



Workforce Innovation & Opportunity Act (WIOA)
Out-Of-School Year Round
Youth Programs

REQUEST FOR PROPOSALS

Fiscal Year 2018

Release Date

July 14, 2017

Due Date

August 11, 2017 4:30 p.m. Eastern Time

Any proposal received after that time will not be accepted.

Contract Period

October 2, 2017 through June 30, 2018

Funded by

U.S. Department of Labor, Education and Training Administration

Issued by

Anne Arundel Workforce Development Corporation (AAWDC)

AAWDC is an Equal Opportunity Employer and provider of employment and training programs.

RFP Contact

Jacqueline Roberts

jroberts@awdc.org

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RFP Timeline Calendar

The following calendar is presented to advise all prospective WIOA Youth Program respondents of the tentative timelines for the bid, review and selection process.

ACTION	DUE DATE & TIME	
RFP Release	Friday, July 14, 2017 4:30 p.m. (ET)	Available for download at http://www.aawdc.org/content/proposals-rfps
Questions for the Bidders Conference	Wednesday, July 26, 2017 4:30 P.M. (ET)	Send email to jroberts@aawdc.org
Bidders Conference	Friday, July 28, 2017 10:00 AM – 12:00 Noon (ET)	See RSVP instructions on next page.
Letter of Intent to Apply	Friday, July 31, 2017 by 4:30 PM (ET)	Send email to jroberts@aawdc.org
Questions and Answers Posted	Friday, August 4, 2017 4:30 PM (ET)	http://www.aawdc.org/content/proposals-rfps
Proposal Deadline	August 11, 2017 by 4:30 PM (ET)	
AAWDC Staff	Tuesday, August 15, 2017 By 4:30 PM	Review proposals received by the closing date and time and forward them to the Youth Subcommittee.
Youth Subcommittee	Thursday, August 24, 2017 By 4:30 PM	Review & selection of respondent for recommendation to AAWDC.
Award Announcement	Monday, August 28, 2017 By 4:30 PM	
Anticipated Contract Start Date	Monday, October 2, 2017	

Bidders Conference

An informational Bidders Conference is scheduled for:

**FRIDAY, JULY 28, 2017
10:00 A.M. – 12:00 P.M. (ET)**

**Youth Employment Services Center
Training Room
7493 Baltimore Annapolis Blvd.
Glen Burnie, MD 21061**

Attendance is STRONGLY ENCOURAGED. Please RSVP your attendance by emailing Jacqueline Roberts at:

jroberts@aawdc.org

You may enter **RSVP Bidders Conference** in the Subject Line of your email and indicate In Person or Online.

The conference is an opportunity for interested parties to receive additional detailed, non-competitive information on the RFP, so all interested parties will have the benefit of the same answer when preparing their submission.

Applicants are encouraged to submit questions ahead of time preferably by July 26th via email to jroberts@aawdc.org to give AAWDC staff sufficient time to prepare their answers.

All questions and answers provided at the Bidders conference will be emailed to attendees and posted to <http://www.aawdc.org/content/proposals-rfps>.

Answers provided during the conference will not be considered final until posted on August 4, 2017 by 4:30 P.M.

Notification of Intent To Apply

We encourage any organization with significant capacity and demonstrated out-of-school youth service experience and outcomes to submit proposal for consideration.

Prospective responders are requested to submit a non-binding Notification of Intent to Apply to inform AAWDC of their intent to submit an application.

Notifications may be emailed to jroberts@aawdc.org with **Notification of Intent to Apply** in the Subject Line. This notification must include:

- A statement of interest to apply for WIOA Youth funds
- Organization's name
- Mailing address

- Website address (if applicable)
- Staff contact name, title and email
- Estimated funding request

Notifications of Intent to Apply are due no later than 4:30 PM (ET) on Monday, July 31, 2017. While failure to notify AAWDC will not disqualify you from submitting a proposal, this notification is for planning purposes to assist in securing the necessary number of reviewers.

Cost of Preparing Proposals

Costs for developing and submitting proposals are solely the responsibility of the respondents.

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:

jroberts@awdc.org

Public Records

Respondents are advised that documents in the possession of the AAWDC and Youth Subcommittee are considered public records and subject to disclosure under the Maryland Public Information Act.

AAWDC Website Information

The AAWDC's website at www.aawdc.org will be used as the primary mode of communication between AAWDC and potential respondents.

Beginning July 14, 2017, interested parties can download the Request for Proposal at <http://www.aawdc.org/content/proposals-rfps> and learn of upcoming events and deadlines.

A Question-and-Answer page on the website will be updated weekly, or more frequently as needed.

It is the respondent's responsibility to check the web page frequently to stay informed throughout the procurement process.

If you do not have the capacity to download large electronic files, please email your request to jroberts@awdc.org to receive a hard copy of the RFP.

SECTION I OVERVIEW AND BACKGROUND

A. RFP Overview

The Anne Arundel County Local Workforce Development Board Youth Subcommittee is seeking proposals to serve Workforce Innovation and Opportunity Act (WIOA) eligible out-of-school youth, ages 18-24 years old during Fiscal Year 2018.

