



Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0247 www.dcwib.org

Dutchess County Youth One Stop

Request for Proposals

I. Introduction

The Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for the provision of services for WIA eligible youth pursuant to [Workforce Development System Technical Advisory #07-11.1](http://www.workforcenewyork.com/ta/ta07-11-1.htm) (<http://www.workforcenewyork.com/ta/ta07-11-1.htm>). The Youth One Stop Center, formerly referred to as the Single Point of Accountability (SPOA), is required to recruit/identify, enroll assess, evaluate, provide services to and follow-up with all program youth. The program period is May 1, 2008 – June 30, 2009

Applicants must have experience in youth employment and training programs. The Youth One Stop will be accountable for ensuring that the youth in Dutchess County who are determined to be WIA eligible receive the training and skills necessary to be successful employees with marketable skills as well as an understanding of the connection between education and employment advancement. All services should be easily accessible to all WIA eligible youth.

Submission Information

Please send the original and 8 copies of your proposal to Richard Altman at the address below for receipt no later than **12:00 noon on Thursday, February 7, 2008**. Proposals postmarked or hand-delivered after this date and time or incomplete applications will not be given funding consideration. Programs may be asked to submit additional information at any time during the procurement process. The DCWIB reserves the right to terminate this RFP process at any time.

Each application must include:

Attachment A: Cover sheet

Attachment B: Narrative

1. A Description of the Organization's Experience Serving this Population and

- a. The way in which the organization's mission is aligned to that of the DCWIB
- b. The level of expertise and working knowledge the organization has of the Workforce Investment Act of 1998 (WIA)
- c. The level of expertise and working knowledge the organization has of the common measures as they pertain to WIA youth services.
- d. A list of the demographics of youth recently served in similar programs

2. A Description of the Organization's Capacity and a/an

- a. Complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.
- b. Complete program chart for all employees assigned and billed to this program.
- c. Resumes or Curriculum Vitae for each employee assigned to this program. Where human resource or financial responsibilities are outsourced to a third party a company description and statement of capacity are required.
- d. A list of the organization's office locations that will be used in delivering WIA Youth services
- e. Proof that those employees in direct contact with youth are cleared by the NY State Child Abuse Registry and have received fingerprinting clearance or NYS verifiable equivalent.
- f. Attestation that contracted entities do not serve on the organization's board of directors

3. A Description of the Youth One Stop Center System and

- a. A customer flow chart depicting how the in-school or out-of-school youth will move through the system
- b. The staff member(s) by name responsible for OSOS database data management and number of years experience using the tool.
- c. Identify the tool(s) used for test-in / test-out of the youth

4. A Description of the Marketing Plan and

- a. Outreach plan to recruit in-school and especially out-of-school youth from multiple locations in the county and the success rate for each calendar year if already implemented
- b. A list of established relationships and/or partnerships to be leveraged to achieve success – please identify specific common measures (i.e. business relationships leading to job placement) Include letters of support as appropriate.

ATTACHMENT B: Proposed Budget for the Dutchess County Youth One Stop

ATTACHMENT C: Certificate of Insurance Covering Program Period

II. Contact Information

For further information or questions, please contact:

Richard Altman
Executive Director
Dutchess County Workforce Investment Board
3 Neptune Road
Poughkeepsie, NY 12601
Phone: (845) 463 - 0517 x 206 Fax: (845) 463 – 0247
E-mail: Raltman@dcwib.org

III. Timeline

RFP Release Date: 12/06/07

Letter of Intent Due Date: 12/13/07

Bidders Conference TBD Week of: 12/17/07 DCWIB

Proposal Due Date: 2/07/08 at 12:00 Noon at DCWIB

RFP Review Date: week of 02/25/08

Award Announcements: After March 27, 2008 DCWIB Full Board Meeting

IV. Conflict of Interest

The proposal shall contain a warranty that, except for bona fide selling agents of the firm for the purpose of securing business, no person, lobbyist, attorney or selling agency has been employed or retained to solicit this contract upon and agreement or understanding for commission, percentage or contingency. Applicants must disclose with its proposal the name of any agent director, employee, board member, or youth council member, present or past of the DCWIB participating in the development of the proposal.

V. Proposal Review

The RFP committee of the DCWIB Youth Council shall review proposals along with any interested WIB Board members who have no connection to any of the applicants. The decision of the committee is final.

