



CHESTER COUNTY
WORKFORCE INVESTMENT BOARD

Advancing Chester County's Workforce

PY 2009 Request for Proposals

DPW TANF Funded Youth Development Activities

Issued by:



Chester County
Department of Community Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA 19380-0990
Phone: 610.344.6900 or 800.692.1100
TDD: 800.654.5984

Chester County Commissioners:

Terence Farrell, Chair
Carol Aichele
Kathi Cozzone

Issue Date: 27 March 2009

Overview:

The Chester County Department of Community Development (DCD) is the entity designated by the Chester County Workforce Investment Board (CCWIB) and the Board of Chester County Commissioners to provide staff support to the WIB and act as the administrative entity and the fiscal agent for the operation of Workforce Investment Act (WIA) Programs in the Chester County Local Workforce Area.

Under the direction of the Local WIA Youth Council, the DCD is seeking proposals from qualified and experienced employment and training service providers who are interested in providing allowable subcontracted WIA youth services to eligible youth of Chester County during Program Year 2009 (7/1/09-6/30/10).

The Temporary Assistance for Needy Families (TANF) program, administered by The PA Department of Public Welfare (DPW), is intended to augment and expand youth workforce development funds and activities supported by the Workforce Investment Act.

To be considered, **proposals must be submitted electronically** to ccwib@chesco.org. In addition, one original and two (2) copies of your proposal must be received by the DCD at the address indicated on the cover page of this RFP,

no later than 3:00 p.m., Monday May 4, 2009.

The Chester County Council for the Workforce of Tomorrow will place a priority on proposals for services that effectively and creatively serve Out-of-School and In-School youth. Youth proposals submitted will address the ten WIA Youth Elements described later in this solicitation. Priority will also be given to proposals that most effectively provide a plan to transition youth into:

- Employment and/or advanced training
- Post secondary education
- Credential or industry recognized certificate (see TEG 28-04)

Proposals will be reviewed, scored and evaluated through an Evaluation Team. The Evaluation Team will make recommendations to the Chester County Council for the Workforce of Tomorrow, who will select the youth providers and present their recommendations to the CCWIB for final funding decisions. Procedures for submitting a proposal(s) are outlined in the *Proposal Instructions* section of this announcement.

Please be advised that the level of youth funding available is limited. All funding is contingent upon the availability of state and federal funds and also upon the continued authorization for DPW TANF Youth activities in Chester County.

Notice of Bidders Conference:

The Chester County Department of Community Development (DCD) will host a 'Bidder's Conference' (question & answer session) to address questions associated with Chester County's Youth Program and the submission of proposals.

Organizations are asked to submit questions in advance so your issues can be addressed thoroughly.

This session will take place on **Tuesday, April 7th 2009 at 9:00 a.m.** at:

**Chester County Government Services Center
601 Westtown Road, Suite 250
West Chester, PA 19380-0990
610.344.6900**

Please email ccwib@chesco.org or call Michael Weishaar at (610) 344-4069 to confirm your attendance for this meeting.

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- D. Proposal Summary Form**

Additional information related to this RFP is available at WWW.CHESCO.ORG/WIB, or upon request.

I. General Information:

A. Solicitation:

To be considered, proposals should be submitted **electronically** to ccwib@chesco.org. In addition, one original and two (2) copies of each RFP should be submitted to:

Michael Weishaar, DCD Planner II
Chester County Department of Community Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA 19380-0990

B. Due Date:

All electronic and hard copy responses to this RFP must be received by:

3:00 p.m. on Monday, May 4, 2009.

Faxed proposals will not be accepted.

C. Funding Source:

PY 2009 DPW TANF Youth Development Funds

D. Proposal Content:

To be considered, all responses to this **RFP** must be formatted in the following manner:

1. Proposal Summary Form
2. Proposal Narrative (one per program track or service area)
3. Budget Information Summary Form (one per program track or service area)
4. Budget Back-up
5. Certification of Non-Debarment/Suspension
6. Certification of Drug-Free Workplace

Proposals must be signed by an official authorized to bind the contractor to its provisions.