Anne Arundel Workforce Development Corporation intends to award a nine-month performance based contract funded by WIOA to the selected respondent that is expected to start on October 2, 2017.

The selected respondent will be responsible for designing a program for a minimum of 60 youth that provides the following services:

- career exploration
- career coaching
- barrier assessment and removal
- work and learn
- job placement

The subrecipient will be co-located with AAWDC youth staff in the Anne Arundel County Career Center at 613 Global Way, Linthicum Heights, Maryland.

B. Anne Arundel Workforce Development Corporation (AAWDC)

AAWDC is designated by the State of Maryland and the County Executive for Anne Arundel County as the administrative entity for the Anne Arundel County Local Workforce Development Board and the Career Center operator for Anne Arundel County.

AAWDC is a 501(c)(3) Corporation and is the bridge between understanding what businesses need and preparing citizens to meet those needs through career development strategies. AAWDC builds success for:

- **Businesses** by providing strategies for presenting qualified talent and providing customized workforce solutions, saving time and money.
- **Individuals** by connecting them to up-to-date skills and certifications required by businesses while helping to advance their own careers.
- **Youth** by building their foundation through career exploration and skills development, leading to independence.

- **Industry** by collaborating with business leaders and partners in high-growth industries to provide innovative workforce solutions so they remain competitive in a global economy.
- **Community** by convening partners across the region to develop high impact initiatives that help our region grow and thrive.

AAWDC’s vision is that every business has the skilled workforce needed to succeed and all Anne Arundel County citizens have met their full career potential.

AAWDC’s mission is to enhance the economic vitality of Anne Arundel County by leading the development & delivery of workforce solutions for area businesses. AAWDC works to ensure that Anne Arundel citizens are well-prepared for the workforce, ready to work & equipped with skills in demand by businesses.

AAWDC is driven by three core values which guide the organization in ensuring Anne Arundel County is the best place to live, work, and start a business.

1. Innovation

AAWDC exercises creativity and vision to drive purposeful change that impacts both businesses and job seekers.

2. Collaboration

AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximize impact.

3. Excellence

AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

C. Anne Arundel County Overview

Anne Arundel County, Maryland is located in the Baltimore Region—consisting of Baltimore City, Anne Arundel, Baltimore, Carroll, Cecil, Harford, and Howard Counties. It is also adjacent to the Washington Metropolitan region that includes Montgomery and Prince George’s Counties. Both regions have a heavy concentration of government and government contractor jobs and Anne Arundel includes a large number of healthcare and professional & scientific services jobs. These industries provide over 1.2 million jobs and will create the largest demand for workers within the next 4 years. In total, the projected job demand in the top 10 largest industries in the region is about 40,000 jobs¹.

The largest single concentration of jobs in the County is at and around Fort George G. Meade including the National Security Agency, the Defense Information Systems Agency, and the contractors that support their mission. Other significant employment hubs in the County include: The North County Industrial zone, the BWI Airport zone, the Arundel Mills zone, two regional hospitals, and the City of Annapolis. An estimated 159,000 jobs are located within these zones².

The Anne Arundel County Local Workforce Development Board (the Board) has decided to focus on the high growth industries of Hospitality, Information Technology, Transportation, Construction, and Healthcare (“HITCH”).

These industries are projected to grow and create the greatest occupational demand in the Region:

Focus Industry	Subindustries	In Demand Certifications ³
Hospitality	Accommodation and Food Services, Retail and Entertainment	Automotive Service Excellence (ASE), Servsafe, Casino Gaming License, Registered Dietitian, Certified Pharmacy Technician, Bartender certifications
IT	Professional/Scientific/Information Technology	Security Clearance, Project Management, CISSP, CISCO, Security +, IT Infrastructure Library, Network +
Transportation	Transportation, Warehousing and Logistics	CDL Class A, Environmental Protection Agency Certification, Security Clearance
Construction	Construction and Manufacturing	Security Clearance, CISSP, SANS/GIAC, Project Management, Security +, Network +, OSHA
Healthcare	Healthcare and Social Services	Registered Nurse, First Aid CPR, Basic Cardiac Life Support, Certified Nursing Assistant, Nurse Practitioner, Caregiver, Phlebotomy

Even though the median household income in Anne Arundel County is very strong (over \$89,000) and the poverty rate is low (3.9%), there are populations that have substantial barriers to employment and lack a sustainable income. Among those groups are veterans, individuals with disabilities, out-of-school youth, long-term unemployed, low-skilled individuals, ex-offenders, and people receiving government assistance.

Anne Arundel County children, youth and young adults ages 24 and under constitute almost one third of the total county population. Among them, there are 25,081 youth and young adults ages 15 to 24 which is 13% of the total population. A little over 4,000 of those kids are unemployed and 21,000 are not part of the labor force.

