

APPLICATION IN RESPONSE TO

REQUEST FOR PROPOSALS TO DELIVER

**YOUTH WORKFORCE INVESTMENT ACTIVITIES UNDER THE**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014**

Applications must be received no later than **noon EST** **on April 23, 2021**. The electronic date/time stamp recorded by the administrative staff at the Macomb/St. Clair Workforce Development Board upon receipt of the application will indicate if a proposal was submitted on time. The “Application in Response” to the M/SCWDB RFP for Youth Workforce Investment Activities must be submitted as three printed copies plus an electronic copy in Word and Excel format on a flash drive. Applications submitted in a sealed envelope labeled “WIOA Youth Bid” must be delivered by the above deadline to:

**John H. Bierbusse, Executive Director**

**Macomb/St. Clair Workforce Development Board**

**VerKuilen Building**

**21885 Dunham Road, Suite 11**

**Clinton Township, MI 48036-1030**

There is currently limited in-person staffing at the administrative office. If you are hand delivering your proposal, it is recommended that you phone ahead to be sure a staff person is available to accept the proposal. 586-469-5220

The M/SCWDB is seeking competitive proposals for service providers to develop and implement youth workforce investment activities under the Workforce Innovation and Opportunity Act (WIOA) in Macomb and St. Clair Counties. The award of any contract based on proposals received in response to this request is contingent upon the receipt of adequate funding allocations.

This request for proposals does not commit the M/SCWDB to award a contract or to pay any costs incurred by the bidder in the preparation of the response submission. The M/SCWDB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel this request for submission in part or in its entirety if it is in the best interest of the M/SCWDB to do so.

Small and minority business, and women’s business enterprises are encouraged to apply.

*Macomb/St. Clair Michigan Works! is an equal opportunity employer/program. A proud partner of the American Job Center Network. Supported in part by state and/or federal funds. Auxiliary aids and services are available upon request to individuals with disabilities. TTY #711*

APPLICATION IN RESPONSE TO

Macomb/St. Clair Workforce Development Board

REQUEST FOR PROPOSALS TO DELIVER

YOUTH WORKFORCE INVESTMENT ACTIVITIES UNDER THE

WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

Program Year 2021

**Name of Organization:** Click or tap here to enter text.

**Street Address:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **Zip:** Click or tap here to enter text. **County:** Click or tap here to enter text.

**Individual to be contacted with questions involving this application:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Indicate if this is a proposal to operate youth workforce investment activities within Macomb County Michigan Works! Career Centers or the St. Clair County Michigan Works! Career Center.**

**If you are proposing to operate in both counties, a separate response application and budget is required for each county.**

**Macomb County**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 43630 Hayes  Suite 250  Clinton Township | 75 N River Rd  Mount Clemens 48043 | 27850 Van Dyke  Warren 48093 | 15950 Twelve Mile  Roseville 48066 |

**St. Clair County**

100 McMorran

6th Floor

Port Huron 48060

**BIDDER’S SIGNATURE CERTIFICATION**

|  |  |
| --- | --- |
| Proposing under the name of: | Click or tap here to enter text. |

|  |
| --- |
| Click or tap here to enter text. |

Federal Employer Identification Number:

Which is: (check all that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Assumed Name  (Register No): |  |  | Private for Profit | |
|  | Public Non-Profit | |  | Partnership | |
|  | Public School District | |  | Female Owned Business | |
|  | Minority Owned Business | |  | Business Owned by an Individual with a Disability | |
|  | Corporation, incorporated under  the laws of the State of: Click or tap here to enter text. | | | |  |

|  |
| --- |
| List all officers and stockholders: Click or tap here to enter text. |

Is any owner, partner, stockholder or employee of the company or institution completing this Request for Proposal associated with or have family members serving on the Macomb/St. Clair Workforce Development Board, Inc., or an administrative employee of the Macomb/St. Clair Workforce Development Board, Inc.?

Yes  No

If yes, name of individual and relationship**:** Click or tap here to enter text.

**I certify that this proposal is a firm offer to begin on July 1, 2021 through June 30, 2022, and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Macomb/St. Clair Workforce Development Board, Inc., and/or the State of Michigan. I further certify that I have fully read and understand the specifications presented in this proposal.**

**NOTE**: This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted.

|  |  |
| --- | --- |
| AUTHORIZED SIGNATURE: |  |

PRINTED NAME/TITLE: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

|  |  |
| --- | --- |
| If another individual is authorized to sign contracts as a result of this proposal, indicate: | |
| SIGNATURE OF AUTHORIZED INDIVIDUAL: |  |

PRINTED NAME: Click or tap here to enter text.

1. **Provide a brief description of the history of your organization and its mission.**

(2 points)

Click or tap here to enter text.

