

# **Central/Western Maine Workforce Investment Board, Inc.**

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**American Recovery and Reinvestment Act of 2009 [ARRA]**

**Youth Summer Employment Program  
June 1-September 30, 2009**

**REQUEST FOR PROPOSALS [RFP]**

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## **I, Background and General Information**

The American Recovery and Reinvestment Act of 2009 [ARRA] also known as the “Recovery Act” of 2009 was signed into law by President Obama on February 17, 2009. It is intended to preserve and create jobs, promote the nation’s economic recovery, and assist those most impacted by the recession.

Key features include transparency and accountability, expedited and effective use of funds, and emphasis on services for hard-to-serve populations. For further detailed information, please see the Training and Employment Guidance Letter (TEGL) 14-08 and additional background materials found at [Recovery.Gov](http://Recovery.Gov) (the Federal site) and [www.maine.gov/recovery](http://www.maine.gov/recovery) (the State of Maine site).

The Local Workforce Investment Board (LWIB) operates equal opportunity programs. Auxiliary aids and services are available to individuals with disabilities upon request.

## **II. The Workforce Investment Act Youth Services System as Applied to ARRA Funding**

The overall goal for the provision of funds under this RFP is to assist young people 14-24 in achieving workplace skill development and employment. Eligibility for young people served with Recovery Act funds is the same as for the WIA Youth Program, except that the Recovery Act allows services to young people through the age of 24.

Veterans and eligible partners of veterans who are within the eligibility guidelines for WIA are the highest priority of services under the ARRA.

### **A. Eligible Youth**

An eligible youth is an individual who:

- Is not less than age 14 nor more than age 24
- Is a low-income individual, and
- Is an individual who is one or more of the following:
  - Deficient in basic literary skills (including computer skills)
  - A school dropout
  - Homeless, a runaway, or a foster child,
  - Pregnant or parenting
  - An offender, or
  - A youth at risk of dropping out of school.

### **B. Program Purposes**

The purpose of these funds is to provide employment training and some form of work experience for eligible youth. Applicants responding to this RFP must demonstrate the ability to establish integration between a broad range of service providers, including utilization of Area CareerCenters as well as active participation by a potential employer or group of employers. All programs and services must be client-driven. Programs must be geared to the needs of the participants and the economy of the local workforce investment area.

### **C. Required Program Design Features**

The design framework of the Summer Youth Program will normally:

- Use the CareerCenters to provide WIA eligibility determination and selection and to measure the development of work-readiness skills.
- Provide a means for each participant to achieve a work-readiness credential.
- Provide both experiential employment training and an on-site employment opportunity during and (if possible) after the Program's conclusion.
- Utilize the One Stop Operating System (OSOS) (accessed through the CareerCenters) to track and report customer information.

### **D. Outcomes**

The LWIB is required to track the number of young people enrolled in the Summer Youth Program by means of a reporting system that will demand (probably on a weekly basis) (1) wages or stipends extended to program participants, (2) the number of young people enrolled in summer employment, and (3) the completion rates of enrolled participants in summer employment who earn a work-readiness credential. Applicants selected for this Program must be able to provide information for frequent and complete "transparent" use of funds to Maine's people, the Governor's Office, and the Federal Government.

### **III. Instructions for responding to this RFP**

The Request for Proposals process is a competitive process, which adheres to government procurement rules.

Allocations are based on the best available information and are subject to adjustment. In proposals for operations of programs in multiple counties, assurances will be provided that each county receives its proportionate share of the funding.

Please complete the following questions and forms. Proposals must be received electronically at [bryant.hoffman@maine.gov](mailto:bryant.hoffman@maine.gov) by COB [5:00 p.m.] May 7, 2009, with two paper copies sent thereafter for filing. Proposals will not be accepted by the LWIB after that date.

#### **A. Process**

Proposals that are received by the specified time given above will be reviewed for mandatory content.

Proposals meeting the criteria will be reviewed and evaluated by the Steering Committee of the LWIB. The review format is attached, Potential service providers may be contacted if additional information is required. The Steering Committee will make recommendations for awards to the full LWIB. The final determination of awards will be made by May 14 and is contingent upon full LWIB approval. The LWIB's Service Providers [Western Maine Community Action in Androscoggin, Franklin, and Oxford Counties, and the Maine Department of Labor in Kennebec and Somerset Counties] will normally issue sub recipient contracts for approved proposals by May 22.