The estimated number of jobs in the Baltimore region in 2016 and projected change by 2020 are presented in the table. These industries provide over 1.2 million jobs. Also, most of them will create the largest demand for workers in the next four years. In total, the projected job demand in the top 10 largest industries in the region is approximately 40,000 jobs⁴. In addition, arts and entertainment, management of companies, and transportation and warehousing are also projected to grow in the next four years.

¹ EMSI

² Anne Arundel Economic Development Corporation

³ Burning Glass

⁴ EMSI

Industry in the Region	Regional 2016 Jobs	Regional 2016-2020 change	County 2016 Jobs	County 2016 – 2020 change
Government	286,080	3,981	93,391	2605
Health Care and Social Assistance*	215,893	13,057	30,234	3138
Retail Trade	142,127	(515)	33,586	840
Professional, Scientific, and Technical Services*	123,098	9,962	26,272	2397
Accommodation and Food Services*	112,871	3,981	29,069	1976
Administrative and Support and Waste Management and Remediation Services	91,688	3,604	18,180	1131
Construction*	86,432	(953)	19,644	527
Other Services (except Public Administration)	66,587	2,375	13,800	697
Educational Services	62,502	4,594	4,033	529
Manufacturing*	59,483	(4,983)	12,007	(779)

Source: EMSI

*Industries identified by the State Plan as targeted.

Looking at the occupations within industries will help to define the skills and education needed to be employed in these industries. The top 10 occupational families representing jobs that workers in high growth industries occupy and their average hourly wages are as follows: Food Preparation and Serving (\$10.47), Office and Administrative Support (\$18.14), Sales and Related (\$16.05), Transportation and Material Moving (\$18.15), Construction and Extraction (\$21.04), Healthcare Practitioners and Technical (\$38.39), Management (\$52.00), Personal Care and Service (\$11.38), Building and Grounds Cleaning and Maintenance (\$12.22), and Business and Financial Operations (\$34.14) Occupations⁴.

D. Highlights of the Workforce Innovation and Opportunity Act (WIOA)

1. The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998, and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.
2. WIOA is designed to help both job seekers and businesses. WIOA addresses the needs of jobseekers through establishing a workforce system that helps them access education, training, and supportive services to gain employment and succeed in the labor market.
3. WIOA also addresses business needs by matching them to the skilled workers they need to compete in the global economy. In order to ensure

Maryland's effective implementation of the requirements of the new federal law, the WIOA partners agreed on the development and implementation of proven best practices and strategies towards system improvement.

4. Anne Arundel County developed its own Local Workforce Development Plan that outlines the vision, objectives, and strategies for WIOA implementation in the Local Area. This Plan is in line with the Maryland's Combined State Workforce Plan, which has a vision of a Maryland where every person maximizes his or her career potential and businesses have access to the human resources they need to be successful. See link for more information at, http://www.aawdc.org/sites/default/files/AAWDC%20Local%20Plan%20Final%20with%20Changes%203_14_17.pdf
5. The implementation of the Plan is also governed by the principals outlined by County Executive Schuh as he strives to make Anne Arundel County the best place in Maryland to **live, work, and start a business.**

E. Anne Arundel County Local Workforce Development Board Youth Subcommittee

The Anne Arundel County Local Workforce Development Board, whose members are appointed by the County Executive, drives and informs the development of the workforce system in Anne Arundel County. Youth-focused, workforce development and education initiatives fall under the purview of the Board's Youth Subcommittee of the Targeted Populations Committee, a standing subcommittee of the Anne Arundel County Local Workforce Development Board. The Youth Subcommittee includes representatives from businesses, public schools, local management board, elected officials, and youth.

The Subcommittee is specifically charged with envisioning and developing partnerships, strategies, and infrastructure that support youth while they are identifying and entering a career pathway which leads to self-sufficiency.

The Subcommittee reviews common barriers that youth face which impedes their successful entry into a career pathway. Subcommittee members explore innovative and effective approaches to support youth in their journey to achieve their full career potential.

The Subcommittee advises on youth program design and implementation to ensure business, community, and youth needs are met and all WIOA 14 elements and the County Local Plan objectives are embedded.

The Subcommittee examines program components to ensure career exploration results in youth identifying a career goal and a career pathway.

The Youth Subcommittee understands that gaining experience is often an impediment for youth to enter the workforce. Work and learn experience including job shadowing, volunteer work, and paid work experiences is a preferred approach to helping youth gain the skills necessary to become job ready.

Finally, the Youth Subcommittee will ensure the new Youth Center (to be opened in September 2017) is set up to attract and appeal to the youth and customer-centric design principles are incorporated.

F. AAWDC Youth Program

AAWDC offers a year-round program that targets in-school youth who are career bound. The purpose of the program is for youth to identify a career goal which matches their personal interests, lifestyle, and the local labor market. Once the career goal is established, youth will identify a career pathway to achieve their goal. The program services include barrier assessment and removal, career exploration, training on essential workplace skills, and paid internships.

AAWDC is planning to target out-of-school youth ages 18 to 24 who are seeking to find their career pathways and obtain necessary skills and experience to become ready to enter Anne Arundel County workforce.

