



**Northwest Wisconsin  
Workforce Investment Board, Inc.**  
*Workforce Development Area #7*

**REQUEST FOR PROPOSALS (RFP)**

**WORKFORCE INVESTMENT ACT  
YOUTH PROGRAMS**

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## I. BACKGROUND AND GENERAL INFORMATION

**A. Introduction:** The Youth Council of the (WIB) has issued this Request for Proposals (RFP) to establish subcontracted providers of employment and training services to youth under the Workforce Investment Act (WIA) Title I for Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor, and Washburn Counties in Workforce Development Area (WDA) #7. This RFP outlines the guidelines that must follow when submitting proposals for funding consideration. Agencies can send in proposals for one or more defined regions. Preparation of proposal materials will require access to and knowledge of the Workforce Investment Act and its corresponding regulations as well as policies promulgated by the Department of Workforce Development, which can be found on the following website – <http://www.dwd.state.wi.us/dwdwia/training/policyandlaws.htm> - in addition to the information obtained in this RFP.

**B. Purpose:** Economic self-sufficiency is the eventual goal for youth participating in the youth programs. All programs and services should engage youth in meaningful activities and work experiences, which promote their development, lessen their future need for social and supportive services, and increase their ability to lead productive lives.

The purpose, under WIA Title I funds (Section 129 (a)), for youth programs is:

1. To provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connection to employers;
2. To ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
3. To provide opportunities for training to eligible youth;
4. To provide supportive services as needed for eligible youth
5. To provide incentives for recognition and achievement to eligible youth; and
6. To provide opportunities for eligible youth in activities related to leadership, development, decision-making, citizenship, and community service.

## C. The WIA Youth Program Activities

1. **Eligibility for Youth:** To be eligible for WIA services, a youth must be between the ages of 14 and 21, be low income and meet at least one (1) of the following six (6) specified barriers to employment, including:
  - a. Basic Skills Deficient
  - b. A School Dropout
  - c. A Homeless, Runaway, or Foster Child
  - d. A Pregnant Teen or Teen Parent
  - e. An Offender
  - f. An individual who requires additional assistance to complete an educational program or to secure and hold employment – defined as one who faces barriers that keep him/her out of the workforce or educational institutions.
  - g. Additional barriers where developed by the Youth Council. An individual who, is between the ages of 14 and 21, low-income and meets one (1) of the following three (3) barriers to employment will also be eligible for WIA Youth funds.
    - i. An individual with disabilities, including learning disabilities that lacks specific job skills;  
or
    - ii. An individual with an educational attainment that is one or more grade levels below the appropriate to the age of the individual.
2. **Mandatory Activities:** Section 129 (c)(1) of the Act requires that all Programs:
  - a. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
  - b. Develop service strategies for each participant that shall identify an employment goal;
  - c. Provide preparation for post-secondary educational opportunities, in appropriate cases;
  - d. Establish strong linkages between academic and occupational learning;
  - e. Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
  - f. Develop effective connections to intermediaries with strong links to the job market and local/regional employers.
3. **Required Program Elements:** Applicants will also need to include each of the following 7 elements in their service design. Youth must have access to all 7 elements, as determined in their service strategies.

- a. Tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies.
  - b. Alternative secondary school services.
  - c. Summer employment opportunities directly linked to academic and occupational learning.
  - d. Occupational skill training.
  - e. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.
  - f. Adult mentoring for the period of participation and subsequent period for a total of not less than 12 months.
  - g. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.
4. **Program Performance:** Under WIA, all Workforce Development Areas (WDA) must meet certain, quantifiable Performance Measurements each Program Year. WIB Staff will inform contractors as these performance measures are finalized. Program operators will be required to track customer progress throughout enrollment and a follow-up period of not less than 12 months after program exit.
5. **Core Performance Standards:** Performance standards include, but are not limited to, three measures for younger youth ages 14-18 (skill attainment, diploma or equivalent attainment rate, and retention rate) and four measures for older youth ages 19-21 (entered employment, six month retention rate, average earning change in six month, and credential attainment rates).

| WIA Requirement at Section 136 (b)                                    | Planned Performance Levels<br>July 2009 – June 2010 |
|---|---|
| <b>Youth Age 14-21</b>  |   |
| Placement in Employment or Education                                  | 72%   |
| Attainment of Educational or Occupational Skills Credential or Degree | 90%   |
| Literacy and Numeracy Gains   | 30%   |

## II. PROPOSAL TERMS AND CONDITIONS

### A. General Submission and Format Instructions

1. **Due Date:** All proposals must be received by 4:30 pm on March 2, 2010, at the address outlined in II. A. 3. Late proposals will not be accepted.
2. **Proposal Letter of Intent:** A **letter of intent** must be received by **4:30 p.m. on February 22, 2010** for consideration of proposals. Letters may be mailed to the following address or faxed to 715-682-9181.

