associate Director of Continuing Education 212-772-4247 cgallard@hunter.cuny.edu	Cristian Gallardo, Associate Director of Continuing Education 212-772-4247 cgallard@hunter.cuny.edu
JOHN JAY COLLEGE OF CRIMINAL JUSTICE	Marie Sondergeld 212-237-8663 Msondergeld@jjay.cuny.edu	Judith Kornberg, Academic Director of Adult & Continuing Education 212-484-1364 jkornberg@jjay.cuny.edu

COLLEGE	CONTACT FOR EDUCATIONAL SUPPORT PROGRAMS	CONTACT FOR CAREER AND PROFESSIONAL PROGRAMS
KINGSBOROUGH COMMUNITY COLLEGE	Natalia Bredikhina, Director, Grants and Contracts and GED Initiatives 718-368-5494 Nbredikhina@kbcc.cuny.edu	Saul Katz, Dean of Adult & Continuing Education 718-368-5056 bkatz@kbcc.cuny.edu
LAGUARDIA COMMUNITY COLLEGE	Janice Kydd, Director 718-482-5340 janicek@lagcc.cuny.edu	Allen Cohen 718-482-5125 allenc@lagc.cuny.edu
LEHMAN COLLEGE	Elena Diamond, GED Program Coordinator 718-960-8924 Elena.diamond@mail.cuny.edu	Marzie Jafari, Associate Dean of Adult & Continuing Education 718-960-4681 Marzi.jafari@lehman.cuny.edu
MEDGAR EVERS COLLEGE	Ella Russell, GED Director 718-804-8873 erussell@mec.cuny.edu	Jonathan Bissell, Director of Adult & Continuing Education 718-270-6409 jbissell@mec.cuny.edu
NEW YORK CITY COLLEGE OF TECHNOLOGY	Chuck Hoffman, Director of Workforce Development 718-552-1120 choffman@citytech.cuny.edu	Diane Romeo, Executive Director of Continuing Education 718-552-1170 dromeo@citytech.cuny.edu
QUEENS COLLEGE	Diane Gahagan, Director of Educational Programs and Workforce Development 718-997-5729 Diane.Gahagan@qc.cuny.edu	Cracovia, Director of Adult & Continuing Education 718 Thomas -997-5703 Thomas.Cracovia@qc.cuny.edu
QUEENSBOROUGH COMMUNITY COLLEGE	Jacqueline Montgomery, Program Coordinator 718-281-5632 jmontgomery@qcc.cuny.edu	Denise Ward, Assistant Dean of Adult & Continuing Education 718-281-5643 dward@qcc.cuny.edu
YORK COLLEGE	Maria Williams, Director of the Adult Learning Center 718-262-3852 mwilliams@york.cuny.edu	Cynthia Murphy, Executive Director 718-262-2790 Cmurphy@york.cuny.edu

PROPOSAL SUMMARY FORM

RFP Title: Out-of-School Youth (OSY) Programs

PIN: 26010OSYPRFP

Proposing Organization: _____ EIN: _____

Address: _____

_____ City State Zip Code

Contact Name: _____ Title: _____

Contact Email: _____

Telephone: _____ Fax: _____

Proposed Competition (Check only one.)

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island
- Citywide

Enrollment and Price Proposal Summary

a. Participants To Be Served	b. Cost per Participant	DYCD Funding Request:
\$	\$	

Note:

- The cost per participant range is from \$7,500 to \$10,000.
- DYCD Funding Request = a x b

Proposed occupational training (One Only): _____

Strategic Partner: _____

Contact Name: _____ Title: _____

Contact Email: _____

Proposed Site: _____
Address: _____

City	State	Zip Code
------	-------	----------

Proposed Site: _____
Address: _____

City	State	Zip Code
------	-------	----------

Proposed Site: _____
Address: _____

City	State	Zip Code
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Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes No

Authorized Representative: _____ **Title:** _____

Email: _____ **Phone:** _____

CORPORATE GOVERNANCE CERTIFICATION

Out-of-School Youth (OSY) Programs RFP

PIN 260109OSYPRFP

To enter into a contract with DYCD, each organization must certify that its organizational capability is sufficient to support the services it has contracted to provide. To certify, complete the form below, including the attached list of the members of the Board of Directors, with the name, title, address, telephone number, and e-mail address of each member.

I, _____, am the Chairperson of the Board of _____ (“Proposer”), a not-for-profit organization that has proposed to provide certain youth or community development services. I hereby certify that the Proposer:

1. Is governed by a Board of Directors, whose names and addresses are fully and accurately set forth on the attached list.
2. Maintains its corporate books and records, including minutes of each meeting, at the Proposer address stated on the Proposal Summary Form (Form 1 of this RFP).
3. Has held in the past 12 months _____ meetings of the Board of Directors at which a quorum was present.
4. Reviews, at least annually, at a meeting of the Board of Directors and has reviewed in the past 12 months each of the following topics:
 - a. Executive compensation
 - b. Internal controls, including financial controls
 - c. Audits
 - d. Program operations and outcomes.

Name of Organization (Print)

Name of Board Chairperson (Print)

Signature of Board Chairperson

Sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC

LINKAGE AGREEMENT FORM

Proposer: _____ **PIN: 26010OSYPRFP**

INSTRUCTIONS: This agreement is a demonstration of a commitment to integrate service delivery through working relationships with other organizations. It is not a consultant agreement. Provide one Linkage Agreement for each organization with which you will be working. Duplicate this form as needed.

