

EASTERN KENTUCKY



CONCENTRATED EMPLOYMENT PROGRAM, INC.

Request for Proposals

to

Deliver Workforce Services to Youth

Services to be Performed

During the 2019-20 Program Year

(July 1, 2019 through June 30, 2020)

With an Option to Renew for the 2020-21 Program Year

(July 1, 2020 through June 30, 2021)

Issued by

The Eastern Kentucky Workforce Innovation Board

April 26, 2019

I. Description of the Eastern Kentucky Workforce Innovation Board (WIB) and Eastern Kentucky C.E.P. Local Workforce Area

The Eastern Kentucky Workforce Innovation Board (WIB) is the workforce development strategy and policy board for the Eastern Kentucky C.E.P. local workforce area, formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The Eastern Kentucky C.E.P. local workforce area consists of these 23 counties in far Eastern Kentucky: Bell, Breathitt, Carter, Clay, Elliott, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Wolfe.

Eastern Kentucky C.E.P. (EKCEP), Inc. is a non-profit corporation that serves as the administrative entity and staff for the Eastern Kentucky WIB, executing the WIB's decisions and pursuing its objectives. However, EKCEP, Inc. does not provide Direct Workforce Services to clients of the workforce system, preferring instead to contract for the delivery of those services. Although Direct Workforce Services are provided through contractors, EKCEP staff and/or partners may provide workshops, seminars, etc. (e.g., soft skills training, computer literacy) that are aimed at actively engaging private industry in ways that support the placement efforts and other Direct Workforce Services provided by its contractors. Once those contracts have been awarded, EKCEP, Inc. interacts administratively with the contractors, providing leadership, guidance, professional development, technical assistance, monitoring, and other activities to ensure that the contractors faithfully execute the strategies and policies of the Eastern Kentucky WIB.

Primary funding for EKCEP, Inc. comes from the U.S. Department of Labor, Employment and Training Administration, through the Kentucky Cabinet for Education and Workforce Development, under WIOA. EKCEP also provides services funded by grants from a variety of other sources, both public and private.

II. Services Solicited by This Request for Proposals (RFP)

A. Overview

This Request for Proposals (RFP) seeks proposals for organizations to deliver WIOA Youth Program services to eligible youth in one, several, or all of the counties in the Eastern Kentucky C.E.P. local workforce area. EKCEP anticipates procuring approximately \$6 million worth of Youth Program services to serve a minimum of 400 youth over a 24-month period that includes the 2019-20 Program Year (July 1, 2019 – June 30, 2020) and the 2020-21 Program Year (July 1, 2020 – June 30, 2021).

The target population for these services is out-of-school youth ages 18-24 who qualify under WIOA as “offenders” (i.e., they are or have been subject to any stage of the criminal justice process). The design and required elements of the Youth Program are explained in detail below (see section II-B below).

Upon initial selection of a successful proposal or proposals, EKCEP and the Eastern Kentucky WIB retain the right to negotiate with the successful bidder(s) to modify the proposal and determine the terms of the contract before the award becomes final. If such negotiations fail to produce an agreement, EKCEP and the Eastern Kentucky WIB reserve the right to retract their approval of that proposal and select another proposal.

The duration of the contract awarded on the basis of this RFP will be one year (July 1, 2019 – June 30, 2020). However, EKCEP and the Eastern Kentucky WIB may choose to renew the contract for one additional year (July 1, 2021 – June 30, 2022) under this procurement.

B. Youth Program Design

The Eastern Kentucky WIB desires a robustly structured community-based program that will address essential life skills and work skills, training, career coaching, and support services, using structured curricula in a progression that leads each youth to attain an industry-recognized credential and unsubsidized employment as a part of a career path that leads toward a high-wage, high-demand occupation.

Bidders selected as contractors must participate in an anticipated three-month planning, strategy, and curricula development phase prior to the commencement of program services in the autumn of 2019. This phase will produce a structured progression of curricula and services that incorporates the expertise of community partners and addresses the required program elements. As a part of this phase, the contractors’ Youth Program staff may be required to attend and complete specific trainings identified by EKCEP and approved by the EKWIB’s Youth Committee. Staff must successfully complete any such trainings before beginning to serve youth clients.

The Eastern Kentucky WIB envisions a program design that requires close working relationships and partnerships with the local courts and criminal justice system, employers, education and training providers, social service agencies, adult education, vocational rehabilitation services, and other entities that address the program elements listed below in a community-based approach. Successful contractors will establish, maintain, and document partnerships with local courts and the criminal justice system, as well as other external agencies, organizations, private businesses, and government entities that contribute to the program’s services and curricula delivery.