If a proposal is denied, an appeal for non-award of funds may be made by submitting an electronic request (with a follow up mailed copy) for reconsideration and an explanation justifying the need for reconsideration within 10 days of notice of non-award to: [bryant.hoffman@maine.gov](mailto:bryant.hoffman@maine.gov). The electronic notice will be forwarded to the Steering Committee of the LWIB for consideration. Further requests for appeals shall follow the Maine Department of Labor grievance process. Bidding organizations may request a copy of the grievance procedures at any time.

Expected dates for program implementation are as follows. The program end date can be as late as September 2009:

#### **B. Timeline**

RFP announced in the Kennebec Journal Sunday, April 26, 2009

RFP posed at <http://www.mainefocus.org> Tuesday, April 28, 2009

Bidders' Conference: Friday May 1, 2009, 2:00-4:00 Room A Lewiston CareerCenter

Attendance by a representative from the proposing agency/organization is expected.

Proposals due: May 7 by e-mail to [bryant.hoffman@maine.gov](mailto:bryant.hoffman@maine.gov) by 5:00 p.m.

Two (2) paper copies will be mailed to the LWIB Office for filing thereafter.

Awards announced: May 15, 2009

Announcements will be by e-mail and posted on the LWIB web site.

Contracts written by Service Providers: by May 22, 2009

Youth Programs begin between June 1 and July 1, 2009.

**C. Response to this RFP will include the following:**

**1. Legal organization name, legal status, purpose, how funded, names/titles of director(s), financial statement, and last audit report.**

**2. Narrative**

- a. Brief statement of what the program intends to accomplish, population and number to be served, planned outcomes, cost per participant, and basic program approach.**
- b. Activity monitoring**
  - Describe the process you will use to assure program quality.
  - List the major sources with which you have informal agreements for youth referrals
  - If you plan to subcontract any services, please describe the nature of the subcontracts, the subcontractor, the services to be provided, and the planned costs.
- c. Provide the name(s) of area employer(s) who will partner for experiential training and/or on-site employment.**
- d. Operational capacity**
  - How long has your agency been providing youth services?
  - What geographical area of the LWIB will you serve? What days and hours are programs available? What facilities will you use?
- e. Staffing plan**
  - Provide a job description for each of the staff positions to be used in this program and provide brief biographical summaries for each of your staff.
- f. Experience**
  - For each youth program you have operated in the past two years, give brief program descriptions, list funding sources, and state the performance outcomes.
- f. Administrative capacity**
  - Describe the process you will use to capture and report information on program participants.
  - Describe how you will track the wages paid to participants during the program.
  - Describe your system for fiscal accountability and appropriate expenditures of funds: can it be adapted to the requirements stated in the ARRA for fiscal reporting?

**D. Pre-award Assurances**

All organizations/partnerships awarded contracts will be asked to provide assurances stating that they will operate programs in accordance with the Workforce Investment Act of 1998 and the ARRA of 2009.

**E. Evaluation Criteria and Rating System**

The Steering Committee of the LWIB will consider the merits of all proposals received based on the following criteria:

- 1. The minimum standards to be met for the proposal to be evaluated:**
  - The proposal was submitted on or before the closing date and time.
  - The proposing agency/partnership is fiscally solvent

- The proposing agency/partnership has additional funding sources and will not be dependent on ARRA funds alone for ongoing operations.
- The person signing the proposal as the submitting authority has the authority to do so.
- The proposing agency/partnership agrees to meet all Federal, State, and local compliance requirements.

2. The following items will be evaluated:

Which geographical areas of the Local Area will be served by this proposal?

In your estimation, will the proposed service design benefit participants?

Yes No

Is there provision for regular reporting on outcomes and expenditures as required by the ARRA of 2009?

Yes No

Is adequate provision made for follow-up services for participants?

Yes No

Does the per-participant cost appear reasonable for the services to be offered?

Yes No

Do you consider the service locations to be appropriate for young people?

Yes No

Does there appear to be a sufficient number of experienced staff to provide the proposed services?

Yes No

Does there appear to be an adequate fiscal system that provides accountability and appropriate expenditures of funds according to ARRA reporting standards?

Yes No

COMMENTS: