

|  |
| --- |
| Request for Proposal 2024 |

Workforce Innovation and Opportunity Act Title I

Special In-School Youth Provider

North Central Counties Consortium (NCCC)

1110 Civic Center Blvd., Suite 402 A

Yuba City, CA 95993

(530) 822-7145

***A Proud Partner of America’s Job Centers of California***

*NCCC is an equal opportunity employer and provider of employment and training programs.*

Table of Contents

[I. GENERAL INFORMATION and REQUIREMENTS - 2 -](#_Toc33715314)

[A. Purpose - 2 -](#_Toc33715315)

[B. Background - 2 -](#_Toc33715316)

[C. Timeline - 3 -](#_Toc33715317)

[D. Bidders’ Electronic Question & Answer Forum - 3 -](#_Toc33715318)

[E. Mandatory Notice of Intent - 3 -](#_Toc33715319)

[F. Submission/Due Date - 4 -](#_Toc33715320)

[G. Bidder Eligibility - 4 -](#_Toc33715321)

[H. Proposal Category - 4 -](#_Toc33715322)

[I. Program Priority and Target Group Elements - 4 -](#_Toc33715323)

[J. Funding Levels - 5 -](#_Toc33715324)

[K. Contract Period - 5 -](#_Toc33715325)

[L. Right to Cancel - 5 -](#_Toc33715326)

[M. Selection Process - 5 -](#_Toc33715327)

[N. Appeals Process - 6 -](#_Toc33715328)

[II. PROGRAM DESIGN REQUIREMENTS - 7 -](#_Toc33715329)

[A. Special Youth Program - 7 -](#_Toc33715330)

[B. Recruitment - 8 -](#_Toc33715331)

[C. WIOA Participant Eligibility Determination - 8 -](#_Toc33715332)

[D. Registration/Enrollment - 8 -](#_Toc33715333)

[E. Development of a WIOA Service Plan - 9 -](#_Toc33715334)

[F. Performance Expectations - 9 -](#_Toc33715335)

[G. Assurances - 9 -](#_Toc33715336)

[III. EVALUATION CRITERIA - 14 -](#_Toc33715337)

[IV. PROPOSAL INSTRUCTIONS - 17 -](#_Toc33715338)

[V. PROPOSAL FORMS - 18 -](#_Toc33715339)

[A. PROPOSAL COVER SHEET / SIGNATURE PAGE - 18 -](#_Toc33715340)

[B. PROPOSAL NARRATIVE AND DEMONSTRATED PERFORMANCE - 19 -](#_Toc33715341)

[C. PARTICIPANT PLAN - 21 -](#_Toc33715342)

[D. ADMINISTRATIVE CAPACITY AND COST EFFECTIVENESS - 22 -](#_Toc33715343)

[E. PROPOSAL BUDGET FORM INSTRUCTIONS - 23 -](#_Toc33715344)

**ATTACHMENT**

Mandatory Notice of Intent – Attachment A

# GENERAL INFORMATION and REQUIREMENTS

## Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified bidders to manage a year round Special In-School Youth program funded through the Workforce Innovation and Opportunity Act, Title I (WIOA).

Successful bidder will be required to provide comprehensive and innovative WIOA funded services to eligible In-School Youth in the counties of Colusa, Glenn, Sutter and Yuba.

## Background

The North Central Counties Consortium (NCCC) is a Local Workforce Development Area (LWDA) comprised of Colusa, Glenn, Sutter and Yuba counties. The oversight of NCCC is the responsibility of the Governing Board and the Workforce Development Board (NCCC Boards). The Governing Board membership is made up of one elected official from each of the member counties. The Workforce Development Board membership is a combination of private and public entities with a majority of members having private business interests.

It is the intent of the NCCC Boards to fund innovative and performance based programs that prepare individuals for the workforce. The NCCC Boards are committed to choosing youth providers that will offer the highest quality of services, achieve all performance outcomes, provide great customer service, attain customer satisfaction, run cost efficient programs and strive towards continuous improvement. It is strongly suggested that bidders read and understand Part II – Program Design Requirements of this document to understand what is required of a successful proposal and contractor.

Disclaimer: Funding for services under this Request for Proposal (RFP) is provided by the United States Department of Labor (DOL) and California’s Employment Development Department (EDD), pursuant to the Workforce Innovation and Opportunity Act (WIOA). Funding levels, rules, regulations and requirements can be changed to come into compliance with DOL, EDD or relevant laws. This RFP, any bids submitted and any final contract negotiations with successful bidder(s) are subject to laws and regulations issued by DOL and EDD.