1. **Describe your organization’s relevant experience in the last eight years providing workforce development services for young adults. Include any knowledge and experience with federal funding sources and WIOA regulations. What evidence do you have to support successful outcomes?** (10 points)

Click or tap here to enter text.

1. **Summarize the program model and overall plan of service that will be available for young adults. Explain how each participant will meet WIOA performance measures. Identify any innovative or unique approaches.** (10 points)

Click or tap here to enter text.

1. **It will be necessary to conduct creative outreach and recruitment events to identify young adults from the target population. Describe the role a staff person dedicated to outreach and recruitment will play in meeting enrollment goals.**

(5 points)

Click or tap here to enter text.

1. **What methods will you use to determine that a young adult is suitable for enrollment as a WIOA participant?** (2 points)

Click or tap here to enter text.

1. **What steps will you take to ensure that ineligible individuals not suitable for enrollment are connected to other community organizations, partners, or resources capable of assisting the individual to meet their needs?** (2 points)

Click or tap here to enter text.

1. **Operating under a model with open entry/open exit throughout the year, the M/SCWDB expects contractors to maintain a capacity level for enrollments. How will you manage and balance participants exiting the program and transitioning to follow-up services, while enrolling new eligible participants?** (5 points)

Click or tap here to enter text.

1. **Describe the orientation/program introduction that will be offered to interested individuals. What is the process for enrollment of participants?** (2 points)

Click or tap here to enter text.

1. **The M/SCWDB will provide access to Kuder Journey, a career planning tool, with assessments related to personal interests, skills, and work values. List other assessments tools that you will you use with a brief description of what results and information are collected. How will staff identify and address barriers?**

(3 points)

Click or tap here to enter text.

1. **Based on the objective assessment, describe how an individual service strategy will be developed with each youth.** Plans should be linked to meeting WIOA performance measures with identified services to assist the youth in reaching education and employment goals. Plans should set clear and realistic goals which are reviewed and updated during participation. (5 points)

Click or tap here to enter text.

1. **Explain how career pathways will be developed for each participant.** (3 points)

Click or tap here to enter text.

1. **Describe the components of programming that meet the needs of individuals with disabilities.** (3 points)

Click or tap here to enter text.

WIOA requires fourteen program elements that must be made available to all youth participants. (Numbered 13-26 and underlined below) Specific services and activities provided to individuals will be determined by each participant’s unique objective assessment and service strategy. Provide detailed information describing how each of these program elements will be addressed. Include tools, supplies, or equipment that may be used. If not providing the services directly, describe how your organization will ensure these services will be provided to participants in need. Explain how the participant will access the required element.

1. **Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that leads to completion of the requirements for a high school diploma or recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.** Be sure to address each of the areas identified in this program element. (2 points)

Click or tap here to enter text.

1. **Alternative secondary school services or dropout recovery services.**

Describe how a non-high school completer that has not been successful in traditional secondary education will obtain a high school diploma or its recognized equivalent. What strategies will you use to re-engage the non-high school completer? (2 points)

Click or tap here to enter text.

1. **Paid and unpaid work experiences that have an academic and occupational education component which may include summer employment and other employment throughout the school year, pre-apprenticeship programs, internships, job shadowing and on-the-job training (OJT) opportunities.**

Describe your strategy for engaging business as a partner for providing work-based learning experiences. (2 points)

Click or tap here to enter text.

1. **Occupational skills training with priority considerations for training programs that lead to recognized postsecondary credentials that are aligned with demand in the local area.** Training should lead to certification based on the participant’s career or employment goal and/or provide skills needed to obtain a specific job or to enter or advance in a specific occupation. What factors will go into the decision making with a participant for selecting a training program? (2 points)

Click or tap here to enter text.

1. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.** This program element reflects an integrated education and training (IET) model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are taught within the same time frame. Describe how a participant will access integrated education and training. (2 points)

Click or tap here to enter text.

1. **Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility, confidence, employability, self-determination, and other positive social and civic behaviors.**

Describe the youth development and leadership activities and opportunities that will be offered. (2 points)

Click or tap here to enter text.

1. **Supportive services**

Give examples of relationships or partnerships your organization has with local community organizations to resolve barriers. Identify methods by which staff will be kept abreast of community-based resources. (2 points)

Click or tap here to enter text.

1. **Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.** This is a formal relationship between a participant and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

What organized mentor programs have you identified that will provide a positive adult role model for young adults? Or indicate how adult mentors will be recruited for at least the minimum commitment. How will you ensure that appropriate processes are in place to adequately screen and select mentors? (2 points)

Click or tap here to enter text.

1. **Follow-up services for not less than 12 months after completion of participation.**

Much of the performance data is collected during the quarters following an individual’s completion of participation. Maintaining contact with the participant and providing effective follow-up is critical. Describe your plan to ensure participant retention in employment, education, or training. What methods will you use to keep in contact with participants? (2 points)

Click or tap here to enter text.

