



CNY WORKS
(Onondaga County Workforce Development Board)

**REQUEST FOR
PROPOSAL
(RFP)**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TITLE I YOUTH SERVICES**

Approximate availability of PY 2021/22 funding:

Out-of-School Youth: \$300,000 approximate total funding availability per program year

Initial Contract Period: June 1, 2021 to June 30, 2022

Total Renewable Contract Period: July 1, 2022 –June 30, 2026

***** PLEASE NOTE *****

The requirements under this solicitation are based on the federal Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014. This legislation represents a significant change in priorities and requirements from previous federal workforce legislation. All potential applicants should read this RFP carefully.

**CNY WORKS
WIOA TITLE I YOUTH PROGRAM SERVICES
REQUEST FOR PROPOSAL**

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PART ONE: BACKGROUND INFORMATION

A. AGENCY AND ONE-STOP DELIVERY SYSTEM SUMMARIES

CNY Works, Inc. (hereafter referred to as CNY Works) is a not for profit 501(c)(3) corporation and serves as the Onondaga County Workforce Development Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the Central New York area. CNY Works functions as the apolitical convener of business, economic development, and community agendas to define workplace system goals, garner resources and support growth and development of the local and regional economy.

On an operational level, comprehensive career services are available to job seekers, specifically youth, adult and dislocated workers through the CNY Works Career Center. High-quality career services, education and training, and comprehensive supportive services are delivered through the CNY Works Career Center that has been designated as the One-Stop Delivery System's location in Onondaga County. Other services include individual and team case management, workshops, and other partner and community-based services aimed at development of job seekers' skills for employment success. The CNY Works Career Center's strong business development strategies support job seekers and businesses in matching qualified candidates to the available jobs within the Central New York Regional Economy.

Career services targeted for the in-school youth (ISY) and out-of-school youth (OSY) populations, aged 14 to 24, are delivered by the CNY Works Career Center's Youth Workforce Services Team. The Team is comprised of a dedicated Workforce Manager and three (3) Youth Workforce Advisors. The Team's strengths are in assessing youth eligibility and supportive service needs, delivering basic career services (resume development, interview preparation and job search strategies), work readiness instruction and preparations, and linking youth participants to paid work experiences.

B. REQUEST FOR PROPOSAL (RFP) OVERVIEW

CNY Works is soliciting proposals from qualified sources to provide services to Onondaga County eligible youth in accordance with the Workforce Innovation and Opportunity Act (WIOA) enacted on July 22, 2014. Please refer to <http://www.doleta.gov/WIOA> for more information on WIOA.

This RFP aims to solicit proposals from organizations interested in working collaboratively with the CNY Works Career Center's Youth Workforce Services Team to provide comprehensive educational, developmental, and employment preparation services to

eligible, disadvantaged youth. It is anticipated that there will be multiple awards until allocated WIOA Youth Title I Program funds are expended. Proposals of varying dollar amounts will be considered, noting that respondents should only be limited by their own creativity and ability to deliver the services proposed. The performance period for successful projects will be from award date through June 30, 2021 to serve Onondaga County youth. CNY Works reserves the right to modify contract terms contingent upon successful contractor performance and funding availability. Contracts may be renewable up to four (4) additional years. Final contracts will be based on Onondaga County's available WIOA allocations. Please note that **seventy-five percent (75%) of the WIOA Youth funding available through this solicitation must be spent on out-of-school youth (OSY).**

In keeping with WIOA's intent, CNY Works is committed to assisting disadvantaged youth prepare for and enter employment, increase occupational and academic skills, obtain credentials, attain a high school (HS) diploma or its recognized equivalent, enroll in job training or higher education, and increase earning capacity. CNY Works is seeking organizations that have a successful record of serving youth and can demonstrate the ability to meet the challenges of creating effective, performance-based services. **Specifically, successful proposals will provide programs that will include one or more of the Fourteen (14) WIOA Youth Program Elements described below and in Attachment A.** Youth-serving organizations may respond to this RFP as an important step towards building a system of integrated youth services within Central New York. These services should provide Onondaga County Youth with the necessary skills and opportunities to succeed in education, at work, and as members and leaders in their communities.