## Timeline

|  |  |
| --- | --- |
| RFP Release Date | February 26, 2024 |
| Bidders’ Electronic Q and A Opens | February 26, 2024 |
| Mandatory Notice of Intent Due 5:00 p.m. (PST) | **March 8, 2024** |
| Last Day for Bidders to Submit Electronic Questions | March 22, 2024 (5:00 p.m.) |
| **Proposals Due 5:00 p.m. (PST)** | **March 29, 2024** |
| Formal Review/Scoring of Proposals Submitted | April 8-19, 2024 |
| NCCC Boards Approval of Selection | May 16, 2024 |
| Contract Negotiations with Successful Bidders Begins | May – June, 2024 |
| **Contract Year Begins** | **July 1, 2024** |

***Note:*** All dates after the “Proposal Due” date are approximate and are subject to change as conditions dictate, without addendum to the RFP.

## Bidders’ Electronic Question & Answer Forum

1. Only written questions received via email will be accepted, unless otherwise determined for those without email access. Bidders’ questions must be emailed to [tsmith@ncen.org](mailto:isanchez@ncen.org) with “NCCC RFP Question” in the subject line. If you do not have email access, please contact Tisha Smith at (530) 822-7145.
2. All bidders’ questions and answers will be posted on NCCC’ s website at [http://www.northcentralcounties.com/](http://www.northcentralcounties.com.)
3. The responses to questions posted on the website are considered clarifications to the instructions contained in this RFP. In the event responses modify any of the terms, conditions, or provisions of this RFP, an amendment to the RFP will be issued.
   1. Questions will be accepted from Friday, February 26, 2024 until close of business at 5:00 p.m. on **Friday, March 22, 2024**. Questions received after the deadline will not be answered.

## Mandatory Notice of Intent

All bidders interested in submitting a proposal(s) for this RFP **must submit the Notice of Intent form (Attachment A to this RFP) no later than 5:00 p.m. on Monday, March 8, 2024.** Submitting a Notice of Intent is not a commitment to bid.

Submit complete form via email to:

[tsmith@ncen.org](mailto:isanchez@ncen.org)

## Submission/Due Date

Proposals must be received by NCCC’s Administrative Office no later than **5:00 p.m. PST Friday, March 29, 2024.**

Submit a complete proposal document in electronic format (not PDF) emailed to [tsmith@ncen.org](mailto:tsmith@ncen.org). All forms and attachments must be sent in a zip file. In addition, please submit a signed PDF version of the cover page only.

**See Part IV.A. of this document for additional RFP submittal requirements.**

## Bidder Eligibility

Proposals may be submitted by any of the following entities:

* Public agency;
* Community-based organization;
* Non-profit or for-profit agencies; or,
* Educational institutions

## Proposal Category

* **Special In-School Youth Provider:** A WIOA in-school youth (14-18 years old) provider that provides services to at risk and low income youth in Colusa, Glenn, Sutter and Yuba counties. Service to this population must be closely linked to the AJCC Operator/Service Provider in each county. The successful bidder must work closely with appropriate AJCCs for outreach and recruitment, co-enrollment, links to AJCC services, coordinated case management and provision of supportive services. In addition to year-round youth program the bidder must include a summer youth employment component. All requirements for the youth program outlined in Section I.I. and Section II. must be adhered to.

## Program Priority and Target Group Elements

The successful bidder must give priority to the following target groups:

* In-School Youth age 14 through 18 years old;
* Low-income; and
* Have one or more of the following barriers
  1. Basic skills deficient
  2. An English language learner
  3. An offender
  4. Homeless or runaway or in foster care or aged out of foster care
  5. Pregnant or parenting
  6. Individual with a disability
  7. An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (this barrier is limited to 5% of the in-school youth enrollments)

Note: Bidders should review NCCC Administrative Procedures #01, Eligibility and Case Management Process for guidance.

## Funding Levels

Funding levels for July 1, 2024 will not be known until after proposals are received. The chart below contains the current year’s allocations for the Special In-School Youth program Use this figure to budget and plan for PY 2024/2025..

*Chart 1:* ***Estimated*** *Funding Levels for Program Year 2024/2025*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funding Stream** | **Colusa** | **Glenn** | **Sutter** | **Yuba** | **Special In-School Youth Program** |
| Special In-School Youth Provider(s) |  |  |  |  | $63,136 |

## Contract Period

The contract and performance period for this RFP is **July 1, 2024 through June 30, 2025**. There is the option for a second, third and/or fourth year contract extension based on successful performance, contract compliance and available funds.

## Right to Cancel

NCCC Boards reserve the right to cancel all or any part of this RFP at any time without prior notice. NCCC Boards also reserve the right to modify the RFP process and timeline as necessary.If it becomes necessary to revise any part of this RFP, an amendment will be posted on the NCCC website and sent to all interested bidders who submitted the Notice of Intent to Submit Proposal form.