Proposals **MUST** be received by **4:30 p.m. on March 2, 2010** at the following address.  
 Mari Kay-Nabozny

NWWIB, Inc.  
P.O. Box 616  
Ashland, WI 54906  
mkay@nwcep.org

4. **Proposal Format and Copies:** Proposals should be one-sided, no smaller than 11-point font, typed, with 1” margins and stapled in the upper left-hand corner. All pages should be numbered for easy reference, and a table of contents should be included. The page limit is 10 not including required attachments. One (1) original and eight (8) copies of the proposal should be received by **4:30 p.m. on March 2, 2010** to the therefore mentioned address. One (1) electronic copy should also be submitted to [mkay@nwcep.org](mailto:mkay@nwcep.org) no later than the therefore mentioned date. Please keep all documentation in the correct order as listed in this RFP. No faxed proposals will be accepted. Providers mailing their proposal must allow time for delivery in the time specified. **No late proposals will be accepted.**
5. **Technical Assistance:** All technical assistance questions regarding this RFP must be emailed (only) to: Mari Kay-Nabozny, WIB Director of Development & Oversight, at [mkay@nwcep.org](mailto:mkay@nwcep.org). Questions need to be received no later than the end of the work day on **February 28, 2010**, to the therefore mentioned email address.
6. **Eligible Contract Applicants:** Any private employer, private for-profit or private non-profit organization, educational agency or local government unit with demonstrated capacities in providing employment and training program administration and operational services to youth are eligible to apply.

**B. Tentative Timelines**

| Item/Activity   | Date              |
|---|-------------------|
| RFP Released  | February 16,2010  |
| Letters of Intent Due                                       | February 22, 2010 |
| Proposals Due   | March 2, 2010     |
| Youth Council Review Completed By                           | March 19, 2010    |
| Youth Council Meeting Approval of Proposals and Allocations | March 26, 2010    |
| Letters of Intent Released to Approved Subcontractors       | April 2, 2010     |
| Contract Negotiation and Transition Period Begins           | April 7, 2010     |
| Contract Begins   | May 1, 2010       |

**C. Procurement Information**

1. **Leverage of Funding:** WIA Title I youth funds are intended to leverage other youth funds in the area. Thirty percent leverage funding is sought. The proposal evaluation will provide five bonus points for the detail and documentation of the sought after leveraged funds.
2. **Non-duplication of Services:** The WIB does not intend to fund any proposal that would duplicate any facility or service already available in WDA #7. Nor does it intend to fund any proposal for educational services from a non-educational agency unless it can be demonstrated that alternative services or facilities would be more effective or more likely to achieve performance goals. The WIB also requires the collaboration and coordination of services with other youth providers in the WDA. Duplication of services would, therefore, be avoided.

- 3. Proposal Conditions:** This notice and subsequent proceedings do not commit the WIB to enter into a contract with any of the proposal submitting parties. The WIB will not pay any costs incurred in the preparation or presentation of proposals nor shall the WIB be liable for any costs incurred by the proposal submitter prior to the issuance of a contract. The WIB reserves the right to accept, reject, or modify any or all proposals received as a result of this notice of RFP, or to negotiate with all qualified sources; or to cancel, modify or reissue in part or in its entirety this notice of RFP.

This RFP may or may not result in an award of a subcontract. The WIB reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason, and to reject any or all proposals at any time and for any reason. Receipt of proposals by the WIB confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate the WIB or any employees thereof.

The WIB reserves the right to cancel this RFP at any time for one or more or all counties. In the event the WIB cancels the solicitation for one or more of the counties, it may continue to solicit proposals for the remaining counties.

If no proposal, or no acceptable proposals are received for a geographic area, the WIB reserves the right to contract for the WIA youth program with any subcontractor selected under this RFP process. If no acceptable provider in a geographic area is selected, the WIB will arrange for the administration of the WIA youth program for that geographic area.

- 4. Withdrawals:** A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to [mkay@nwcep.org](mailto:mkay@nwcep.org)
- 5. Appeal:** All appeals for non-award of funds must be made in writing and must fully identify any contested issues. Subjective interpretations by evaluators are not subject to protest or appeal. The written appeal must be based on one of the following factors:
- a. A conflict of interest on the part of one or more evaluators.
  - b. Mathematical errors were made in the scoring of proposals.
  - c. The evaluators did not adhere to the established rating criteria.