SECTION II YOUTH ELIGIBILITY AND SCOPE OF WORK

A. WIOA Out-of-School Youth Eligibility Requirements

1. Youth ages between 18 and 24 (i.e., at least 18 and not older than 24 at the time of enrollment). This age range is required based on the model defined in this RFP;
2. Meet specific 2017 income-guidelines;

As required by federal law, income eligibility is determined by comparing the annual family income and family size to a governmental set of eligibility standards. Documentation must be provided for both income and family size. The total household income must be at or below the following levels. Please note: the income requirement is considered to be met when an individual demonstrates any of the exceptional circumstances listed below.

Household Size	Annual Income Limit	The income and family size requirement is also MET if proof of the following circumstances is obtained by the contractor:
1	\$12,060	<ul style="list-style-type: none"> • Youth has a disability • Family receives welfare benefits or TANF • Family receives Social Security benefits • Youth is in foster care • Youth is homeless
2	\$19,045	
3	\$26,142	
4	\$32,268	
5	\$38,084	
6	\$44,539	

3. Are legally permitted to work in the United States;
4. Are not enrolled in a credential bearing institution, are basic skills deficient, have not received a secondary school diploma or its equivalent, are unemployed, or underemployed;
5. At any time during program participation, if a male turns 18, they must register for Selective Service, and;
6. Meet one or more of the following barriers at the time of registration with supporting documentation:
 - a. Basic skills deficient
 - a. TABE: Tests at or below 9th grade in reading or math
 - b. Homeless or runaway;
 - c. Foster care;
 - d. Pregnant or parenting youth;
 - e. Youth Offender;
 - f. High-School Dropout over the age of 18;
 - g. Verifiable disability; or
 - h. Needs assistance to complete an educational program or secure and hold employment as defined by the Anne Arundel County Local Workforce Development Plan, (must also meet low-income requirement).

B. Required Program Design Components

The goal of this program is to educate youth on career options through career exploration activities and to prepare them for entering a career pathway through work and learn opportunities and essential skills training. The required program components include:

1. Innovative outreach and recruitment design to engage out-of-school youth.
2. Assessing barriers that youth face when entering the workforce and developing strategies for their removal.
3. Career coaching services including the development of Individual Employment Plans (IEP).
4. Training in essential workplace skills including timeliness and reliability; accountability; respect for supervisors, coworkers, and customers; ability to manage emotions on the job; ability to accept supervision and feedback; proper dress; as well as understanding of the fundamentals of resume writing, interviewing, and job searching are imperative to success. Respondents will be required to use AAWDC's Workplace Excellence curriculum. See attached Workplace Excellence Overview.

5. The development of a mentoring component that supports youth during the program and beyond.
6. Developing of career exploration strategies for out-of-school youth that link them to their interests.
7. Providing work and learn opportunities that engage youth in entry-level employment that aligns with their chosen career.
8. Access to job placement.

SECTION III RESPONDENT ELIGIBILITY AND CONTRACT REQUIREMENTS

A. Contract Overview

AAWDC intends to issue a performance-based contract that will begin on October 2, 2017 and will conclude on June 30, 2018. Under a performance-based contract, negotiated performance outcomes must be met to receive payment. AAWDC reserves the right to issue up to two one-year renewals without rebidding.

The contractor will be required to co-locate in the Anne Arundel County Career Center at 613 Global Way, Linthicum Heights, Maryland; therefore, the proposed budget should not include the cost of rent and utilities.

B. Compliance and Reporting Requirements

WIOA requires extensive data collection to validate performance and eligibility. Successful respondents will be required to collect and maintain necessary documentation that verifies participant activities and outcomes as defined by local, state, and federal policies and guidelines.

The activities and outcomes will be tracked in a state administered system, Maryland Workforce Exchange. AAWDC will provide technical assistance and training to ensure that the selected respondent is equipped with the necessary skills to meet this requirement.

C. Organization's Qualifications

Any national, state or local organization is eligible to apply. The following documentation is required to be included in the submission:

- Legal entity (Proof of Incorporation, 501(c) (3), etc. and Designation from the IRS of tax-exempt status) if applicable *<Must submit document proving legal entity.*

- Proven fiscal capacity for fund accounting (copy of audit must be within the last year and satisfactorily address all findings):
 - Audited financial statements
 - Supplemental schedules
 - Management letter
 - Most recent 990 (if applicable)

D. Regulatory Guidance

All activity will be in accordance with all applicable current or future federal, state and local laws, rules and regulations. All activity shall be conducted in accordance with the existing or hereafter amended Workforce Innovation and Opportunity Act (WIOA); the U.S. Department of Labor's regulations relating to WIOA; the Maryland State WIOA Policies; the policies of the Anne Arundel County Local Workforce Development Board and AAWDC.