If a nonresponsive proposal is received, NCCC may, at its discretion, release another RFP or enter into a sole-source award.

## Selection Process

Upon receipt of proposals, NCCC Boards’ Administrative Office staff will review submitted proposals for completeness and technical compliance with applicable legal and regulatory requirements, and the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory, or RFP requirements will be eliminated.

The determination of the successful bidders will be based upon information supplied by the bidders in response to this RFP. The budget structure will be an important factor in the selection of the successful proposal.

The RFPs may be reviewed and scored by a Review Committee made up of, but not limited to NCCC Board Members and staff. The Review Committee members will individually review and rank each proposal, then discuss their ratings, and make recommendations to be taken to the NCCC Boards.

The NCCC Boards reserve the right to negotiate with any bidder after proposals are opened, if such action is deemed to be in the best interest of the NCCC. The NCCC Boards reserve the right to reject any proposal submitted.

The NCCC Review Committee will present the funding recommendations to the NCCC Boards for action to designate the bidder(s) to be awarded a contract(s). See timeline for dates; be advised that these target dates are subject to revision.

## Appeals Process

Appeals shall be submitted in accordance with NCCC appeals process. (See NCCC Procurement Policy #03 [NCCC Procurement Policy #03](http://www.northcentralcounties.com/03polproc.pdf) on the NCCC website, <http://www.northcentralcounties.com/>).

# PROGRAM DESIGN REQUIREMENTS

Special In-School Youth Providers must serve In-School Youth in all four NCCC Counties. The location of services should be based on accessibility for participants, characteristic of targeted populations and connections with employers and the AJCCs

Successful proposals must show a comprehensive knowledge of the geographic area, local labor market, business needs, and the population to be served. A strong knowledge of service strategies to targeted populations is a requirement.

## Special Youth Program

The NCCC Boards are seeking youth program providers that understand the broader youth vision of services under the WIOA. Bidders must demonstrate in their written proposal that their youth program design includes providing comprehensive Objective Assessments, Individual Service Strategy and services that prepare youth for postsecondary education opportunities, link academic and occupations learning, prepare youth for employment, and provide connections to partner programs.

The special youth program design must be consistent with NCCC’s youth program design and must target youth with one or more barriers. The successful bidder must work closely with NCCC AJCCs for outreach and recruitment, co-enrollment, links to AJCC services, coordinated case management and provision of supportive services.

In addition, all bidders must assure the delivery of the following youth program elements, either directly or through leveraged resources or through. These 14 elements are described in WIOA section 129 (c)(2)(A-N):

1. Tutoring, study skills, instruction leading to a high school diploma or GED, and dropout prevention
2. Alternative secondary school offerings or dropout recovery
3. Paid and unpaid work experience
4. Occupational skill training
5. Education offered in concurrence with, and in the same context as, Workforce Preparation activities and training for specific occupations or clusters, including essential (soft) skill training
6. Leadership development
7. Supportive services
8. Adult mentoring for a period of participation and subsequent period for a total of not less than 12 months
9. Follow-up services for not less than 12 months after the completion of participant as appropriate
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area including career awareness, career counseling and career exploration
14. Activities that help youth transition to postsecondary education and training

Bidders must address in the written proposal how they will determine which program elements will be provided to each youth participant, this determination must be based on the participant’s objective assessment and individual service strategy. Each youth should participate in more than one of the program elements and all youth must receive follow-up services after exit.

Youth Providers are also responsible for connecting the youth program and its activities to the AJCC system. This may include:

* Coordination of youth activities, where appropriate with all AJCC partners;
* Connections to the job market and employers;
* Access for eligible youth to information and services; and,
* Other activities designed to achieve the purposes of the youth program.

## Recruitment

Program success depends on efficient and creative outreach and recruitment efforts. Successful bidders will show collaboration with the AJCC systems in identified counties.

## WIOA Participant Eligibility Determination

Bidders should review NCCC Administrative Procedure #01, Eligibility and Case Management Process for guidance on required eligibility criteria, acceptable evidence of eligibility and maintenance of eligibility documents for services under the Workforce Innovation and Opportunity Act programs. General eligibility for all programs is documentation of the eligibility to work in the United States and Selective Service/Military Status for males born after 12/31/1959 who have reached their 18th birthday.

## Registration/Enrollment

Once eligibility has been determined and documented, participants may be enrolled into WIOA program(s), reported on the CalJOBS system. Registration/Enrollment is the point at which information that is used in performance measurements begins to be collected. Participant action/services must be documented and entered onto the CalJOBS no more than 30 days in arrears.