The DCD reserves the right to reject any proposal not formatted as stated above. Budget and other forms should be complete and accurate.

E. Length:

The proposal narrative, excluding the summary page, budget information summary, and any supporting attachments, should not exceed ten (10) typed-written pages. Proposals should be prepared simply and economically, and provide a concise description of the proposed project.

F. Limitations:

This RFP does not commit the DCD to award contracts, to pay any costs incurred in the preparation of a response to this RFP; to procure or contract for services or supplies; or to pay any cost incurred by a subcontractor prior to a fully executed contract.

The DCD reserves the right to accept or reject any or all proposals received without negotiation, or to cancel this RFP if it is in the best interests of the DCD to do so. The DCD reserves the right to accept, review and fund unsolicited proposals at anytime.

The DCD may require additional information or may require revisions of proposals resulting from negotiations.

All copies of proposals become the property of the DCD and cannot be returned.

News releases and publicity pertaining to approved projects should not be done until a contract is fully executed between the DCD and the provider.

No federal appropriated funds awarded as a result of this RFP may be used for lobbying activities. Any other funds used for lobbying activities must be properly disclosed.

Funding for all proposals approved for contracting will be contingent upon the continued availability of funds throughout the duration of the contract award.

Each organization selected for funding will be required to operate in accordance with all applicable federal, state and local regulations as they pertain to DPW TANF youth activities. Provision of services

specified in this RFP requires substantive knowledge and understanding of DPW TANF programs and regulations.

G. Type of Contract:

If a contract is entered into as a result of this RFP, it will be a ***Cost Reimbursement Contract with a line-item budget and participant budget***. No advance payments will be made. This RFP and your agency's response will be incorporated by reference into any contract agreement. Funding will be awarded to providers on a program year basis. The Chester County Council for the Workforce of Tomorrow and Chester County WIB retain the right to extend/renew the contract for an additional program year based on past program performance and effectiveness. All U.S. Department of Labor limitations on excess profits earned by subcontractors will apply. You will be required to maintain the documentation necessary to support your reported costs.

All approved providers will need to comply with all standard county boilerplate contract items as a result of entering into an agreement. These items may include compliance with, but not limited to:

- Certificates of Insurance
- Certificates of Non-Debarment/Suspension
- Unemployment Compensation/Workers Compensation
- Immigration Reform and Control Act
- Drug-Free Workplace
- Health Insurance Portability and Accountability Act (HIPAA)
- Limited English Proficiency:
- Fraud Prevention Policy (FPP)
- Criminal History Check and Child Abuse Clearance
- Monitoring
- Bonding

H. Evaluation of Proposals:

Proposals will be reviewed, scored and evaluated through an Evaluation Team. The Evaluation Team will make recommendations to the CWT, who will select the youth providers and present their recommendations to the WIB for approval. The WIB's decision will be final.

The award of a contract for any proposed service is contingent upon the following:

- Cost of the proposed program (including cost per participant that is to be clearly defined in the budget sheet)
- Favorable review/evaluation of the proposal by the Evaluation Team
- Approval of the proposal by the program Evaluation Committee of the Chester County WIB with recommendation from the Chester County Youth Council
- Demonstration of past performance and expert knowledge in the education and training of the population described in the RFP
- Ability to provide proof of fiscal accountability
- Successful negotiation of any changes due to the proposal required by the Chester County WIB

I. Youth Eligibility Requirements:

DPW allows Local Areas to use the TANF funds to serve youth between the ages of 5-18 with household income below 235% of the Federal Poverty Income Guidelines. Priority consideration should be placed on serving more youth from TANF households, including a greater focus on serving TANF teens.