E. Administration of Respondent

1. Financial systems that control and properly account for all funds, property, and other assets;
2. Accounting systems that follow Generally Accepted Accounting Principles;
3. Management systems that track program performance and expenditure rates against plan;
4. Record management systems that provide for organized accumulation, filing, and retention of all documentation related to WIOA funds; and
5. Timely and accurate tracking and reporting systems, including preparation of monthly performance and participant reports, contract expenditure reports, and interim and final fiscal closeouts.

F. Audits

The selected contractor will be subject to the Single Audit requirement of 2 CFR 200.501. A copy of the latest completed audit should be included with the proposal.

Recommend program administrative and financial records be retained for 3 years and program participant files for 3 years after program exit beginning on the last day of the program year or on the day the contract ends if the contract is terminated prior to the end of the program year, whichever occurs earlier.

Contractors shall allow federal, state, and local representatives (including but not limited to AAWDC) access to all WIOA records, program materials, staff, and

participants at all time during both the contract period and the foregoing record retention periods.

When the contract ends and during the foregoing record retention periods, Contractor will be expected to make available all financial and program files as requested by AAWDC.

1. Retain all records of non-expendable property for a period of at least four (4) years after final disposition of property.
2. Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than four (4) years from the close of the applicant program year.
3. Retain records regarding complaints and actions taken on the complaints for a period of not less than four (4) years from the date of resolution of the complaint.
4. After the files have been retained for the four (4) years, refer to your organization's guidelines for destroying confidential information.
5. Retain all records beyond the required four (4) years if any litigation or audit is begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained for an additional three (3) years after the litigation, audit, or claim has been resolved.
6. Retain all financial/fiscal documentation and records for a minimum of three (3) years.

G. Insurance and Bonding

The respondent shall carry, without interruption during the term of the Contract:

1. Commercial General Liability Insurance, including contractual liability, in adequate quantity to protect against legal liability arising out of Contract activity but no less than One Million dollars (\$1,000,000) per occurrence with Two Million Dollars (\$2,000,000) general aggregate coverage.
2. Additionally, the Contractor is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
3. Professional Liability Coverage, or ensure that any licensed or certified professional providing contracted services carries their own professional liability coverage, with a minimum limit of \$300,000 per incident, loss, or person.
4. Business Automobile Liability Insurance (if applicable), with a minimum limit of one million dollars (\$1,000,000) CSL, when vehicles owned or leased by the

Contractor or its employees or volunteers are used to provide services in performance of this Contract.

H. Lobbying & Drug Free Workplace

As a recipient of federal funds, the selected contractor will be prohibited from engaging in lobbying in accordance with 18 U.S. Code Section 1913. Contractor will be required to maintain a drug-free workplace in accordance with 41 U.S. Code Section 8102.

I. Conflict of Interest

No respondent (including Board Members, employees, or other agents) shall contact AAWDC staff or Subcommittee members after the release of the RFP to secure favorable treatment with regard to the awarding of a contract.

Should such contact occur, the Subcommittee reserves the right to reject the proposal of said offender. At the point of contract award, the successful respondent must comply with all federal, state and local policies on lobbying restrictions and disclosure requirements.

J. Equal Opportunity and Non-Discrimination

AAWDC and the Youth Subcommittee support Equal Opportunity in employment and training programs.

It is against the law to discriminate on the following basis against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participant in any WIOA Title I financially assisted program or activity.

K. Debarment and Suspension

The respondent must be in good standing with the Maryland Department of Assessment and Taxation at the time of contract award and throughout the duration of the contract. Verifications are made at their webpage below:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

The respondent cannot be debarred by any federal agency from receiving awards. AAWDC will verify eligibility via the webpage, <https://www.sam.gov>.

L. Equipment

Respondents should limit any equipment purchases. All equipment purchases from this contract must be identified in the proposal and are subject to negotiation and approval by AAWDC.

M. Facilities

The contractor will be required to co-locate in the Anne Arundel County Career Center at 613 Global Way, Linthicum Heights, Maryland; therefore, the proposed budget should not include the cost of rent and utilities.

N. Limitation

This RFP does not commit AAWDC to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies.

O. Inquiries

All inquiries related to the RFP are to be submitted electronically. E-mail inquiries should list "Youth RFP Inquiry" on the subject line and be sent to:

Jacqueline Roberts
jroberts@aawdc.org

If inquiries have a significant bearing on the RFP, written answers will be sent to all who have indicated, in writing, their intent to propose.

All inquiries and answers will also be posted on the AAWDC's website,
<http://www.aawdc.org/content/proposals-rfps>.

P. Addenda to RFP

If it becomes necessary to revise the RFP, addenda will be provided to all who have indicated, in writing, their intent to propose. Addenda will also be posted on AAWDC's web site.

Q. Modification of Proposal

If a submitted proposal needs to be modified by the respondent, the entire revised proposal package must be resubmitted before the closing date and time. Only the last proposal submitted will be considered.

R. Cancellation of Award

AAWDC reserves the right to cancel an award, immediately, if new WIOA regulations or policies prohibit such a program or make it necessary to substantially change the program purpose or content.