NCCC requires WIOA programs to report participant activities on the CalJOBS system at <https://www.caljobs.ca.gov>. Successful bidders must have an understanding of the State of California CalJOBS data management system. A successful bidder must demonstrate in their response that they have the capability to access this internet-based system, train staff to use the system and monitor that staff enters participant actions onto the system within the required time frame.

## Development of a WIOA Service Plan

The WIOA requires the development of a service plan for participants. In North Central Counties Consortium this plan is called the Individual Service Strategy (ISS) Plan and is required for all youth programs. The ISS is an ongoing strategy developed with the participant that identifies, at a minimum, the *employment goal, achievement objectives and services to help the participant to succeed*.

Bidders should review NCCC Administrative Procedures #01, Eligibility and Case Management Process and #19, Individual Service Strategy (for youth) for guidance on required elements for the ISS in youth programs.

## Performance Expectations

NCCC is required to exceed performance standards in order to receive continued funding. This requirement is passed on to all Youth Providers and is a primary measurement of success and eligibility for continued funding. NCCC reserves the right to examine performance attainments including, but not limited to:

* Placement in Employment/Education/Training Rate by 2nd Qtr. After Exit (68%)
* Placement in Employment/Education/Training Rate by 4th Qtr. After Exit (71%)
* Attainment of a Degree or Certificate Rate by 4th Qtr. After Exit (62%)
* Measurable Skills Gain (40%)

NOTE: The above standards are subject to change.

## Assurances

Bidders and potential Youth Providers must ensure the following requirements are met wherever applicable:

* INSURANCE

Prior to contract award, successful bidders must provide the evidence of the following before the contract can be awarded:

* Certification that the neither the bidder’s agency, or principals, or subcontractors, are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency. The certification form will be provided by NCCC staff.
* General Liability Insurance: $1,000,000.00
* Automobile Liability Insurance: $1,000,000.00
* Workers Compensation as required by law
* Property Damage: In the event the Provider utilizes any real or personal property owned or tagged by the Consortium, the Provider shall insure property as follows:
* *Real Property*: For the full insurable replacement value against the hazards of fire, vandalism and malicious mischief, and other property-related losses;
* *Personal Property*: For the replacement cost against the hazards of fire, burglary, theft, vandalism and malicious mischief.
* A self-insurance program may be accepted by the Consortium in lieu of insurance.
* Certify that the bidding agency has not been debarred.
* PARTICIPANT PAYROLL REQUIREMENT

The successful bidder will be the employer of record and responsible for all participant costs. This will include payroll, payroll taxes, worker’s compensation and check issuing for all participant costs including costs associated with: on-the-job training (OJT), work experience (WEX) and participant supportive service needs. Payroll reporting and W-2 processing will also be the responsibility of the WIOA Special In-School Youth Provider.

* NCCC POLICIES AND PROCEDURES

All Youth Providers must comply with all NCCC policies and procedures, which can be viewed at NCCC’s website.

* PROPERTY MANAGEMENT

All property, finished or unfinished documents, data, studies and reports prepared or purchased by the Provider under the contract will be disposed of in accordance with NCCC directions. In addition, any tools and/or equipment furnished by NCCC or purchased by the Provider with contract funds, will be used for activities outlined in the contract and will remain the property of the United States Government, the State of California and/or NCCC. Upon termination of the contract, the Provider will immediately return tools and/or equipment to NCCC or dispose of them in accordance with NCCC’s directions.

* NONDISCRIMINATION REQUIREMENTS

All programs must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I – financially assisted program or activity.

* AMERICANS WITH DISABILITIES ACCESSIBILITY REQUIREMENT

WIOA funded programs must ensure physical and program access to services by individuals with disabilities.

* ADHERENCE TO ALL APPLICABLE RULES AND REGULATIONS AND NCCC POLICY
* Providing in-school youth program services.
* LITIGATION WARRANTY

Bidders, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the bidders on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to NCCC in the proposal. Disclosure will not automatically disqualify the bidders; however, NCCC reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration.

* FUNDING WARRANTY

Bidders, by submitting a proposal(s), warrant that in the preceding three (3) years they have not had one or more public contracts (federal, state, or local) terminated for cause or default.

* PATENTS, COPYRIGHTS AND DATA RIGHTS

The Provider shall disclose to NCCC any invention, written product, computer program developed or data assembled as a result of performance of work under the contract within sixty (60) days of invention, development or assembly.

The DOL shall have the right to patent any invention and copyright any written product or computer program (29 CFR 97.34). Upon written request, the Provider shall transfer all pertinent information specifications and right, title and interest to the designated agency.