It is expected that work-based learning opportunities (that may include paid work experiences, internships, apprenticeships, and on-the-job training) will have a prominent role in the program design. These opportunities will include an educational component administered prior to and throughout the work-based learning opportunity that will address critical essential skills identified by employers, which include:

- People Skills, including:
 - Collaboration and working within teams.
 - Cultural competence.

- Problem Solving, including:
 - Inquiry.
 - Critical thinking.
 - Creativity.

- Professionalism, including:
 - Communication skills.
 - Work ethics.
 - Technical agility and digital literacy.

Note: Due to this emphasis on work-based learning, it is anticipated that staff and partner time given to the development of appropriate work-based opportunities, instruction — when added to participants' wage subsidies — will cause the total expenditures on work-based learning to exceed the 20% required by WIOA. Total contractor expenditures to deliver work-based learning may approach or exceed 35% of the total funding provided.

The development of curricula to address these essential skills will be one focus of the initial planning phase required before contractors begin actual implementation of program services.

Contractors must participate in regular reviews by the EKWIB's Youth Committee of their programs' progress, achievements, shortcomings, and success or failure to meet the program's objectives.

Target Population: The Youth Program will target **out-of-school youth ages 18-24** who are **Offenders**.

An "out-of-school youth" is defined by WIOA as an individual who is age 16 through 24 and not attending any school. (For further details about the eligibility of out-of-school youth, see WIOA Section 129(a)(1)(B).)

WIOA defines “Offender” as an individual “who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.” (WIOA Section 3(38))

Along with the target group of out-of-school offenders, other out-of-school youth who qualify in one or more of the following categories may also be served as deemed appropriate:

- School dropout
- Homeless, in foster care, or has aged out of the foster care system
- Pregnant or parenting
- Having a disability

EKCEP’s intent is to spend 90% to 100% of its Youth Program funds on out-of-school youth, although limited specific exceptions for in-school youth may be allowed.

Primary Source of Referrals: Contractors that provide EKCEP’s WIOA Youth Program services will work with their local court systems — including drug courts — to establish a pipeline through which judges will require appropriate offenders ages 18-24 to participate in the program and work toward employment or career-qualifying credentials. Program participation could be ordered as a diversionary alternative to trial, as a condition of probation, or as another required element of a young offenders’ case. Coordination between the courts and the Youth Program would include regular reporting of progress and attendance of the mandated participants.

III. Procurement Terms and Information

A. Procurement Period

The duration of the contract awarded on the basis of this RFP will be one year (July 1, 2019 – June 30, 2020). However, EKCEP and the Eastern Kentucky WIB may choose to renew the contract for one additional year (July 1, 2020 – June 30, 2021) under this procurement.

Funding will be provided initially for one year. Upon making a decision to renew a contract awarded under this RFP, a second year budget will be developed based upon funding availability and contract performance during the first year. EKCEP and the Eastern Kentucky WIB retain the right to negotiate again with the contractor(s) to modify the contract for the second year before the renewal becomes final. If such negotiations fail to produce an agreement, EKCEP and the Eastern Kentucky WIB reserve the right to retract their renewal of the contract and procure another contractor.

EKCEP reserves the option to use this procurement to add or increase workforce services within the region if additional funding for related youth workforce services becomes available and it is in the best interest of the region and EKCEP to do so.

B. Procurement Timeline

This RFP will be available on the EKCEP, Inc. website at www.ekcep.org, beginning April 26, 2019. The timetable for this procurement process is:

- RFP Release: April 26, 2019.
- Bidders Conference: May 10, 2019.
- Proposals Due: May 24, 2019.
- Evaluation of Proposals: May 24, 2019 — May 31, 2019.
- Recommendations and Negotiation of Contracts: June 3 — June 12, 2019.
- WIB Approval of Contracts: June 13, 2019.
- Contract Implementation: July 1, 2019.

C. Bidders Conference

An optional bidders conference will be held in Hazard at 1:30 p.m. on May 10, 2019. The conference will be held in the EKCEP conference room located within the Kentucky Career Center JobSight, 412 Roy Campbell Drive, Hazard, KY. This bidders conference will address questions about the Youth Program design, required elements, and deliverables. Bidders are not

required to attend the conference and failure to attend will not affect the score of a bidder's proposal.