VI. Performance Requirements and Reimbursement Methodology

Reimbursement to the Youth One Stop will be on a monthly performance and expense payment schedule

VII. Youth Eligibility

Participants must meet the following criteria to be WIA eligible:

- Household income must be at or below the WIA guidelines and
- Qualify with at least one of the following barriers:
 1. High school drop out
 2. Youthful offender status
 3. Homeless, runaway, or foster child
 4. Pregnant and/or a parent
 5. Tests in with reading and/or math skills below an eighth grade level
 6. Require assistance and support to complete an educational program or to secure and hold employment

VIII. Youth Common Measures

Youth Placement in Employment or Education (WIA Title 1B Youth)

- State Goal – Achieve a Youth Placement in Employment or Education rate of 45.0% or greater (the State Goal established with USDOL).
- Incentive Eligibility Standard – the State is not establishing an incentive standard for this indicator.
- Sanction Status Standard – the LWIA does not achieve a Youth Placement in Employment or Education rate of at least 36% (equal to 80% of the State Goal established with USDOL).

Youth Attainment of Degree or Certificate (WIA Title 1B Youth)

- State Goal – Achieve a Youth Attainment of Degree or Certificate rate of 35.0% or greater (the State Goal established with USDOL).
- Incentive Eligibility Standard – the State is not establishing an incentive standard for this indicator.
- Sanction Status Standard – the LWIA does not achieve a Youth Attainment of Degree or Certificate rate of at least 28% (equal to 80% of the State Goal established with USDOL).

Youth Literacy and Numeracy Gain (WIA Title 1B Youth)

- State Goal – Achieve a Youth Literacy and Numeracy Gain of 33.0% or greater (the State Goal established with USDOL).
- Incentive Eligibility Standard – the State is not establishing an incentive standard for this indicator.
- Sanction Status Standard – the LWIA does not achieve a Youth Literacy and Numeracy Gain of at least 26.4% (equal to 80% of the State Goal established with USDOL)..

View all 2007 LWIA goals for each measure: [NYSDOL's proposed LWIA Goals](#).

The DCWIB will perform fiscal and program monitoring of the organization awarded this grant
The programs provided by this agency are partially funded by the Federal and State governments and the County of Dutchess
EOE/P auxiliary aids and services are available upon request to individuals with disabilities

Proposed Budget for the Dutchess County Youth One Stop Bid

* Reminder – this should be a 14 month budget

**Please enter whole dollar amounts only

Salaries for Professional Staff

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect cost. One full-time equivalent (FTE) equals one person working full time for the duration of the project. Express partial FTE's in decimals, for example a youth recruiter working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent Charged to this Grant	14 Month Pay Rate (Annualized plus 2 months)	Project Salary
Subtotal			

Salaries for Support Staff

Include salaries for administrative assistants, database entry technicians etc. Do not include central administrative staff that are considered to be indirect costs, e.g. accounting clerks.

Specific Position Title	Full-Time Equivalent Charged to this Grant	14 Month Pay Rate (Annualized plus 2 months)	Project Salary
Subtotal			

Employee Benefits

Rates used for project personnel must be the same as those used for other agency personnel

Benefit	Percentage	Proposed Expenditure
Social Security		
Retirement		
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other (identify)		
Subtotal		

Purchased Services

Include consultants (indicate per diem rate), rentals, tuition, advertisements, and other contractual services. Purchased services for Human Resource or Financial Services for your organization should not be listed here.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Subtotal			

Supplies and Materials

All supplies under \$5,000 per unit including youth incentives

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal			

Travel Expenses

Include youth transportation, conference costs, staff travel. Specify agency approved mileage rate for travel by personal car.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditure
Subtotal			

Indirect Cost

Include overhead expenses and Human Resource or Financial Services contracts

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Subtotal			

Budget Summary	Total Proposed Expense
Professional Staff:	
Support Staff:	
Employee Benefits:	
Purchased Services:	
Supplies & Materials:	
Travel Expenses:	
Indirect Cost:	
Budget Total:	

Budget Narrative and Explanation of Expenses

Please demonstrate or explain the allocation process amongst the organization’s various funding sources:

What is the percentage of WIA Youth funds that will be allocated to your operation (Indirect Cost) should it be awarded to your organization:

Briefly explain the cost effectiveness of the proposed budget:

Please provide the name of the person who prepared the proposed budget:

I hereby certify that the requested budget amounts are necessary for the implementation of this program, that this organization is in compliance with applicable Federal and State laws and regulations and that this organization, its principals and any sub recipients are not currently suspended or debarred from doing business with the Federal government.

(date) (signature)

(print name and title of signatory)