C. WIOA YOUTH PROGRAM – FOURTEEN (14) PROGRAM ELEMENTS

CNY Works is designated as the agent to provide the framework and to design youth career services. Framework services include determining youth eligibility for program services, conducting employment assessments, developing an Individual Service Strategy (ISS) for each youth, providing case management services to eligible youth, and referring youth for program services contracted from this RFP. Youth program services are based on fourteen (14) WIOA Youth program elements identified in Section 129(c)(2) of the federal WIOA and in Training and Employment Guidance Letter 21-16.

The intent for ISY (both secondary and post-secondary) programming is to provide long-term comprehensive career services building on the existing services available to youth currently attached to an educational (school) entity. Plans outlined in the youth's ISS are designed to provide services to motivate youth to complete school while linking their education goals to workforce development strategies and goals upon attaining their high school credential.

For OSY programming, the intent is to provide comprehensive, long-term career services for youth who are not currently attached to an educational (school) entity or the labor force. For youth who have not completed secondary school, the ISS should address secondary school credential attainment combined with a strong workforce development strategy that attaches the individual to the workforce.

The ISS is a written plan of short and long-term goals that addresses the youth participant's educational, occupational or vocational, and personal supportive service needs, and helps to identify which of the 14 program elements the youth participant will need to access. The ISS shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth based on the informal and formal assessments conducted. The ISS for each youth will be completed by CNY Works Career Center Youth Workforce Services Team representatives.

The youth workforce development system should link services to local labor market needs, community youth programs, and services that have strong connections between academic and occupational learning. All services should provide for youth holistic development. Program activities should also address "career pathways" for eligible youth, noting that priority is placed on providing services to youth with disabilities and other employment barriers. (NOTE: Reference Attachment B: Target Population.)

D. TARGET POPULATION

Youth to be served in the proposed program(s) must be between the ages of fourteen (14) and twenty-four (24). Priority will be given to programs that serve out-of-school youth (OSY).

While both in and out-of-school youth may be served, not less than seventy-five percent (75%) of the funding available through this RFP must be spent on out-of-school youth (OSY).

(NOTE: Reference Attachment B: Target Population.)

E. ELIGIBLE PROVIDERS

The applicant may be a public, private, for profit or not-for-profit entity. The applicant must demonstrate capability and effectiveness in establishing and maintaining partnerships, recruitment and integration of partners from business and education, ongoing creative program design and development and ability to administer services outlined in this RFP. Examples of eligible providers include: School Districts,

Rehabilitation Agencies, BOCES, Community-Based Organizations, Post-Secondary Institutions, and Proprietary Schools.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section 200.50 calls for audits to be required of agencies receiving \$750,000 in federal funding for fiscal years ending after December 31, 2003. See <http://www.gpo.gov/fdsys/pkg/FR-2013-12/pdf/2013-30465.pdf> for further guidance. Any agency or provider receiving funding through this RFP is subject to this directive and will need to forward a copy of their annual audit upon request.

F. RFP GOALS AND OBJECTIVES

CNY Works intends to:

- Fund performance-based programs that result in measurable outcomes;
- Allocate a minimum of seventy-five percent (75%) of available funding for services to out-of-school youth (OSY); and
- Expend a minimum of twenty percent (20%) of all available WIOA Youth Title I Program funds on Work Experience.

In addition, CNY Works will view favorably programs that:

- Establish and maintain strong partnerships with providers that serve youth;
- Leverage other funding resources to provide WIOA Youth Services;
- Target out-of-school youth (OSY) and youth transitioning from school to work;
- Incorporate targeted industry clusters (e.g., Advanced Manufacturing, Energy, Health Care, Skilled Trades, etc.);
- Emphasize Work Experience activities that result in unsubsidized employment;
- Combine one or more of WIOA's Fourteen (14) Program Elements that contribute to work readiness preparations and work experience placements;
- Identify potential work sites where participants will be able to apply proposed program services; and
- Support the concept of developing and building upon the assets of youth rather than focusing on barriers.

A RFP Review Committee comprised of CNY Works' Board of Directors and Management will review and recommend proposals to the CNY Works Board of Directors for approval.