II. PY 2009 TANF Youth Programming

A. TANF Youth Development Programs Background

Since 2000, the Department of Public Welfare has provided funding support from the Temporary Assistance to Needy Families (TANF) program to support Workforce Investment Boards and their Youth Councils to augment WIA funding and to extend the availability of high-quality youth development activities to more low-income youth. These investments, which are administered by the Department of Labor and Industry, have been viewed as prevention strategies that enable WIB's and Youth Councils to engage people in households up to 235% of poverty in programs and services that promote academic achievement and readiness for college and careers.

The recent federal reauthorization of TANF places major new requirements on TANF clients and state welfare systems. Despite the fiscal and program challenges posed by reauthorization, DPW and L&I continue to believe that the TANF youth development program is a sound investment. Emerging research suggesting that teens in TANF families fare less well than other youth on a variety of indicators, e.g. academic performance, behavior and substance abuse. In response to the cited research and reauthorization pressures TANF youth programming must ensure that young people in TANF households have access to the quality programming provided through the TANF youth development allocation.

Therefore, their overall goal is straightforward: to increase the numbers and percentages of youth in TANF families served with the TANF youth development funding. To this end, the CWT is requesting proposals from qualified providers that meet the following guidelines as outlined below.

B. Required TANF Narrative Guidelines:

To achieve the goal of increasing participation of youth in TANF families, proposals should demonstrate how they will increase the numbers of youth served with TANF youth development funding:

Proposals that place a strong emphasis on recruiting and enrolling youth in TANF households into programs funded by TANF youth development dollars will receive strong consideration. Providers should explain the mechanisms they will utilize that enable youth in TANF families to receive priority consideration for program placement. Proposals for TANF teens should include a rich mix of academic enrichment aligned with Pennsylvania Academic Standards and connect to local schools; high quality workplace exposure offered in cooperation with local employers; and access to

information about college and careers. In addition, Out-of-School youth in TANF households should also be targeted for services.

C. Required TANF Proposal Elements:

1) Providers should identify the numbers and percentages of youth in TANF households to be served and specify how they will place an emphasis on recruitment, enrollment and successful participation of TANF youth. **The required enrollment level of TANF Youth for PY 2009 is 75%** - which means 75% of enrolled youth must be from TANF families. The remaining youth must meet the 235% income eligibility standards.

2) Proposals should explain and identify the procedures they will implement for targeting TANF youth for participation in programs. In programs where there are no targeted efforts in place to recruit and retain TANF teens, projects will be expected to develop cooperative arrangements with the County Assistance Office that will support recruitment and enrollment efforts. Providers must describe the mechanisms they will utilize that enable youth in TANF families to receive priority consideration for program enrollment.

3) Proposals should describe how high-quality academic and workforce development programming will be offered to participating youth. Proposals should describe the type of programming to be offered to TANF youth. Programming that includes career awareness activities that are tied to the Industry Clusters and Chester County's High Priority Occupations are encouraged. Providers will be required to have such activities in place that provide insight on these occupations for youth including background information on career education requirements, career earnings and annual job openings.

4) Proposals may include programming that involves:

- Job Readiness
- Career Awareness
- Paid and Unpaid Work Experience
- Internships/Job Shadowing/Apprenticeships
- Programming tied to PA's Academic Standards for Career Education and Work
- Skill Training
- Other Services

5) Proposals that identify leveraged resources and have programming in place that provides program services not to exceed \$2,500 per youth will be given priority.

III. Proposal Narrative Directions

The proposal narrative, not including cover sheets and attachments, should not exceed **10 typed-written pages**. Proposals will be evaluated on a 170 point system, with the opportunity to earn additional points for the Special Consideration items.

All proposals for TANF Activities should be structured in the format as outlined below and provide a complete but concise response to the questions contained within.