Written appeals must be fully documented and must be postmarked and filed with:

Leroy Forslund, Chairperson  
Northwest Wisconsin Workforce Investment Board, Inc.  
PO Box 616  
Ashland, WI 54906

Appeals must be received in the above office no later than 10 business days after receiving a written notification of non-award. For purposes of this provision, fax communications will suffice. Appeals must be faxed to (715) 682-9181 and confirm timely receipt by calling (715) 682-9141. The WIB Chairperson shall review the appeal and shall render a decision on the appeal.

- 6. Public Record:** Applicants are advised that all documents obtained as part of this RFP process, and in the possession of WIB, are considered public records and subject to disclosure under the State of Wisconsin's Open Records Laws. *All proprietary information must be clearly labeled and listed on*

*attachment IV-B.* However, for purposes of this RFP, there will be no public inspection of documents prior to the release of the intent to subcontract.

- 7. Proposal Evaluations:** All proposals will be reviewed and rated by a subcommittee of the Youth Council appointed by the Youth Council Chair. Proposals will be evaluated and rated against criteria as stated in this RFP. Each proposal will be rated on quality and clarity of its objectives, design, cost effectiveness, cost reasonableness, and overall ability to respond to the stated requirements of the RFP. The Youth Services RFP Evaluation Form can be found in Attachment D of this RFP.

### III. SCOPE OF THE RFP SERVICES

- A. Contract Period:** The original contract will begin on May 1, 2010 and will close-out on June 30, 2011. If subcontracted services are determined by the Youth Council to be satisfactory during the course of the contract through ongoing monitoring and evaluation, then the contract may be extended for up to three years. These provisions are subject to conditions from WIA funding source.
- B. Contract Funding:** There is approximately \$538,319 available for youth programs for Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor, and Washburn Counties. The \$538,319 is an estimated amount available. The contracts are on a cost reimbursement basis. Final dollars available will be made known when the allocations are officially transmitted by the State Department of Workforce Development to the WIB. The following chart is a breakdown of where the estimated available funds are to be allocated and the service area.
- C. Budget Parameters:** The Youth Council is requesting that proposers use the following parameters when creating their budgets. Definitions of the categories are contained in Attachment II.

|                              |                      |
|------------------------------|----------------------|
| <b>Administration:</b>       | <b>10% (maximum)</b> |
| <b>Operations:</b>           | <b>65% (maximum)</b> |
| <b>Participant Services:</b> | <b>25% (minimum)</b> |

- D. Reporting and Monitoring Requirements:** The service provider selected must generate accurate and timely information and submit periodic reports as requested to the WIB. Program monitoring reports will be required of the provider. These reports may include status of expenditures; service and placement levels; target group levels; competency levels of participants; and progress toward performance measures. Service providers will also be subject to monitoring by the WIB Youth Council. Such activities may include, but are not limited to, random participant file reviews; ASSET data system reviews; fiscal and civil rights compliance; programmatic reviews; contract compliance, etc.
- E. Participation in Technical Assistance:** The Northwest Wisconsin Workforce Investment Board, Inc. would like to support and promote effective practices and the capacity of the local youth serving community. The WIB will offer technical assistance in a variety of formats if required.
- F. Technology Systems Usage Requirements:** One-Stop operators, partners, and contracted service providers shall use technology systems capable of tracking, reporting, coordinating, and communicating client and employer information. The system must assist with determining program outcomes and performance, as well as, system usage itself. They include, but are not limited to, the following: ASSET, Microsoft Office, and connections to email and internet.

## IV. PROGRAM NARRATIVE - RESPONSE ITEMS

Each proposal submitted must use the following outlined sections to format their proposal. Each section must be clearly labeled and should follow the same order listed below. To be eligible to receive the maximum number of points available in each section, the proposal must address all the questions and issues included in each section.