AAWDC reserves the right to withdraw an award if contract negotiations have not been satisfactorily concluded within thirty (30) days of the award.

SECTION IV APPLICATION NARRATIVE

The narrative should provide respondents with a clear understanding of the organization's capacity to deliver the services as outlined in the RFP.

The submitted narrative must address **all** sections **and** meet the following specifications:

- Formatted using a 1" margin and no smaller than a 12 pt. font;
- Include a table of contents;
- Typed and cannot exceed 12 single-sided, single spaced pages;
- Numbered pages that include a header and footer identifying the respondent's organization
- Identify each section and subsection

A. Executive Summary

Provide a summary of your organization's background and experience and an overview of the program design and proposed outcomes.

B. Statement of Need

1. Provide a brief statement outlining your understanding of the job readiness and employment needs as well as the barriers facing the WIOA eligible youth population that the program will serve in Anne Arundel County.
2. Where possible, support your statements with local or regional data.

C. Organizational Capacity and Relevant Experience

1. Managerial Capacity

- Provide a profile of the applicant organization (type of organization, date established, major line(s) of work, and general background).
- Describe how the entity's mission and philosophy relates to the provision of youth development services.

- Describe the proposing entity’s knowledge and experience administering:
 - WIOA
 - Title I
 - Youth programs and services
- Include three references as attachments to the submission. References can be from organizations providing similar services, other funding sources or other professional relations.
- Contact information for each reference should include:
 - Contact name
 - Title of contact person
 - Name of the organization
 - Types of services delivered by the references
 - Organizational mailing address
 - Web address
 - Phone number
 - Email
- Describe specific quantitative outcomes of youth workforce development or related programs within the last five years; how have they been used to improve program performance?

2. Fiscal Capability

- Detail your organizations experience with administering federally funded grant programs.
- Indicate the necessary organizational experience, accounting and operational controls for fulfilling program requirements.
- Describe how you will meet the requirement for having sufficient financial resources to cover expenses until invoices are paid. Please note that cash advances will not be provided.

D. Program Components

Address the following questions specific to the program model for which support is being requested and integrate your strategies on a two-generational approach (i.e., parents/guardians or siblings of a client who may also need services), as appropriate.

1. Recruitment and Outreach

- Describe in detail your strategies for recruitment, outreach, and orientation of the clients that will participate in this program.

- Describe your process for determining and documenting suitability for the program. Outline the criteria (i.e., skill level, aptitude, personal circumstances) that will be used to select participants for the program.
- Describe your process for referring customers to other service providers, if determined not eligible for the program.

2. Assessment of Barriers and Barrier Removal

- Describe how you will assess clients to identify barriers to success in the program.
- Identify typical barriers found in this population.
- What types of supportive services will you use to facilitate success of youth?

3. Career Coaching

- Describe your approach to career coaching? What type of activities do you anticipate providing for youth?
- How will you develop an Individualized Employment Plan that identifies the employment goals, appropriate achievement objectives, and appropriate services for the participants based on the assessment conducted?
- How will students be assessed upon enrollment?
- What career coaching tools will be used to assess youth (i.e. Skills, interests, aptitudes)?
- How will assessment results inform the creation of individual goals, plans, and service strategies for clients?
- How will you evaluate youth progress within the program?

4. Job Readiness

AAWDC requires that the subrecipient utilize the Workplace Excellence Series, an essential workplace skills curriculum. Please describe how you will incorporate this component into your program.

5. Mentoring

Please describe strategies you would use to provide adult mentoring.

- i. What would the mentoring content look like (i.e., emotional support, professional guidance, etc.)?
- ii. How will youth and mentors be matched?
- iii. How will you recruit and train mentors?

6. Career Exploration

- Please describe in detail how you will deliver career exploration for youth that guides them to identify a career option that meets their personal interests, skills, and aptitude?
- Describe your approach to identifying occupations within the HITCH industries that lead to successful employment.
- How will you use labor market data to help youth make an informed decision?

7. Work and Learn Experience

Describe in detail your process for identifying work and learn opportunities and matching youth with those opportunities. Be sure to include:

- What criteria will you use to select a work and learn experience for the youth?
- How will you identify businesses to participate in providing work and learn experiences?
- How will you follow-up with youth and the employer to ensure the work and learn experience is beneficial to both parties?
- What will a typical work and learn experience look like? How will you document learning?
- Please provide five letters of support representing an employer for each HITCH industry.

8. Job Placement

Describe in detail the process you will use to determine job readiness and to place youth into employment.

- i. How will you meet the employer and job seeker needs?
- ii. How will you ensure youth are suitable for a specific job opening?

E. Implementation Timetable

1. Please provide a typical one-month calendar of the services you propose to provide and a typical weekly schedule.
2. Also, provide a monthly summary of the entire course of study for a group of young people. (Include these as attachments; they do not count towards the 12-page limit).

F. Proposed Outcomes

1. Based on a minimum of 60 participants, describe the specific outcomes to be achieved by the proposed project and the measures that will be used to determine the degree to which outcomes are being accomplished.
2. Who in the program will be responsible for data management and reporting? Please describe their experience in data management.