The Provider will retain a non-exclusive, royalty-free license on each subject invention, document, program or data to which NCCC, State or DOL obtains title, except if the Provider fails to disclose such invention, document, program, or data. The license is transferable by the Provider only with the approval of the agency obtaining title, except when transferred to the successor of the Provider.

Where NCCC, State and DOL decline to request the transfer of rights, the Provider shall retain the entire right, title and interest to each subject invention, document, program or data. In such event, NCCC, State and DOL shall have a non-exclusive, nontransferable, irrevocable, paid up license to use subject invention, document, program, or data throughout the world.

The bidder agrees to execute any forms of assignment or transfer reasonably requested by the NCCC during or following the term of the contract in order to evidence the foregoing agreement of the parties.

* RESTRICTIONS ON DISCLOSURE

Confidential Information: Any information deemed confidential or proprietary should be clearly identified by the bidder as such. Such confidential information will be protected and treated with confidentiality only to the extent permitted by state law. Information not protectable by state law will be considered a public record. Any data to be returned should be so marked and will be returned if not essential to the proposal or contract record.

Proposals will be received and maintained consistent with the California Public Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed.

Bidders should be aware, however, that the NCCC is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, Government code Section 6250 et seq.).

It is the NCCC’s belief that this legal obligation would NOT require the disclosure of confidential or proprietary information that constitutes a trade secret under California law. The NCCC pledges to use its best efforts to resist any effort to compel disclosure of material that any bidder has reasonably and timely designated as proprietary information.

However, the bidder, by submission of materials marked proprietary, expressly acknowledges and agrees that NCCC will have any obligation or liability to the bidder in the event a court of competent jurisdiction compels the disclosure of these materials.

# EVALUATION CRITERIA

The Proposal will be scored in four areas: Proposal Narrative and Demonstrated Performance; Participant Plan; Administrative Capacity and Cost Effectiveness; and the Budgets.

The Review Committee recommendations will be based on the following evaluation criteria.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Special In-School Youth Provider(s)**  **100 pts** |
| **Proposal Narrative and Demonstrated Performance {Were each of the following items clearly addressed} Total possible points** | **79** |
| 1. Clearly describe your planned operations of an In-School Youth project and include the service strategies you will be using.   Include in this narrative;   * site address and staffing patterns (attach your organizational chart); * the current or proposed collaboration with partners; * service delivery strategies; * preparing youth for postsecondary education opportunities * link academic and occupations learning * prepare youth for employment   **(maximum 25 pts)** | 25 |
| 1. Please describe your planned assessment process; include the tools that will be used. Describe your plan for the development of individual service strategies for youth participants. How will your service plan address the barriers of the population to be served? | 10 |
| 1. What will your agency’s strategy be for providing work-based learning opportunities for participants? | 10 |
| 1. Provide a description of how the fourteen (14) required youth program elements (listed in Section II.A.) will be provided in-house or through leveraged partner resources. Please list the partner and partner agreement that assures that the program element will be offered. In addition, please describe how work readiness (including prep for unsubsidized employment), basic skills training, and effective connection to employers/ AJCC services will be provided in appropriate cases. | 30 |
| 1. Please provide your WIOA performance outcomes for PY 22/23. For each Performance Standard listed in Section II.F. that has been met or exceeded the proposal will receive 4 points.  * If you are a current NCCC Provider this data will be provided to you to insert in this response. If you are a current or past WIOA Provider from another local area please provide the most recent performance information available. * If you are not a WIOA Provider please provide the most closely related performance outcomes for a program that you have operated. * Also, list contact person(s), including email addresses and telephone numbers, who can verify performance information. | 4 |
| **Participant Plan** | **4** |
| Each Common Performance Measure will receive 1 point if planned to meet or exceed. | 4 |
| **Administrative Capacity and Cost Effectiveness – Total Possible Points** | **12** |
| 1. Describe your history and years of experience to effectively administer federal and or state funded programs and your ability to collect and report financial and participant data. Describe your fiscal management structure. | 10 |
| 1. The planned costs below will be compared to other bidders.   **For Single, Multi-County Bidders and Special In-School Youth Provider(s)**  1 pt. – The youth cost per participant is reasonable  1 pt. – The cost per youth employment/education/training is reasonable | 2 |

|  |  |
| --- | --- |
| **Budgets – Total Possible Points** | **5** |
| **For Youth Program Bidders**  5 pts – 35% or more of funds allocated to participant costs  4 pts – 30-34% allocated to participant costs  3 pts – 25-29% allocated to participant costs  2 pts – 20-24% allocated to participant costs  0 pts – 19% or less allocated for participant costs | 5 |