### A. MANAGEMENT AND FINANCIAL ACCOUNTABILITY

- 1. Program Identification/Organization:** The Workforce Investment Board is seeking agencies with quality program management and leadership, and the professional and technical experience and resources to successfully administer the WIA Youth Program.
  - a. Please complete the Agency Identification Form including as Attachment I.
- 2. Agency's Experience in Managing Youth Programs (10 points):** The WIB is seeking agencies and/or staff with experience in administering programs of a similar nature.
  - a. Please describe your agency's past experience in administering youth programs and any experience with other employment and training programs, state or federal government-funded programs, or other workforce support programs. Please include the name of program, location, type and scope of the programs or services, and the role of your agency as it relates to program operations; including administration, planning, monitoring and evaluation, and amount of funding. Please indicate performance outcomes for the programs cited.
  - b. Please articulate your agency's mission and vision in working with youth as it relates to the WIA youth program in northwestern Wisconsin.
- 3. Staffing, Compensation and Personnel Policies (5 points):** The Proposing Agency must demonstrate the ability to provide adequate staffing to administer the WIA youth program, and have written personnel policies. Salaries and compensation must be comparable and consistent with other employment and training agencies.
  - a. For each staff person assigned to the WIA youth program, please fill out the staffing pattern (Attachment 3B – *required attachment*). This includes, but is not limited to, all programmatic and administrative personnel.
  - b. Provide your agency's policies governing wage increase, individual bonus or incentive payments and severance payments (Attachment A - *required attachment*);
  - c. Describe your agency's process for recruiting, covering and filling vacancies in a timely manner, and how your agency will maintain staff to address the workload;
- 4. Fiscal Policies, Procedures and Internal Control (5 points):** The Proposing Agency is required to ensure all state and federal funds are used appropriately and effectively to provide services to eligible persons, and ensure appropriate systems are in place to provide appropriate financial management.
  - a. Discuss how staff is trained on allowable cost policies and how staff determines that a cost is appropriate within the scope of the contract;

- b. Please discuss your agency’s requirements and methods for documentation of expenses, their purpose and allow-ability that demonstrate that expenses charged to the contract are reasonable and necessary, appropriately allocated and meet all other federal and state requirements. Describe how your agency will ensure that WIA funds will be spent only on the WIA youth program;
- c. Please describe how payments will be made to youth; include what types of documentation will be provided for supportive services payments.
- d. Please explain your agency’s procurement rules and regulations as they relate to the provision of services under the WIA Contract, in particular how your agency assures open and competitive procurement;
- e. Please provide your cost allocation plan, or a copy if available (*Attachment B – required attachment*); and
- f. Provide a copy of the written policy on conflicts of interest (*Attachment C - required attachment*).

**5 Audit and Financial Strengths (5 points):** The Proposing Agency must demonstrate adequate audit coverage and financial strength to operate the program. Failure to submit audits or requested financial information timely during the contract period will result in the withholding of contract payments.

- a. Please provide one set of audit reports for each of the last two (2) years, including management letters, and the current operating budget to provide a picture of your agency’s financial and business status. If an audit has not been performed, provide a financial statement(s) or a balance sheet(s) and other information that documents the financial status of your agency (*Attachment D – required attachment*);
- b. Describe how you have resolved any audit findings or any issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years;
- c. Please provide a statement on potential claims or liabilities; and
- d. Please provide a summary of all insurance information and coverage for your agency (*Attachment E – required attachment*).

**6. Financial and Programmatic Monitoring (5 points):** The Proposing Agency must implement an internal management system to guarantee financial and programmatic oversight for the program.

- a. Please describe your agency’s plan for monitoring the following areas:
  - i. Contract compliance, including compliance with the WIA Youth Policies and Procedures;
  - ii. Funding/Expenditures; and
  - iii. Program Performance Measures
    - (1) For each of the above three (3) key areas, respond to the following as they relate to your plan:

- (a) Staff position titles that lead and/or participate in the reviews and their roles;

- (b) Frequency of Review;
- (c) Tools utilized;
- (d) Measures utilized to gauge success:
- (e) Communication of results and to whom (e.g., board, staff);
- (f) Process used in the event that improvements or required remedial action are identified, including timely notification to the WIB; and
- (g) Process used in the event that a need for Corrective Action is identified.

b. Describe your agency’s plan to measure its review processes to ensure that they are being followed and whether they are effective. In addition, explain how your agency will provide this information to the Workforce Investment Board.

**7. Location of Service (5 points):** The Proposing Agency must identify the location from where services will be provided.

a. Identify location/s where services will be provided including name of the site, street address, city, and the services to be provided at the site. If not planning to co-locate in Job Centers, identify your agency’s plan to ensure coordination with services at the Job Center.

**B. PROGRAM DESCRIPTION**

The Workforce Investment Board is seeking agencies with quality program management and leadership, and the professional and technical experience and resources to successfully operate the WIA Youth Program. The WIA service provider is responsible for outreach to youth in the counties being served. Once a youth is identified and documented as eligible, the WIB Youth Unit will determine if the youth is appropriate for enrollment and/or exit and inform the service provider of the decision(s).