Questions and answers from the bidders conference that provide significant clarification of the intent of the RFP, the services requested by the RFP, or other factors affecting proposals will be posted on the EKCEP website at EKCEP.org. Questions from prospective bidders may be submitted at any time before the due date to: rfp@EKCEP.org. Questions and answers that provide significant clarification of the intent of the RFP, the services requested by the RFP, or other factors affecting proposals will be posted on the EKCEP website at www.ekcep.org/rfp.

D. Criteria for Evaluation of Proposals

Each proposal will be evaluated by EKCEP's Review Team based upon the bidder's:

- Responsiveness to the information requested and format prescribed in this RFP.
- Demonstrated ability to provide the fiscal and administrative capacity to support EKCEP's service delivery model.
- Cost reasonableness and ability to comply to cost-category limitations.
- Innovation and creativity in developing strategies to address the Youth Program vision and objectives identified in this RFP.
- Creativity and eagerness to reach out to new customers and partners to develop and establish new Youth Program workforce development services.
- Demonstrated capacity to work proactively and effectively within the communities they serve, including consideration for a history of successful collaboration and outreach with partner agencies and employers.

Full or partial points will be awarded for the response to each narrative question according to the amounts noted in Section IV.B.3, below.

The budgets provided in response to Section IV.B.3 below will also be evaluated by EKCEP's Review Team, with an emphasis on appropriate proportion of line items in relation to the services and initiatives identified in the proposal's narrative. Proposed budgets are not final and may be adjusted through negotiation with the bidder after a proposal is conditionally approved by EKCEP.

E. Workforce Innovation Board (WIB) Action

EKCEP, Inc. staff will make recommendations for which proposals to accept to the Eastern Kentucky WIB. The final selection of awardees will be made by the WIB.

F. Right to Cancel and Negotiate

EKCEP, Inc. reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice.

This RFP does not commit EKCEP to accept any proposal. EKCEP will not be responsible for any costs incurred by a bidder in the preparation of responses to this RFP.

EKCEP reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal, and to award contracts in whole or in part as is deemed to be in the best interest of EKCEP, Inc. EKCEP, Inc. reserves the right to negotiate with any bidder after proposals are reviewed.

EKCEP, Inc. reserves the right to negotiate the final terms of the contract with successful bidders.

IV. Proposal Submission Instructions and Content Requirements

A. Submission Instructions

EKCEP, Inc. must receive proposals no later than 4:00 p.m. EDT on May 24, 2019 COB. Bidders must submit an electronic copy of their proposal via email to: RFP@EKCEP.org

B. Content Requirements

The proposal should consist of the following information in this prescribed order. (Number and letter each section of your proposal appropriately.):

1. Proposal Cover and Affirmations Form

Complete the Proposal Cover and Affirmations Form (see Appendix 1)

2. Narrative

Answer all the questions (a through r) below. Please keep your answers under 1,000 words per question. Provide your answers in the context of the EKWIB's vision of a program that requires a close working relationships and partnerships with the local court and criminal justice system, employers, education and training providers,

social service agencies, adult education, vocational rehabilitation services, and other entities in a community-based approach (as described in Section II above).

**Questions Regarding Provision of WIOA Workforce Services
for Youthful Offenders Ages 18-24
(465 total points possible)**

Youth Program Philosophy and Objectives

- a. Describe the ways your organization believes that improving young offenders' re-entry into the workforce will factor into the overall success of your local economy and workforce. Include workforce and economic problems that will be addressed or eliminated by improving young offenders' re-entry. *(20 points)*
- b. Describe your organization's commitment and willingness to work with EKCEP, consultants, and other contractors to contribute to the development of a new area-wide curriculum and progressive service model for out-of-school youth. *(20 points)*
- c. Describe the format your organization would recommend for the delivery of services described in Section II, based on experience, best practices and evidence-based design. Include specific details where possible. *(20 points)*

Staffing

- d. Describe how your organization will use personnel to staff and manage the WIOA Youth Program services you will provide. Include:
 - i. The qualifications of the specific existing staff that your organization plans to employ to operate this youth program. Or, if your organization plans to hire new operational staff for the Youth Program, describe the qualifications that your organization will require when hiring for these positions. *(15 points)*
 - ii. The roles and duties that will be assigned to those staff (include specific job titles), and what those represent in FTEs. *(10 points)*

- iii. Describe how any non-WIOA funds that your organization possesses or administers will be utilized to support the staffing needs associated with the implementation of this program. *(15 points)*