PART TWO: PROGRAM OPERATION

A. ELIGIBILITY AND ADMINISTRATION

CNY Works and successful applicants will partner to develop outreach and recruitment strategies to identify participants who will benefit from services provided in response to this RFP.

The CNY Works Career Center's Youth Workforce Services Team will assess eligible youth and develop an ISS that will contain education and/or employment goals. The ISS will include needs identification and referral(s) to provider services approved through this RFP having the ability to address the needs identified.

The Youth Workforce Services Team will refer youth to service providers to assist youth in achieving their planned goals. Contracted agencies may also refer youth to CNY Works for eligibility determination. The provider will be responsible for administering the service and achieving the desired outcome(s). The outcomes will be defined in the contract with each provider. Youth Workforce Advisors will track activities and convene partner meetings, as appropriate. All required reporting for the WIOA Youth Title I Program will be the responsibility of CNY Works; however, contracted agencies will be required to submit youth progress reports on a weekly basis.

CNY Works uses the New York State Department of Labor's (NYSDOL) One Stop Operating System (OSOS) for tracking and recording youth progress and outcomes. Contractors to an agreement with CNY Works will be required to report services and outcomes data to CNY Works to allow data to be entered in OSOS within five (5) business days. CNY Works will oversee the reporting on this system.

Please note that Work Experience is allocated as an existing CNY Works WIOA Youth Title I Program budget line item. Work experience costs DO NOT need to be included in the RFP respondent's budget. Please note that CNY Works will give extra consideration to proposals including one or more WIOA Fourteen (14) Youth Program Elements, especially programs that contribute to work readiness preparations aimed at identifying work sites and relative work experience placements.

B. PERFORMANCE

WIOA has six (6) indicators of performance, as listed below.

- **Placement in Employment or Education** (second quarter after exit) – The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
- **Placement in Employment or Education** (fourth quarter after exit) – The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
- **Median Earnings** - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Attainment of a Degree or Certificate** – The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent, during participation in, or within one year after exit from the program.
- **Skills Gain** – The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment, and who are achieving measurable skills gains towards such a credential or employment.
- **Serving Employers** – The indicators of effectiveness in serving employers.

(NOTE: Reference Attachment D: Youth Employment Measures. See TEGL 10-16 Change 1. Satisfactory performance is determined by meeting/exceeding eighty percent (80%) of the identified goal.)

PART THREE: CONTRACTUAL INFORMATION

A. TIMEFRAMES FOR CONTRACTS

- 1) Proposals accepted through this RFP will be valid for the period from award date through June 30, 2021.
- 2) Contracts may be renewed on an annual basis and up to four (4) years. Contracts are renewed annually based on achievement outcomes as outlined in this RFP, and at the discretion of CNY Works.

- 3) Renewal of contracts is contingent upon availability of sufficient WIOA Youth Title I Program funds.
- 4) Contracts awarded will be written agreements between CNY Works and the bidder/awardee as the contractor.

B. RFP LIMITATIONS

This RFP does not commit CNY Works to award a contract or to pay any costs incurred in the preparation of the respondent's proposal submission.

CNY Works reserves the right to:

- Accept or reject any or all proposals received as a result of the RFP.
- Modify any portion or other terms of this RFP.
- Negotiate with all qualified proposing organizations/individuals.
- Cancel in part, or in its entirety, this RFP if it is in the best interests of CNY Works to do so.
- Solicit additional proposals as necessary.

Only proposals accepted by CNY Works in accordance with this RFP will be reviewed.

C. TIMELINE

ACTION ITEMS	DATES
RFP Issue Date	Friday, January 22, 2021
Technical Assistance	Ongoing
Bidders Conference Location: Via Zoom Video Conference (NOTE: Link to be provided upon registration confirmation.)	1) 2)
Questions and Answers Submitted	
Questions and Answers Posted	
Completed RFP Proposal Due Date	Friday, February 4, 2021 at 4 p.m. (EST)

PART FOUR: PROPOSAL SUBMISSION

A. GENERAL INSTRUCTIONS

ALL proposals submitted must be in accordance with the format specified below. Applicants should follow all instructions in this document and must include completed forms and budget pages. The narrative should be formatted to be double-spaced in 12 point Arial font and printed on 8.5" x 11" white paper. Margins, in all directions, must be at least one inch. Page numbering is required. These requirements apply to **ALL** sections of the proposal. All proposal documents are to be printed single-sided **ONLY**.