**1. Service Description**

a. **Outreach, Intake and Orientation (10 points)**

- i. Outreach - Describe how you will target youth for selection and your plan for outreach to targeted youth. Include how you will provide outreach for youth in each county in the region for which you are applying. If strategies for outreach for older and younger youth differ, please discuss.
- ii. Intake – Describe your intake processes. Include a discussion on how you will determine and document eligibility for WIA service, provide assessments, and enroll the individual once clearance is received. Include the assessments you will use. Please describe your level of experience in utilization of the ASSET data entry system.
- iii. Orientation – Please describe the orientation process for WIA services. Include topics to be covered and presentation format.

**b. Case Management and Reporting (5 points)**

- i.** Describe how case management will be provided for each youth. How will you use the assessments to develop and Individual Service Strategy for youth? Include how case notes will be documented and entered in the ASSET database, how case files will be maintained and updated and who will be responsible to ensure that case notes are updated and complete.
- ii.** For youth not seeking employment, describe how your case managers will facilitate placements in postsecondary education, apprenticeships, military and/or engagement in a structured community service program.
- iii.** How will case managers determine that a youth is appropriate for exit? How will you notify the youth unit of a recommendation for exiting? Explain how you will handle a situation where an exit is not deemed appropriate by the WIB Youth Unit.
- iv.** Please describe who will be responsible for reporting program outcomes and how they will be tracked. Discuss how you will provide timely reports to the WIB.

## 2. WIA Elements (20 points)

- a. Please describe how your agency will provide for each of the seven required elements of the WIA program. If your agency will not provide an element, please describe how services for youth will be arranged and the agency that will deliver the service. If known, indicate what services will be provided with WIA funds and which ones will be provided through leveraging resources.
- i. **Tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies:** Discuss your approach to providing these educational opportunities for youth. Describe the specific curriculum, tools, resources and technology to be used.
  - ii. **Alternative secondary school services.** If not included in the above, describe your approach to offering alternative school and education. Describe any protocols with school districts to assist youth in re-entry as appropriate.
  - iii. **Summer employment opportunities directly linked to academic and occupational learning.** Describe how your agency will incorporate summer employment opportunities.
  - iv. **Occupational skill training and post-secondary education.** Please describe how your agency will provide for occupational skills training and post secondary education. Include in your discussion how you will use employment defined skills and labor market information to guide career development and how you will prioritize training in cluster-based demand driven industries.
  - v. **Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.** Please describe your approach for leadership development.
  - vi. **Adult mentoring for the period of participation and subsequent period for a total of not less than 12 months.** Please describe how your agency will provide for or arrange for mentoring. Include a description of how you will recruit mentors and match mentors with youth.
  - vii. **Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.** Please discuss your plans for guidance and counseling.

## 3. Staff Training and Development: (5 points)

- a. Describe your plans for staff development; include plans for delivering training in information technology, case management, program policy, customer service and management/supervisory. Also include how you will share any innovative and best practices approaches with your staff and the WIB Youth Council.

## 4. Coordination and Partnerships: (5 points)

- a. Describe how your agency will coordinate with other youth programs such as foster care, education, welfare, school-to-work, youth apprenticeship programs, TANF youth programs, and other relevant youth resources.

**C. BUDGET INFORMATION (25 points)**

Required budget forms are contained in Attachment III-A&B.

**D. EVALUATION CRITERIA AND RATING SYSTEM**

Evaluation criteria are contained in Attachment V.

*Proposals that meet a minimum score of 80 points will be considered for this RFP.*

## Attachment I Agency Identification Form

### PROPOSER AGENCY INFORMATION

|  |  |
|--|--|
| Agency Name  | Contract Period  |
| Agency Address (both Street and PO Box, city State and Zip Code)   | FEIN   |
| Proposer Geographic Areas<br><input type="checkbox"/> Ashland <input type="checkbox"/> Iron <input type="checkbox"/> Taylor<br><input type="checkbox"/> Bayfield <input type="checkbox"/> Price <input type="checkbox"/> Washburn<br><input type="checkbox"/> Burnett <input type="checkbox"/> Rusk<br><input type="checkbox"/> Douglas <input type="checkbox"/> Sawyer  | 6. Agency Fiscal Year<br><br><input type="checkbox"/> Calendar<br><input type="checkbox"/> Other (If Other) _____ to |
| Agency Type (Check all that Apply)<br><br><input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation<br><input type="checkbox"/> County <input type="checkbox"/> For Profit <input type="checkbox"/> General <input type="checkbox"/> Individual<br><input type="checkbox"/> Tribe <input type="checkbox"/> Not for Profit <input type="checkbox"/> Limited <input type="checkbox"/> Sole Proprietorship<br><br><input type="checkbox"/> Other (Specify) |  |