The Narrative should be structured to include the following sections:

A. Organizational Capacity: (60 points)

1. Demonstrate the effectiveness of your agency in achieving goals of previous programs and/or experience with programs similar to TANF.
2. Describe the demonstrated effectiveness of your agency in a youth-serving capacity.
3. Assurance that the Agency has absolute commitment to the success of the program and has adequate and experienced staff to ensure proper direction and management of the program.
4. Include a detailed time frame for activities, including start and end dates, for the duration of the project.
5. Describe roles and contributions of staff whose background, experience, and other qualifications are sufficient to carry out their designated roles.
6. Identify the population to be served and demonstrate sufficient experience working with disadvantaged youth.

B. Program Description: (50 points)

1. Proposal contains a concise description of the proposed activities.
2. Demonstrate the effectiveness of the agency to recruit and retain youth that are from TANF families.

3. Describe the type of Remediation and/or Academic Enrichment activities the program will deliver
4. Describe how your agency will assist in the recruitment and orientation of participants.
5. Indicate your plans to integrate work-based learning and classroom-based learning to ensure that they are complimentary and mutually reinforcing.

C. Program Performance: (30 points)

1. Proposal identifies the number of youth to be served.
2. Describe the specific program objectives for the project.
3. Identify how program success will be measured.

D. Cost Effectiveness and Program Administration: (30 points)

1. Proposal describes the total program budget in terms of a unit cost per participant. The budget is justified in terms of the length of time and types of activities.
2. Demonstrates an understanding of the contracting process and your ability to operate the program utilizing a cost reimbursement contract.
3. Proposal identifies sources and amounts of non-TANF leveraged or in-kind funds to augment youth programming.

CHESTER COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
BUDGET INFORMATION SUMMARY FORM

Agency: _____

Contact Person: _____

Administration: *(total administrative costs cannot exceed 10% of the total budget)*

Salaries: _____

Fringes: _____

Supplies: _____

Telephone: _____

Travel: _____

Other (SPECIFY) _____

Total: _____

Program costs:

Salaries: _____

Fringes: _____

Supplies: _____

Telephone: _____

Travel: _____

Other (SPECIFY): _____

Total: _____

Grand total: _____

*** Attach detailed budget back-up for each Service Area proposed**

DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, Commonwealth, or any other State department or agency. The proposer certifies that it will provide immediate written notice to the DCD if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____

DRUG-FREE WORKPLACE CERTIFICATION STATEMENT

The proposer will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace (DFW) Act, issued by the Office of Management and Budget, effective March 18, 1989.

The statute requires those who receive federal funds in excess of \$25,000 to certify to the agency served that it will provide a drug-free workplace.

A drug-free workplace, as defined by the regulations, is a worksite at which the employees are prohibited from the unlawful manufacture, possession, distribution, or use of a controlled substance.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____

Proposal Summary Form

Please complete all lines

Agency Information

Date proposal submitted: _____ Proposal contract person: _____

Agency name: _____ Phone: _____

Agency address: _____

Email address: _____ FAX #: _____

Fiscal contact: _____ Phone: _____

Type of organization Government agency Local education agency

Non-profit community organization For profit training organization

Other _____

List any agency licenses or accreditations: _____

Program Description(s):

Program Name: _____

Proposal amount: \$ _____ Cost per participant: \$ _____

Program Description: _____

Program start date: _____ Program end date: _____

Specify the youth elements to be met: _____

INSURANCE and ADMINISTRATIVE CAPACITY

circle one

Does your agency have an adequate financial management system to maintain effective control and accountability over all funds covered by this proposal? Yes No

Does your agency have the ability to maintain sufficient books, records, documents and files to be made available for review and audit? Yes No

Does your agency have any outstanding audit deficiencies? Yes No

Does your agency carry all required insurance (general liability and workmans compensation) and adequate amounts? Yes No

Insurance carrier: _____ Policy #: _____

CERTIFICATION

I hereby certify that the information provided in this proposal package is true and accurate to the best of my knowledge. My agency has authorized me to submit this proposal.

Typed name of agency official

Title

Signature

Date