# PROPOSAL INSTRUCTIONS

***A.*** Submittal Requirements

Proposals must be received by NCCC’s Administrative Office no later than **5:00 p.m. PST Friday, March 29, 2024.**

* Any proposal received later than the specified time will not be considered in the evaluation process.
* Submit a complete proposal document in electronic format (not PDF) emailed to [tsmith@ncen.org](mailto:tsmith@ncen.org). All forms and attachments must be sent in a **zip file**. In addition, please submit a signed PDF version of the cover page only.
* Proposals should be double spaced, one or both sides, font size 12, one-inch margins on 8 ½ X 11” white papers, with page number at bottom right corner of the page.
* Attachments are not subject to page limit.
* Proposals must address the questions starting in Section V. When responding to the questions, please **bold** the questions, followed by the responses in plain type, not bolded.

Failure to follow these instructions (including spacing/formatting requirements) is one of the many factors that may negatively impact a proposal’s score.

***B.*** Application Forms

The following Forms must be used for this proposal. Each section of the proposal is limited to specific pages that are noted below.

* 1. Proposal Cover Sheet / Signature Page (limit 1 page)
  2. Proposal Narrative and Demonstrated Performance (limit 15 pages)
  3. Participant Plan (limit 1 page)
  4. Administrative Capacity and Cost Effectiveness (limit 5 pages)
  5. Proposal Budget Form(s) (no limit); however do not alter the format

Additional required attachments:

* Agency Organizational Chart
* Indirect Cost Rate (Verification from Cognizant Agency, if applicable)

# PROPOSAL FORMS

## PROPOSAL COVER SHEET / SIGNATURE PAGE

|  |  |
| --- | --- |
| Bidder Name: | |
| Address:  City and Zip Code: | |
| Type of Entity:  (examples: Public, Community Based Organization, Non-Profit, For Profit, Government, Education) | |
| RFP Contact Name: | Contact Telephone Number: |
| Alternate Contact Name: | Alternate Telephone Number: |
| Signature of Authorized Negotiator: |  |

Our organization named above intends to submit a proposal for:

Special Youth Provider

Services will be provided in all counties listed below:

Colusa Glenn Sutter Yuba

All bidders shall designate an authorized negotiator. The name and contact information for this person must be included on this page. This designated person must be empowered to make binding commitments for the successful bidder and its subcontractors, if any.

The NCCC reserves the right to negotiate the final terms of the contract agreements with the successful bidder(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, the implementation schedule, distribution of funds within the budget and the final award amount.

## PROPOSAL NARRATIVE AND DEMONSTRATED PERFORMANCE

**Please respond below to each question.** Please review Part II, Program Design Requirements to understand the expectations of the provision of Special In-School Youth Project Services. **(maximum 79 pts for this section)**

**(This section limited to 15 pages)**

1. Clearly describe your planned operations of an In-School Youth project and include the service strategies you will be using.

Include in this narrative;

* site address and staffing patterns (attach your organizational chart);
* the current or proposed collaboration with partners;
* service delivery strategies;
* preparing youth for postsecondary education opportunities
* link academic and occupations learning
* prepare youth for employment **(maximum 25 pts)**

1. Please describe your planned assessment process; include the tools that will be used. Describe your plan for the development of individual service strategies for youth participants. How will your service plan address the barriers of the population to be served? **(maximum 10 pts)**
2. What will your agency’s strategy be for providing work-based learning opportunities for participants? **(maximum 10 pts)**
3. Provide a description of how the fourteen (14) required youth program elements (listed in Section II.A.) will be provided in-house or through leveraged partner resources. Please list the partner and partner agreement that assures that the program element will be offered. In addition, please describe how work readiness (including prep for unsubsidized employment), basic skills training, and effective connection to employers and the AJCC services will be provided in appropriate cases. **(maximum 30 pts)**
4. Please provide your WIOA performance outcomes for PY 2022/2023. For each of the Performance Standards listed in Section II F that has been met or exceeded the proposal will receive 1 point. **(maximum 4 pts)**

* If you are a current NCCC Provider this data will be provided to you to insert in this response.
* If you are a current or past WIOA Provider from another local area please provide the most recent performance information available.
* If you are not a WIOA Provider please provide the most closely related performance outcomes for a program that you have operated.
* Also, list contact person(s), including email addresses and telephone numbers, who can verify performance information.