Partnerships

- e. Provide letters from the local courts and criminal justice system documenting their interest in and commitment to supporting your organization in this program design. *(30 points)*
- f. Describe the ways your staff will coordinate services and manage the workflow with the courts and criminal justice system. *(10 points)*
- g. The Youth Program procured under this Request for Proposals will include the elements listed below. For *each* of these required elements: (aa) describe how that element will be made available to your Youth Program clients; (bb) Indicate whether each element will be provided by your organization or through an agreement or relationship with an external local agency or organization; (cc) If the element will be provided by your organization's staff, describe the qualifications of specific staff members that make them competent to provide that element; (dd) If the element will be provided by an external entity, provide the name of the entity or entities that will provide that element, and describe whether a formal agreement or relationship already exists or must be established. *(140 total points, as noted below)*
 - i. Paid and unpaid work experiences that have as a component academic and occupational education, which may include: summer employment opportunities and other employment opportunities such as; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities *(10 points)*;
 - ii. Occupational skill training *(10 points)*;
 - iii. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation *(10 points)*;
 - iv. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and positive social and civic behaviors *(10 points)*;
 - v. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling *(10 points)*;
 - vi. Financial literacy education *(10 points)*;
 - vii. Entrepreneurial skills training *(10 points)*;

- viii. Labor market and employment information *(10 points)*;
 - ix. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies *(10 points)*;
 - x. Alternative secondary school services, or dropout recovery services *(10 points)*;
 - xi. Supportive services *(10 points)*;
 - xii. Adult mentoring, for a total of not less than 12 months *(10 points)*;
 - xiii. Follow-up services for not less than 12 months after the completion of participation, as appropriate *(10 points)*;
 - xiv. Activities to prepare for and transition to postsecondary education and training *(10 points)*.
- h. Provide letters from the community partners named in section g above documenting their interest in and commitment to supporting your organization and providing the services or specific Youth Program elements named. *(30 points)*
- i. Describe the ways your staff will manage working relationships and coordinate workflow with the partner agencies named under section g. above. *(10 points)*
- j. Describe how your organization will provide the required Youth Program client assessments listed below. If the assessments will be provided by a community partner rather than directly by your organization, name the community partner and provide its contact information. *(30 total points, as noted below)*
- i. Basic Skills Assessment *(5 points)*
 - ii. Interest/Aptitude Assessment *(5 points)*
 - iii. Profiles (assessing client's profile in comparison to successful employees in the same field) *(5 points)*
 - iv. Work History Assessment *(5 points)*
 - v. Health/Wellbeing Assessment *(5 points)*
 - vi. Housing/Supportive Services Assessment *(5 points)*
- k. Describe how your organization will develop a client's Employability Plan, which will not only include the standard workforce development Individual Employment Plan but may also include other elements including barrier removal, expunging criminal records, housing needs, etc. *(10 points)*

Employment Opportunities

- l. Describe the local employment opportunities available to workers ages 18 to 24 in the Health Care industry sector. Name specific employers who provide these opportunities. *(15 points)*
- m. Name the credentials and/or certifications workers must have to obtain those jobs in the Health Care industry sector. *(15 points)*
- n. Describe the local employment opportunities available to workers ages 18 to 24 in the Manufacturing industry sector. Name specific employers who provide these opportunities. *(15 points)*
- o. Name the credentials and/or certifications workers must have to obtain those jobs in the Manufacturing industry sector. *(15 points)*
- p. Describe the local employment opportunities available to workers ages 18 to 24 in the Skilled Trades industry sector. Name specific employers who provide these opportunities. *(15 points)*
- q. Name the credentials and/or certifications workers must have to obtain those jobs in the Skilled Trades industry sector. *(15 points)*
- r. Describe your organization's plans and process for establishing and maintaining MOUs with local employers within these sectors for work-based learning placements (e.g., apprenticeships, on-the-job training, work experience) for Youth Program clients. *(15 points)*

3. Budget

Answer the budget questions below:

- a. Indicate the number of out-of-school youth your organization intends to serve during the 2019-20 program year (July 1, 2019 through June 30, 2020). Base this target number on: your estimated cost per youth served; the portion of EKCEP's 23-county service area represented by counties you intend to serve; and EKCEP's intention to spend approximately \$3 million to serve 200 to 250 youth area-wide during the 2019-20 program year.
- b. Provide a detailed line item budget of expenses for the infrastructure (i.e., facilities, equipment, accounting, maintenance etc.) required to deliver **Youth Workforce Services** for one year (July 1, 2019 through June 30, 2020) for each location where services will be provided.
- c. Provide a detailed budget for **staff** (i.e., salaries, fringe benefits, travel) to deliver **Youth Workforce Services** for one year (July 1, 2019 through June 30, 2020).