### PROPOSER AGENCY PERSONNEL

|   |       |                  |
|---|-------|------------------|
| <b>Director's Name</b> (will be named as contract manager)                                      | Title | Telephone Number |
| Mailing Address   |       | Fax Number       |
|   |       | Email Address    |
| <b>Person Responsible for Day to Day Operations</b>   | Title | Telephone Number |
| Mailing Address   |       | Fax Number       |
|   |       | Email Address    |
| <b>Chief Financial Officer</b>  | Title | Telephone Number |
| Mailing Address   |       | Fax Number       |
|   |       | Email Address    |
| <b>Person Responsible for Equal Rights/Civil Rights Compliance, Limited English Proficiency</b> | Title | Telephone Number |
| Mailing Address   |       | Fax Number       |
|   |       | Email Address    |
| <b>RFP Direct Contact</b>   | Title | Telephone Number |
| Mailing Address   |       | Fax Number       |
|   |       | Email Address    |

## **Attachment II Definitions**

**Administration**—Those costs that relate to the overall administration of the program. Examples include general administrative functions such as accounting, financial and cash management, procurement, property management, personnel management and payroll. Audit function, general legal services, and development of administrative information systems are also examples of administration.

**Allowable Costs**—Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of services to customers.

**ASSET**—Automated System for Employment and Training

**Basic Skills Deficient**—An individual who has English reading, writing, or computing skills at or below the eighth grade level (grade level scores below 9.0 should be considered at or below the eighth grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test.

**Cost Reimbursement Contracts**—This is an agreement format that provides for the reimbursement of all allowable costs that have been identified and approved in the contract budget. Contractors must maintain the documentation necessary to support the costs.

**Eligible or Eligibility**—Refers to an individual's status in relation to their ability to participate in a TANF, Food Stamp Training or other needs-based program, i.e. for TANF it is based on income, custody of a child or children, for Food Stamps it is based upon income and work history.

**Intake**—Determining eligibility and providing assessments to the youth.

**Job Readiness**—Activities that help prepare customers for work by assuring that they are familiar with general workplace expectations and exhibit work behaviors and attitudes necessary to compete successfully in the labor market. This may include life skills training.

**Job Search Assistance**--Job search skills training including job club, which provides the customer with the instruction and skills necessary to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

**Job Skills Training**--Training in technical job skills and equivalent knowledge and abilities in a specific occupational area offered by post-secondary institutions, secondary schools, public and private agencies, and other organizations.

**Leveraged Resources**—The value of services that are provided by the Grantee at no cost to the Grantor.

**Monitoring**—The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or customers, telephone conversations, and formal evaluation of compliance elements.

**Offender**—An individual subject to any stage of the criminal justice process who has a barrier to employment because of a record of arrest or conviction.

**Operations**—Those costs not defined as administrative or participant support related. Examples include program staff wages and fringe benefits, travel, equipment, supplies, resource materials, facilities and any other costs associated with operating the program.

**Out-of-School Youth**—An individual 16 years or older who has not yet reached their 22nd birthday and who is out of school or is a high school dropout. This includes an individual who is habitually truant as defined by the State of Wisconsin and youth enrolled in alternative education programs. It does not include youth enrolled in school taking part in an alternative program for a part of the regular school day.

**Participant**—An individual who has been determined to be eligible to participate in, and who is receiving services under, a grant program. The term sometimes is used interchangeably with the term "customer".

**Participant Services**—Those costs that are direct payments to participants or made on behalf of the participants of the program. Examples include participant wages and fringe benefits, tuition, transportation assistance, child care assistance and other miscellaneous participant costs.

**Placement**—Placement into an unsubsidized full time (at least 30 hours a week) job.

**School Dropout**—An individual no longer attending school and who has not received a high school diploma or GED.

### **Self-Sufficiency**

A family's level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

### **Supportive Services**

Services that are necessary to enable an eligible individual who cannot afford to pay for such services to participate in a Workforce Development program. Such services may include counseling, transportation, childcare, work clothing, etc.

### **TANF**

Temporary Assistance to Needy Families

**W.I.A.**—Workforce Investment Act of 1998 provides employment, training and supportive services to assist eligible individuals to become gainfully employed and self-sufficient.

**Northwest Wisconsin Workforce Development Area (#7)**—Includes Ashland, Bayfield, Burnett, Douglas, Iron, Price, Sawyer, Taylor, Rusk, and Washburn counties.