G. Staffing Selection

1. Provide a staffing plan including positions, areas of responsibility, and selection criteria that will be used to hire or place staff in each role.
2. (Please include a job description for each position as attachments; they do not count toward the 12-page limit).
3. Describe how the organization will integrate the program into its current structure.
4. What are the greatest challenges that you anticipate delivering this program?
5. How do you hope to resolve them?
6. What support, professional development, and /or capacity building will the employees in this program need?
7. What support can AAWDC provide to help address these challenges?

H. Budget

1. General Guidance

- a. Although AAWDC intends to issue a pay-per-performance contract, the value of the contract will be based on a mutually agreed-upon budget. Budget and budget narrative should be submitted for program services you propose to deliver covering the period from October 2, 2017 through June 30, 2018.
- b. Since this contract will be funded with federal dollars, budgets submitted should be in compliance with 2 CFR 200 Subpart E.
- c. Every cost should be appropriate and justified according to the services proposed. If any costs are shared among different grants the budget and narrative should reflect the actual allocation between grants, and the budget forms should only show the portion charged to this grant.
- d. Please check that the budget form and budget narrative figures match. Incomplete forms or inaccurate data will reduce your overall budget score.
- e. For every position charged to this grant, please attach a job description and a resume if the position is currently filled as an attachment to the proposal. The number of hours worked per week should be indicated, specifying whole or fractional FTEs (full time equivalents).
- f. Copy of the most recent audit conducted by an independent auditing firm and a non-collusion certificate signed by an official authorized to enter into contractual agreement in response to the solicitation are required attachment to your submission.
- g. Administrative costs are not to exceed 10% of the total budget. Administrative costs are not directly associated with service delivery. All dollars must be allocated as either Administration or Training. All costs associated with direct delivery of services to young people, including site monitoring, payroll, training, etc. are considered training costs.

2. Line Item Budget

- a. Provide a line item budget outlining the costs to operate the program. Break down the costs into WIOA Program Funds requested and any In-kind or leveraged resources that will contribute to the overall program budget. In-kind or leveraged resources are not required, but **strongly encouraged**. **Priority will be given to applicants who demonstrate in-kind or leveraged resources in the budget.**
- b. On each line item budget sheet completed, include: Organization Name, Funding Period, Name of the Program, Theme Selected, Program Period, and Cost Per Participant.

Organization Name:
 Program Name:
 Program Period:
 Proposal Budget:
 Cost Per Participant:

BUDGET SUMMARY

Record budget information below.

Line Item Budget	WIOA Program Total Requested (out-of-school youth)	In-Kind or Leveraged Resources
Personnel Costs	\$	\$
Fringe Benefits	\$	\$
Travel/ Transportation	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Participant Services	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Administrative Costs (may not exceed 10% of total direct costs)	\$	\$
Profit	\$	\$
TOTAL	\$	\$

3. Budget Narrative

The budget narrative describes how the budget is related to the proposed program. A budget narrative describing in greater detail the items provided in the line item budget is a required component of the application. Provide details on the calculations included in the line item budget including quantities, unit costs, and similar quantitative detail to duplicate figures provided. This can be done in one of two ways:

- (1) a separate document can be created in addition to the line item budget or
- (2) a series of footnotes can be included within the line item budget.

SECTION V SUBMISSION REQUIREMENTS

Proposals and required documents, in final form, must be received **on or before Friday, August 11, 2017 at 4:30 p.m. (ET)**. Proposals received after that time will not be accepted.

Proposal Package Includes:

- Cover Page**
- Application Narrative** (maximum of 12 single-sided, 1.5 spaced pages; formatted using 1" margins and no smaller font than 12pt.), that addresses **all** sub-sections listed in Application Narrative, Section IV (A – H).

Audit and IRS 990 Tax Return:

- Most recent year's independent auditor's reports and accompanying financial statements
- Most recent year's IRS Form 990 if applicable

(Note: Audit and 990 are not required if your organization is currently funded by AAWDC).

- IRS Letter of Determination or other proof of legal status
- Proof of Insurance:** Proof of insurance or ability to obtain appropriate insurance

Respondent's Proposal Package:

- One original
- Nine (9) hardcopies
- Two (2) electronic copies (flash drive and email)

The original proposal should not be placed in a binder or stapled. Please use binder clips only.

Respondents are required to ensure the electronic submission and all included attachments are able to open/accessed and readable by AAWDC prior to the due date.

- Applications mailed in advance must be sent via certified mail and received by 4:30 PM on August 11, 2017.