Proposals may be sent electronically or arrangements made be made for hand-delivery by appointment only.

1. Submit electronic proposals to CNY Works Career Center Workforce Manager Amy Stage to astage@cnyworks.com.
2. Hand-delivery appointments may be made upon written request to Workforce Manager Amy Stage via e-mail to astage@cnyworks.com. Hand-delivered proposals will be accepted no later than Friday, February 12, 2021 at 4 p.m. (EST).
3. Questions may be directed to Workforce Manager Amy Stage via e-mail to astage@cnyworks.com through Tuesday, January 26, 2021. Questions and Answers will be posted at www.cnyworks.com.
4. Submissions must be accurate, adequate and clear. Proposals that are vague or reflect omissions will not be favorably reviewed.
5. **ALL proposals must be received at CNY Works on Friday, February 12, 2021 at 4 p.m.**

B. PROPOSAL OUTLINE

Proposal submissions are to use the outlines provided below. (NOTE: Points correspond to Attachment H: RFP Evaluation Form.)

1) Agency Information (Points = 5)

The “Proposal Cover Page” is required to be completed in its entirety, signed and attached as page one of the submission. (NOTE: Reference Attachment E.)

2) Applicable WIOA Title I Youth Program Element(s) – (Points = 20)

Provide a description of the service(s) to be provided for each element (e.g. mentoring, leadership, supportive services, etc.). Describe Program participation requirements, such as age, grade level, etc. Indicated if activities are targeted for in-school-youth (ISY) or out-of-school youth (OSY), or both.

3) Program Target Population Information – (Points = 10)

Provide details regarding the organization’s experience with the groups identified in Part One, Section B, including quantitative data on outcomes, placements, retention and certification.

4) Program Description – (Points = 75)

- a) Identify each program element and the program services to be provided under each element.
- b) Describe the process for accepting referrals to your program.
- c) Location(s), including address(es) where activity(ies) will take place.
- d) Activity duration and youth retention strategy.
- e) Service Delivery Timeframe (Specific program start and end dates, open enrollment, or rolling admissions.)
- f) Number of youth who will be served.
- g) Provide a detailed description of the activity. Attach a training outline and curriculum if the activity is a workshop/training session.

5) Program Outcomes – (Points = 30)

- a) What are the main program goals or outcomes (e.g., credential attainment; entry into unsubsidized employment; life skills; budgeting (to support financial stability); work readiness; etc.)?
- b) How do these outcomes relate to the youth performance standards?
- c) How do these outcomes relate to youth asset development?

6) Program Effectiveness – (Points = 60)

- a) Describe the success of your program and the overall success of your agency in dealing with the youth population.
- b) Remark on goals and positive outcomes
- c) How will you engage youth to maintain their participation?
- d) How will positive youth development be incorporated in the program?
- e) Which vocational skills training providers, businesses and other partnering organizations will be supporting your program?
- f) Will your training program be made available virtually?

7) Budget Information/Budget Narrative – (Points = 70)

- a) Amount requested through this RFP and related cost itemization or breakdown. (NOTE: Funding is only available to cover program services costs (based on the program elements.) Administrative and overhead costs are not allowable cost components under this RFP.)
- b) Approximate number of participants the provider can serve in the program annually.
- c) Cost per youth to enroll in program/activity. How many youth can be accepted at that per youth participant cost?

8) Staffing – (Points = 50)

Provide staffing details, including number of staff per category in accordance with the description below.

a) **Program Supervision**

Provide a brief description of program supervision including delineating authority levels (chain of command) and respective roles for the individuals responsible for overall organization/agency operations, program oversight, and daily program operations.

b) **Key Staff**

Identify the total number of key staff assigned to the contract, as well as provide job descriptions for each position (if there are multiple job functions). Further, include a one-page resume for each person in accordance with their job description.

c) **Program Monitoring**

Outline the internal systems that will be used to monitor and report program activities to ensure full program implementation as outlined in the proposal. Provide detailed descriptions on how monitoring will ensure that contractual, program goals, and program services will be met.