**Northwest Wisconsin Workforce Investment Board, Inc.**—is a collaborative, interactive, and coordinated network of training resources and support services that is providing and retaining a well-skilled labor force for employers in northwest Wisconsin.

### Attachment III-A

### Budget Forms

(embedded form – dbl click on worksheet to activate – WORD only)

| <b>WIA Youth Program Services<br/>7/1/2009-6/30/2010</b> | <b>Budget<br/>Dollar Amount</b> | <b>Leverage Resource<br/>Dollar Amount</b> |
|--|---------------------------------|--|
| <b>ADMINISTRATION (10% OF FUNDING MAXIMUM)</b>           |                                 |  |
| Administration Staff Salaries                            |                                 |  |
| Administration Staff Fringe Benefits                     |                                 |  |
| Other Administrative Charges (Please outline below)      |                                 |  |
| <b>Total Administration</b>                              | <b>0</b>                        | <b>0</b>                                   |
| <b>OPERATIONS (65% OF FUNDING MAXIMUM)</b>               |                                 |  |
| Program Staff Salaries                                   |                                 |  |
| Program Staff Fringe Benefits                            |                                 |  |
| Staff Travel and Development                             |                                 |  |
| Equipment and Repairs                                    |                                 |  |
| Supplies   |                                 |  |
| Resource Materials                                       |                                 |  |
| Meeting Expense  |                                 |  |
| Facilities   |                                 |  |
| Telephone  |                                 |  |
| Postage and Printing                                     |                                 |  |
| Participant Outreach                                     |                                 |  |
| Information Technology                                   |                                 |  |
| Subscriptions and Fees                                   |                                 |  |
| Insurance  |                                 |  |
| Subcontracts   |                                 |  |
| Other (Please outline below)                             |                                 |  |
| <b>Total Operations</b>                                  | <b>0</b>                        | <b>0</b>                                   |
| <b>PARTICIPANT SERVICES (25% OF FUNDING MINIMUM)</b>     |                                 |  |
| Youth Wages  |                                 |  |
| Youth FICA and Workers Compensation                      |                                 |  |
| Work Permits   |                                 |  |
| Assessments  |                                 |  |
| Occupational Skills Training                             |                                 |  |
| Transportation Assistance                                |                                 |  |
| Child Care Assistance                                    |                                 |  |
| Other Assistance (Please outline below)                  |                                 |  |
| <b>Total Participant Services</b>                        | <b>0</b>                        | <b>0</b>                                   |
| <b>TOTAL BUDGET</b>                                      | <b>0</b>                        | <b>0</b>                                   |

**Attachment III-B  
Staffing Pattern**

(embedded form – dbl click on worksheet to activate – WORD only)

**WIA Youth Program Services  
7/1/2009-6/30/2010**

| <b>Position Category</b>          | <b>Position Title</b> | <b>Annual Salary</b> | <b>Monthly Salary</b> | <b>% Charged to<br/>WIA Youth Program</b> | <b># of<br/>Months</b> | <b>Total<br/>Dollar Amount</b> |
|-----------------------------------|-----------------------|----------------------|-----------------------|---|------------------------|--------------------------------|
| Administration                    |                       |                      |                       |   |                        | 0                              |
|                                   |                       |                      |                       |   |                        | 0                              |
|                                   |                       |                      |                       |   |                        | 0                              |
|                                   |                       |                      |                       |   |                        | 0                              |
|                                   |                       |                      |                       |   |                        | 0                              |
| <b>Total Administration Staff</b> |                       |                      |                       | <b>0%</b>                                 |                        | <b>0</b>                       |

| <b>Position Category</b>      | <b>Position Title</b> | <b>Annual Salary</b> | <b>Monthly Salary</b> | <b>% Charged to<br/>WIA Youth Program</b> | <b># of<br/>Months</b> | <b>Total<br/>Dollar Amount</b> |
|-------------------------------|-----------------------|----------------------|-----------------------|---|------------------------|--------------------------------|
| Operations                    |                       |                      |                       |   |                        | 0                              |
|                               |                       |                      |                       |   |                        | 0                              |
|                               |                       |                      |                       |   |                        | 0                              |
|                               |                       |                      |                       |   |                        | 0                              |
|                               |                       |                      |                       |   |                        | 0                              |
|                               |                       |                      |                       |   |                        | 0                              |
| <b>Total Operations Staff</b> |                       |                      |                       | <b>0%</b>                                 |                        | <b>0</b>                       |

**Total Staff** **0**

**Attachment IV-A  
Assurances**

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Wisconsin, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.