1. **Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral.**

How will participants with needs for professional counseling, mental health therapy, or substance use treatment receive services? (2 points)

Click or tap here to enter text.

1. **Financial literacy education**

Describe how participants will be prepared to make informed decisions regarding their personal finances related to money management and budgeting, savings, credit, taxes, and identity theft. (2 points)

Click or tap here to enter text.

1. **Entrepreneurial skills training**

How will aspiring entrepreneurs receive guidance and education on the basics of starting and operating a small business? How will the skills associated with entrepreneurship be developed? (2 points)

Click or tap here to enter text.

1. **Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness and career exploration services.** Describe the methods, including the tools and experiences, which will be used to provide participants with sufficient information to set education and employment goals related to their interests. (2 points)

Click or tap here to enter text.

1. **Activities that help youth prepare for and transition to postsecondary education and training.** Ensuring a successful transition to postsecondary education is a vital component leading young adult to career success. What plan do you have to support the career pathway and provide assistance for advancement to postsecondary education and training? What methods will you use to prepare participants for increased success in meeting the challenges and rigors of postsecondary education and training. (2 points)

Click or tap here to enter text.

1. **Describe the retention strategies that will be implemented to increase the likelihood that young adults will actively participate and remain engaged in completing necessary activities.** (2 points)

Click or tap here to enter text.

1. **Describe how you will address basic skills deficiencies to assist participants in meeting their education and employment goals.** (2 points)

Click or tap here to enter text.

1. **How will you teach workplace behaviors and soft skills to prepare young adults for employment? Describe the work readiness activities that will be provided.**

(2 points)

Click or tap here to enter text.

1. **Describe the possibilities participants may have to earn an incentive and the criteria for meeting the incentive.** (2 points)

Click or tap here to enter text.

1. **Social media is often an effective tool for communication with young adults. What is your organization’s policy on staff use of Facebook and other social media for follow-up and other activities with participants?** (2 points)

Click or tap here to enter text.

1. **Describe two Talent Tours that will be offered. Explain your reasons for the selection and the expected outcomes.** (2 points)

Click or tap here to enter text.

1. **Briefly describe topics of workshops you plan to offer.** (2 points)

Click or tap here to enter text.

1. **At times, the M/SCWDB has been the recipient of grant awards to provide additional services to young adults beyond the scope of this proposal. A Foster Care Summer Youth Employment Program and a career exploration/paid work experience project are two examples. What is your willingness to provide staffing and support to meet the goals of these type of short-term grants? Supplemental budgets will be provided if you are asked to participate in such a project.**

(2 points)

Click or tap here to enter text.

1. **Explain how you will provide virtual and remote services when necessary and adapt to a hybrid service model.** (2 points)

Click or tap here to enter text.

1. **If you are a current provider of WIOA Youth Workforce Investment Activities with the M/SCWDB, briefly explain why your organization should be retained. If you are a new bidder, explain why you would be an effective provider of services.**

(3 points)

Click or tap here to enter text.

1. **Are there staff beyond the minimum required that you feel are needed to successfully deliver the required services? Describe the added value of any positions. Provide the job title with a brief description of the role.** (2 points)

Click or tap here to enter text.

1. **Attach résumés for each staff person that will be involved with the proposed project if a contract is awarded**. Résumés should be current with present employment listed. If staff has not been identified, provide a job posting which includes staff title, a job description, qualifications, and credentials required that will be used to recruit qualified staff. (20 points)
2. **Complete the Young Professionals RFP Budget sheet** **and include with the response application.** (20 points)

1. **Risk Assessment** (2 points)

In accordance with the Office of Management and Budget (OMB) title 2 CFR Part 200.332, the M/SCWDB is responsible for evaluating its subrecipients for risk. Please respond to the following questions related to risk assessment.

1. **Has your organization received a federal grant (directly or indirectly) within the past five years?**

Yes       No

If yes, when? Click or tap here to enter text.

Description of grant: Click or tap here to enter text.

1. **Has your organization previously been required to submit to a compliance audit or Single Audit as required by OMB A-133, Title 2 CFR Part 200 or the cognizant agency?**

Yes       No

If yes, attach the single audit.

Was the award determined to be a major federal program in the audit?

Click or tap here to enter text.

1. **Were there any findings resulting from the Single Audit?**

Yes       No

1. **Does the individual (or team of individuals) with primary responsibility for grant-related activities have prior experience with federal grants?**

Yes       No

If yes, describe. Click or tap here to enter text.

1. **Does your organization have written policies and procedures related to internal controls and oversight?**

Yes       No

1. **Has your organization had new or substantial changes to its operating structure/systems or has new personnel?**

Yes       No