- d. Provide a budget for **training services** to be delivered for one year (July 1, 2019 through June 30, 2020), as described in your answers to l through r above.

Note: WIOA requires that at least **20%** of Youth Program funds must be spent to provide “paid and unpaid work experiences that have as a component academic and occupational education,” which may include summer employment opportunities, internships and job shadowing, on-the-job training opportunities, or pre-apprenticeship programs.

4. **Organizational Documentation**

To be considered, bidders must also submit the following organizational documentation:

- An organizational chart covering all positions
- Auditor’s letters or statements indicating the audited financial history of your organization for the past two years. (Access to the full audits for these years may be requested by EKCEP during the proposal evaluation process.)
- A report on the status of any costs that have been disallowed by any state and/or federal agency within the past three (3) years.

Failure to submit this documentation will disqualify a proposing organization from consideration.

C. **Supporting Documentation**

Bidders recommended for a contract will be required to submit supporting documentation for each budget line item during contract negotiation. Applicable support documentation may include:

- Current lease agreements (if any)
- Personnel policies
- A copy of your current federally approved Indirect Cost Rate approval letter.

NOTE: Please **do not** submit these items with your initial proposal. This documentation will be examined **only** for bidders whose proposal is recommended for a contract.

V. Appendices

Appendix 1

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Appendix 2

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APPENDIX 1

Proposal Cover and Affirmations Form

Please copy, complete, and sign the cover and affirmations form that appears on the following page.
Use the completed form as the first page of your proposal.

**Proposal to Deliver WIOA Youth Program Workforce Services
to Out-of-School Youth Offenders Ages 18-24
in the Eastern Kentucky C.E.P. Local Workforce Area**

During Program Year 2019-20 (July 1, 2019—June 30, 2020)

Full Name of Proposing Organization:

Full Mailing Address (Street, City, State, ZIP):

<i>Organization Type</i> <i>(non-profit, for-profit, LLC, etc.):</i>	<i>DUNS Number:</i>	<i>Year Established:</i>	<i>Phone Numbers</i> <i>(include area code):</i>
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Contact Persons

<i>Name:</i>	<i>Title:</i>	<i>Email:</i>

Identify the county (or counties) in which you propose to provide EKCEP's Youth Program:

Identify the specific service location(s) (Full-Service Career Center[s], Affiliate Career Center[s], and/or Workforce Services Office[s]) from which you would provide these services:

AFFIRMATIONS: The person signing below affirms that he/she is authorized to submit this proposal on behalf of the proposing entity. The person signing below further affirms that the proposing entity is capable of performing the services (including fiscal management and information tracking and reporting) as described in the attached proposal and agrees to EKCEP Workforce Innovation Board's terms of service as described in the Request for Proposals to which this proposal responds.

Signature:

Date:

Printed Name:

Title:

APPENDIX 2

REFERENCES

EKCEP: www.ekcep.org
www.jobsight.org

WIOA Overview: <http://www.doleta.gov/WIOA/Overview.cfm>

Workforce Innovation and Opportunity Act (WIOA):
<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>

WIOA Rules - https://www.doleta.gov/wioa/Final_Rules_Resources.cfm
This site also includes links to many other resources regarding WIOA operation and implementation, including reference guides, overview documents, and frequently asked questions.

WIOA Fact Sheet: One-Stop Career Centers:
http://www.doleta.gov/WIOA/Docs/WIOA_OneStop_FactSheet.pdf

Training and Employment Guidance Letters: <https://wdr.doleta.gov/directives/>

Kentucky Career Center (KCC) website: <http://kcc.ky.gov/>

KCC Certification – FAQ:
<http://www.kwib.ky.gov/ImplementationStatus/careercentercertification/CCCFAQ102014.pdf>

KCC Certification Information: <http://www.kwib.ky.gov/careercentercertification.htm>

KCC Partner for Success: <http://www.kwib.ky.gov/partnersuccess.htm>

Kentucky Workforce Innovation Board – WORKSmart Kentucky Strategic Plan:
<http://www.kwib.ky.gov/documents/WORKSmart2013.pdf>

Kentucky Skills Network – (Business Services):
<http://www.thinkkentucky.com/workforce/>

Kentucky State Plan 2012 – 2017:
<http://kwib.ky.gov/documents/UNIFIEDSTATEPLAN0113.pdf>