**We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:

- Maintaining records that accurately reflect actual performance.
- Maintaining record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Meeting all applicable labor law, including Child Labor Law standards.

**We will not:**

- Place a youth in a position that will displace a current employee.
- Use WIA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

**I hereby assure that all of the above are true.**

---

**Name**

**Title**

**Date**

**Attachment IV-B**

**Designation of Confidential and Proprietary Information**

The attached material submitted in response to this RFP includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written appeal.

We request the following pages not be released:

| Section | Page# | Topic |
|---------|-------|-------|
|         |       |       |
|         |       |       |
|         |       |       |
|         |       |       |
|         |       |       |

**Company Name** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

**Attachment V**  
**Youth Services RFP Evaluation Form**

Agency Name \_\_\_\_\_  
(proposal submitter)

|  | Points Possible | Points Scored |
|--|-----------------|---------------|
| <b>MANAGEMENT AND FINANCIAL ACCOUNTABILITY</b>   |                 |               |
| Experience in Managing Youth Programs            | 10              |               |
| Staffing, Compensation and Personnel Policies    | 5               |               |
| Fiscal Policies, Procedures and Internal Control | 5               |               |
| Audit and Financial Strength                     | 5               |               |
| Financial and Programmatic Monitoring            | 5               |               |
| Coordination with Job Center Services            | 5               |               |
| <b>TOTAL</b>                                     | <b>35</b>       |               |

| <b>PROGRAM DESCRIPTION</b>                          |           |  |
|---|-----------|--|
| Youth Program Service Plan                          | 15        |  |
| Outreach, Intake, Orientation, and ASSET Entry (10) |           |  |
| Case Management and Reporting (5)                   |           |  |
| WIA Elements  | 20        |  |
| Staff Training and Development                      | 5         |  |
| Coordination and Partnerships                       | 5         |  |
| <b>TOTAL</b>  | <b>40</b> |  |

| <b>BUDGET INFORMATION</b>                                   |           |  |
|---|-----------|--|
| Budget Detail   | 10        |  |
| Staffing Pattern  | 10        |  |
| <b>TOTAL</b>  | <b>25</b> |  |
| Leveraged Resources (bonus points for documenting 30% goal) | 5         |  |

**GRAND TOTAL** \_\_\_\_\_ / 100

**Additional Comments**

Rater's Signature \_\_\_\_\_ Date \_\_\_\_\_

## A Proposal Checklist Form

Included/Done

| <b>RFP FORMAT</b>   |  |
|---|--|
| Document meets required page formatting...                                |  |
| Document follows outlined sections and each section is clearly labeled... |  |
| Document meets required page limit...                                     |  |
| Correct number of copies attached...                                      |  |

| <b>RFP NARRATIVE</b>  |  |
|---|--|
| Agency's experience in managing youth programs...   |  |
| Agency's mission and vision as it relates to working with youth programs...   |  |
| Agency's staffing, compensation and personnel policies...   |  |
| Agency's fiscal policies, procedures and internal control...  |  |
| Agency's audit and financial strengths...   |  |
| Agency's financial and programmatic monitoring for each area:   |  |
| <ul style="list-style-type: none"> <li>• Contract Compliance</li> <li>• Funding/Expenditures</li> <li>• Program Performance Measures</li> </ul> |  |
| Agency's service location(s) identified   |  |
| Agency's service description including:   |  |
| <ul style="list-style-type: none"> <li>• Outreach, Intake, and Orientation</li> <li>• Case Management and Reporting</li> </ul>                  |  |
| Agency's inclusion of the 11 WIA Elements...  |  |
| Agency's staff training and development protocol...   |  |
| Agency's coordination and partnership protocol...   |  |

| <b>RFP FORMS</b>  |  |
|---|--|
| Agency Identification Form included (Attachment I)        |  |
| Staffing Pattern Form (Attachment III-B)                  |  |
| Budget Form (Attachment III-A)                            |  |
| Assurances Form (Attachment IV-A)                         |  |
| Proprietary Form (Attachment IV-B) – <i>if applicable</i> |  |

| <b>OTHER REQUIRED RFP FORMS</b>  |  |
|--|--|
| Agency's Wage, Bonus, Incentive and Severance Payment Policies (Attachment A)...                             |  |
| Cost Allocation Plan (Attachment B)...   |  |
| Written Policy on Conflicts of Interest (Attachment C)   |  |
| Audit Reports - for last 2 years including management letters and current operating budget (Attachment D)... |  |
| Summary of Insurance Information and Agency Coverage (Attachment E)...                                       |  |
| Letter of Intent sent by due date  |  |