Send Mail to: **Youth Employment Services Center**
Anne Arundel Workforce Development Corporation
c/o Jacqueline Roberts
7493 Baltimore Annapolis Blvd.
Glen Burnie, MD 21061

Electronically via email to: jroberts@aaawdc.org

PROPOSAL COVER PAGE

Name of organization:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

Title of Proposed Program:

Number of Participants to be served:

Requested Budget:

Matched funds:

Total budget:

Signature of Authorized Representative* (*required*)

X _____ **Date:** _____

**Person who legally signs contract for an organization*

SECTION VI CONTRACT AWARD PROCESS

A. General Selection Information

1. AAWDC staff will begin the process by reviewing each proposal received by the closing date and time and verify that they are complete and consistent with the guidelines set forth in this RFP before they are passed on to the Youth Subcommittee.
2. Proposals that do not meet the closing date and time requirements will not be considered.
3. The Youth Subcommittee will evaluate proposals for compliance with the RFP and will analyze proposed costs.
4. Proposals that:
 - a. do not comply with the requirements of the RFP and/or
 - b. do not demonstrate an understanding of the objectives of the RFP will be judged non-responsive and disqualified from further consideration.
5. The Youth Subcommittee will select a winning proposal for recommendation to AAWDC.
6. The contract award will not be final until AAWDC and the respondent have executed a mutually satisfactory contractual agreement.

B. Scoring Criteria for Evaluation

1. Proposal Evaluation Criteria - 100 points total

Each proposal received by the Subcommittee will be objectively evaluated and scored based on, but not limited to the following weighted criteria:

2. Program Management/Agency Qualifications: 20 points

Factors include clarity, program management, organizational capacity, including the ability to collect and manage data; staffing levels, experience and qualifications; knowledge of local area; and the organization's record of integrity, business ethics, fiscal accountability, performance and technology capabilities.

3. Program Design Including Goals and Outcomes: 50 points

Factors include clarity, completeness and quality of the overall program design and the specific strategies regarding serving out of school youth;

emphasis on work experience; and collaboration with WIOA Out-of-School Youths Program.

Additional factors include how service strategies tie directly to performance outcomes and ratio of service staff to participants.

4. Quality Assurance Model: 10 points

Points will be assigned to the clarity as to how your program will be overseen by leadership; detail to insure adequate, qualified staffing; responsiveness to participant needs using a consumer choice procedure; method and frequency the program will obtain youth input for improvement; program ongoing evaluation process using indicators for success, and the result of program performance success.

5. Price and Reasonableness of Cost: 20 points

Factors for review will include the level of service to participants in relationship to funds available, allocation of staff and overhead funds in comparison to participant training and support funds, and how non-WIOA resources will be leveraged.

C. PRIORITY will be given to respondents that:

- Are diverse in their funding to manage operating expenses;
- Are capable of offering continuous and relevant programming from October 2, 2017 to June 30, 2018 with two optional one year extensions based on performance and funding availability;
- Employ proven recruitment and service strategies to actively engage, enroll, and retain out-of-school youth;
- Demonstrate an ability to work with youth living throughout the county, especially in areas of high poverty and unemployment;
- Demonstrate meaningful partnerships with employers in high-growth industries and other relevant organizations and service providers;
- Implement evidence-based models promoting 21st century work-readiness skills using the Workplace Excellence Series curriculum;
- Demonstrate experience creating work and learn opportunities that lead to employment;
- Have a proven track record of meeting state and/or federal performance requirements;

- Provide multi-disciplinary case management with comprehensive social and barrier support connections; and
- Maintain sound youth tracking and program performance measurement in the Maryland Workforce Exchange.

D. Special Considerations

Successful respondents will demonstrate strategies for responding to the priorities listed above. In addition, special consideration will be given to respondents that exhibit:

- Program scalability and sustainability plan;
- Consortia-like projects that link nonprofits, post-secondary institutions, and employer/businesses for a collaborative approach in serving youth;
- Comprehensive plans that demonstrate how they will prepare and place youth in career pathways aligned with the region's high-growth industries; and
- Matching funds and leveraging resources into program plan.

SECTION VII REFERENCE MATERIALS

The links below are subject to update or change on an ongoing basis. It is the respondent's responsibility to frequently check the below websites for the most recent information.

A. Local Workforce Links

8. The Anne Arundel County Local Workforce Development Board (LWDB)
<http://www.aacounty.org/boards-and-commissions/local-workforce-investment-board/>
2. Anne Arundel Workforce Development Corporation (AAWDC)
<http://www.aawdc.org/>
3. Anne Arundel County Local Workforce Development Plan July 1, 2016-June 30, 2020
http://www.aawdc.org/sites/default/files/AAWDC%20Local%20Plan%20Final%20with%20Changes%203_14_17.pdf

B. Workforce Innovation Opportunity Act Information

1. US Department of Labor WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability and One-Stop System Joint Provisions; Notice of Final Rulemaking:
<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
2. US Department of Labor Workforce Innovation and Opportunity Act -Technical Assistance & Resources:
<http://www.doleta.gov/wioa/>
3. WIOA Overview:
<http://www.doleta.gov/WIOA/Overview.cfm>
4. WIOA Fact Sheet:
https://www.doleta.gov/wioa/Docs/WIOA_Factsheets.pdf
5. WIOA Federal Performance Measures:
<https://www.doleta.gov/performance/guidance/QA.cfm#YP>