## PARTICIPANT PLAN

Bidders should complete the Participant Plan Table below. The Performance Standard Rate and Point Value Table is included to help determine if the planned numbers will meet NCCC Performance Standard rates. NCCC Staff will calculate if your planned numbers meet or exceed the performance standards. The point value for each standard met or exceeded is in the far right column. **(maximum 4 pts for this section)**

**Participant Plan Table**

**July 1, 2024 – June 30, 2025**

|  |  |
| --- | --- |
|  | SPECIAL IN-SCHOOL YOUTH PROJECT |
| # of Participants |  |
| # of Exiters |  |
| # of Participants Carried Out to PY 2024 |  |
| # Entered Employment/Education/Training 2nd Qtr. |  |
| # Entered Employment/Education/Training 4th Qtr. |  |
| # Youth Attainment of a Degree or Certificate Rate by 4th Qtr. |  |
| # Measurable Skill Gain for PY 2024/2025 |  |

**Performance Standard Rates and Possible Point Value Table**

|  |  |  |
| --- | --- | --- |
| Youth Entered Employment/Education/Training Rate 2nd Qtr. | 79% | **1 pt.** |
| Youth Entered Employment/Education/Training Rage 4th Qtr. | 79% | **1 pt.** |
| Youth Attainment of a Degree or Certificate Rate by 4th Qtr. | 79% | **1 pt.** |
| Measurable Skill Gain for PY 2024/2025 | 69% | **1 pt.** |

## ADMINISTRATIVE CAPACITY AND COST EFFECTIVENESS

**(This section limited to 5 pages) (maximum 12 pts for this section)**

Each bidder is required to describe their administrative capacity and cost effectiveness by addressing the questions below:

1. Describe your history and years of experience to effectively administer federal and or state funded programs and your ability to collect and report financial and participant data. Describe your fiscal management structure. **(maximum 10 pts)**
2. Complete the following “cost effectiveness” measurements. **(maximum 2 pts for Special Youth Provider)**

|  |  |
| --- | --- |
| **Cost Per Participant** | |
| a. Divide your proposed budget for the WIOA youth program by the planned # of youth participants shown in the Participant Plan. Enter your proposed cost per Special In-School Youth participant.  ***Calculation:*** Youth $ divided by # of youth participants = $ (proposed cost per youth) | **Proposed Cost per Youth**  **$** |
| **Cost Per Entered Employment (EE) / Education / Training** | |
| b. Divide your proposed budget for the WIOA Special In-School Youth Provider(s) by the expected # of youth participants to either enter employment/education. | **Proposed Cost per Youth Employment or Education Outcom**e  **$** |

## PROPOSAL BUDGET FORM INSTRUCTIONS

**– Attachments – (This form is not counted in page limit)**

**(maximum 5 pts for this section)**

Bidder shall complete the line item budget form. The bidder should prepare a realistic and prudent budget avoiding unnecessary expenditures. Where the bidder does not budget for a required line item the bidder assumes responsibility for the cost of the item. Bidders are required to submit a detailed line item budget for each funding source.

Estimated funding amounts are listed in Part I.J. Available Funds, Chart 1. No budget should exceed the estimated funding amounts.

Administrative / Program / Indirect Costs

* There are no Administrative costs for this project. All costs associated to the Special In-School Youth Provider(s) budget must be allocated to the “In-School Youth” budget category as a Program cost.

Indirect Costs –

* There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the final cost objective.
* It is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid possible double-charging.
* Indirect costs are those remaining to be allocated to benefitted cost objectives after direct costs have been determined and assigned directly to awards/grants and may be either Administrative or Program.
* **The Indirect Cost Rate Percentage is not to exceed 7%.**

For-Profit Bid

A for-profit organization may propose the earnings of a reasonable profit amount. The profit amount will be negotiated.

If profit is included; it is allocated pro rata between the Administrative and Program cost categories.

Please follow the instructions below to complete each budget:

Indicate the name of your agency as the “Youth Provider” in the header. Indicate the fund allocation in the footer as “Youth” utilizing the appropriate budget form.

Section #1 – Staff Costs

Column A – Enter the Name/Title of each staff position

Column B – Enter monthly salary

Column C – Enter percentage of time each staff will be allocated to that funding source

Column D – Enter number of months (max 12) each staff member will be allocated to that funding source

Column E – Enter the dollar amount of staff salary allocated to Administrative costs

{**There are no Administrative Costs for the Special In-School Youth Provider(s) Budget}**

Column F1 (Special In-School Youth Provider(s) Budget) – Enter the dollar amount of staff salary allocated to In-School Youth

Column F2 {**Does not apply to Special In-School Youth Provider(s) Budget}**

Column G –Enter the total for each salary F1 & F2 [Youth Budget])

Line 1 – Total Salaries – Enter the total of all salaries in Columns F1 & F2 (Youth Budget) & G