Pursuant to the proposal submitted by _____ in
(Proposing Organization)
response to the Out-of-School Youth (OSY) Workforce Development Programs Request for Proposals from the Department of Youth and Community Development, the proposer has established or, if funded, will establish programmatic linkage with _____ in the form
and manner described below.
(Linked Organization)

Describe the proposed programmatic linkage, including what services the linked partner will provide, how data will be maintained and information shared between partners, and how referrals between partners will be handled.

Proposing Organization:

Linked Organization:

Authorized Representative

Authorized Representative

Title

Title

Signature

Signature

Date

Work Address

Work Telephone Number

Date

Proposal Budget Summary Form

RFP TITLE: Out-of-School Youth (OSY) Programs

PIN: 26010OSYPRFP

Organization:		EIN:	
----------------------	--	-------------	--

Account Code	Category		DYCD Funding Request:
Personnel Services			
1100	Salaries and Wages		\$
	Full Time:	\$	
	Part Time:	\$	
1200	Fringe Benefits		\$
1300	Central Insurance Program		\$
	Total Personnel Services:		\$
Non-Staff Services			
2100	Consultants		\$
2200	Subcontractors		\$
2300	Stipends		\$
2400	Vendors		\$
	Total Non-Staff Services:		\$
Other Than Personnel Services			
3100	Consumable Supplies		\$
3200	Equipment Purchases		\$
3300	Equipment Other		\$
3400	Space Costs		\$
3500	Travel		\$
3600	Utilities & Telephone		\$
3700	Other Operational Costs		\$
	Other Costs:	\$	
	Indirect Costs:	\$	
3800	Fiscal Agent Services		\$
	Total Other Than Personnel Services:		\$
	Total DYCD Funding Request:		\$

Proposal Budget Summary Category Definitions

Personnel Services

1100 Salaries and Wages

- The Salaries are divided into two categories:
 - Full Time employees: Persons who work 35 hours or more per week
 - Part Time employees: Persons who work less than 35 hours per week

1200 Fringe Benefits

- Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

1300 Central Insurance Program (CIP)

- Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation, and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD-funded programs and activities. All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.

Non-Staff Services

2100 Consultants

- An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.

2200 Subcontractors

- An independent nonprofit entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN must be listed on the subcontract and on its budget.

2300 Stipends

- An incentive allowance ONLY for the benefit of a participant and/or client.

2400 Vendors

- An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security, and Accounting Services.

Other Than Personnel Services

3100 Consumable Supplies

- Supplies that are not lasting or permanent in nature, such as office, program, and/or maintenance supplies.

3200 Equipment Purchases

- Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and furniture purchased with DYCD funds at a cost of \$500 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD.

3300 Equipment Other

- The rental, lease, repair, and maintenance of office/program equipment utilized in the program's operation. This category also includes Computer Software.

3400 Space Costs

- Public School: Opening fees and room rentals paid to the Department of Education (DOE) or
- Space Cost/Other: All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as minor repairs and maintenance costs. No renovation or construction projects can be budgeted or paid for with DYCD program funds.
- After being selected, all contractors charging for space cost are required to submit a Space Cost/Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit, or month-to-month rental agreement at the time of the budget submission.

3500 Travel

- Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day program functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.28 per mile plus tolls. Charge to this account all participant-related travel, such as bus trips and local travel.

3600 Utilities & Telephone

- Utilities & Telephone costs associated with the proposed program.

3700 Other Operational Costs

- This category is separated into two subcategories:
 - **3710 Other Costs:** Items such as audit costs, postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program.
 - **3720 Indirect Costs:** The purpose of Indirect Costs is to capture overhead costs incurred by a contractor operating several programs. The maximum allowable rate is 10 percent of the total budget.

3800 Fiscal Agent Services

- All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent: Establish financial records, maintain and report on available budget balance, verify invoices, provide payroll services and personnel reporting, be responsible for the timely filing and payments of employment-related taxes, and maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.
- Fiscal Agent services will be charged from your total budgeted amount at this scale:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$ 0 - \$ 25,000	\$1,200
\$ 25,001 - \$ 50,000	\$3,500
\$ 50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000

Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City Agency that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one):

- Entity has never completed a Doing Business Data Form. *Fill out the entire form.*
- Change from previous Data Form dated _____. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*
- No Change from previous Data Form dated _____. *Skip to the bottom of the last page.*

Entity is a Non-Profit: Yes No

Entity Type: Corporation (any type) Joint Venture LLC Partnership (any type)
 Sole Proprietor Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____

E-mail: _____

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CEO: _____ on date: _____**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CFO: _____ on date: _____**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- The entity is not-for-profit
- There are no individual owners
- No individual owner holds 10% or more shares in the entity
- Other (explain): _____

Principal Owners (who own or control 10% or more of the entity):

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

Return the completed Data Form to the agency that supplied it.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



ACKNOWLEDGEMENT OF ADDENDA

Proposer: _____ **PIN: 26010OSYPRFP**

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: List below the dates of issuance for **each addendum received** in connection with this RFP:

- ADDENDUM #1 DATED: _____, 2009
- ADDENDUM #2 DATED: _____, 2009
- ADDENDUM #3 DATED: _____, 2009
- ADDENDUM #4 DATED: _____, 2009
- ADDENDUM #5 DATED: _____, 2009
- ADDENDUM #6 DATED: _____, 2009
- ADDENDUM #7 DATED: _____, 2009
- ADDENDUM #8 DATED: _____, 2009

PART II: Check, if applicable.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____