Section #2 – Fringe Benefits

Column A – Enter all applicable fringe benefits for staff allocated to the funding source

Column B – Enter total salaries from Section 1/Line 1/Column G or applicable dollar amount

Column C – Enter benefit rate

Column D – Applicable only to those benefits where number of months apply; i.e. calculation of Health Insurance should include monthly rate times the total percentage of staff time in project times the number of months in program

Column E – Enter the dollar amount of staff benefits allocated to Administrative costs

{**There are no Administrative Costs for the Special In-School Youth Provider(s) Budget}**

Column F1 (Special In-School Youth Provider(s) Budget) – Enter the dollar amount of staff salaries allocated to In-School Youth

Column F2 {**does not apply to Special In-School Youth Provider(s) Budget}**

Column G – Enter the total for each benefit (Column F1 & F2 [Youth Budget])

Line 2 – Total Benefits – Enter the total of all benefits in Columns F1 & F2 (Youth Budget) & G

Section #3 – Total Staff Costs

Line 3 – Total Salaries and Benefits – Enter the total of all Salaries and Benefits Line 1 + Line 2) in Columns F1 & F2 (Youth budget) & G

Section #4 – Overhead Expenditure Costs

Column A –List of typical Overhead Expenditure Costs

Other Items/Subcontracts – List other any other items not identified and subcontracts with detailed descriptions, cost and rationale for cost on separate sheet

Columns B, C & D – There are no columns B, C & D on page 2 of the budget

Column E – {**There are no Administrative Costs for the Special In-School Youth Provider(s) Budget}**

Column F1 (Special In-School Youth Provider(s) Budget) – Enter amounts for items described allocated to In-School Youth

Column F2 {**does not apply to Special In-School Youth Provider(s) Budget}**

Column G – Enter the total for all items described (Column F1 & F2 [Youth Budget])

Line 4 – Total overhead expenditure costs for Columns F1 & F2 (Youth Budget) & G

Section #5

Line 5 – Indirect Costs and Rate Percentage

Column A – Enter on the line provided the Indirect Cost Rate Percentage (if applicable) Attach verification from Cognizant Agency of approved Indirect Cost Rate

Column E – {**There are no Administrative Costs for the Special In-School Youth Provider(s) Budget}**

Column F1 & F2 (Youth Budget) – Enter the dollar amount of the Indirect Costs allocated to Program costs

Column G – Enter the total dollar amount of the indirect costs

Section #6

Line 6 – Total Overhead Expenditures/Indirect Costs – enter the total staff costs, overhead expenditure costs and indirect costs (line 3+4+5) in Columns F1 & F2 (Youth Budget) & G

Section #7 – Participant Costs

Enter the amounts that are proposed to be expended on support services and WEX or classroom training for participants

**Column E – No administrative costs should be charged to Participant Costs**

Column F1 (Youth and Special In-School Youth Provider(s) Budget) – Enter amounts for each Participant Cost allocated to In-School Youth

Column F2 {**does not apply to Special In-School Youth Provider(s) Budget}**

Column G – Enter the total for all Participant Costs (Column F1 & F2 [for Youth Budget])

Line 7 – Total Participant Costs for Columns F1 & F2 (Youth Budget) & G

Section #8 – Youth Total Program Costs (Youth Budget only)

Line 8 – Youth Total Program Costs – Enter the total of all costs (line 6+7) in Columns E, F1 & F2 & G

**Attachment A**

**Mandatory**

**NOTICE OF INTENT**

**NORTH CENTRAL COUNTIES CONSORTIUM**

**WIOA PROGRAM Colusa, Glenn, Sutter and Yuba Counties**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Bidding Organization:** | | | | | |  | | | | | | | | |
| **Address:** |  | | | | | | | | | | | | | |
| **Contact Person:** | | |  | | | | |  | **Title:** | |  | | | |
| **Telephone:** | |  | |  | **Fax:** | |  | | | | |  | **Email:** |  |
|  | | | | | | | | | | | | | | |
| Our organization named above intends to submit a proposal for:  Special In-School Youth Provider  Services will be provided in all counties listed below:  Colusa Glenn Sutter Yuba  **Note: Submitting this Notice of Intent does not create a commitment to submit a proposal.** | | | | | | | | | | | | | | |
|  | | | | | | |  | | |  | | | | |
| Name | | | | | | |  | | | Title | | | | |
|  | | | | | | |  | | |  | | | | |
| Signature | | | | | | |  | | | Date | | | | |

|  |
| --- |
| **Agencies interested in submitting a proposal(s) for the RFP must complete and email this Mandatory Notice of Intent to your Tisha Smith at tsmith@ncen.org not later than 5:00 p.m. March 8, 2024.** |