



Request for Proposal No. 2017-ACWDB-YP

Youth Innovation Program and Young Adult Future Force Career Program

Under the
WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)

Issued Thursday, December 21, 2017

**Response due by
2:00 P.M.
ON
Friday, February 2, 2018
AT THE
Alameda County Workforce Development Board Office
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Hayward, CA 94544-1203
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ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSAL No.2017-ACWDB-YP

SPECIFICATIONS, TERMS and CONDITIONS

FOR

YOUTH INNOVATION PROGRAM and YOUNG ADULT FUTURE FORCE PROGRAM

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ATTACHMENTS

ATTACHMENT 1A – RFP RESPONSE PACKET-YOUTH INNOVATION PROGRAM

BID ACKNOWLEDGEMENT

BID FORM

CURRENT REFERENCES

FIRST SOURCE AGREEMENT (EXHIBIT H)

DEBARMENT AND SUSPENSION CERTIFICATION (EXHIBIT F)

RESPONSE CONTENT AND SUBMITTAL COMPLETEMENT CHECKLIST

ATTACHMENT 1B – RFP RESPONSE PACKET-YOUNG ADULT FUTURE FORCE

CAREER PROGRAM

BID ACKNOWLEDGEMENT

BID FORM

CURRENT REFERENCES

FIRST SOURCE AGREEMENT

DEBARMENT AND SUSPENSION CERTIFICATION (EXHIBIT F)

RESPONSE CONTENT AND SUBMITTAL COMPLETEMENT CHECKLIST

ATTACHMENT 2

2A -MASTER CONTRACT

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2C - STATEMENT OF WORK

2D – BUDGET FORM

2E - MINIMUM INSURANCE REQUIREMENTS

2F – AUDIT

2G - EXHIBIT E-THIS PAGE INTENTIONALLY OMITTED

2H - GENERAL CONDITIONS/SPECIAL CONDITIONS-WIOA

2I - CERTIFICATION REGARDING LOBBYING

ATTACHMENT A – THIS PAGE INTENTIONALLY OMITTED

ATTACHMENT B - LANGUAGE ACCESS REQUIREMENTS

I. OVERVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) of 2014 took effect on July 1, 2015 and supersedes the Workforce Investment Act (WIA) of 1998. Key changes under WIOA for serving youth include increasing the minimum percentage of funds to be spend on Out-of-School Youth (OSY) from 30% to at least 75%; an increased focus on work-based learning and career pathways; extending the OSY age limit from 21 to 24 years; and streamlining the eligibility process. These changes are consistent with the Department of Labor’s (DOL) commitment to “providing high-quality services for OSY and young adults; beginning with career exploration and guidance; continuing support for educational attainment; opportunities for skills training within in-demand industries and occupations and culminating with a good job along a career pathway and/or enrollment in post-secondary education.”

In the current highly competitive global and local economies, Alameda County Workforce Development Board (ACWDB) approach to programs and services for In School Youth (ISY) and OSY is focused on helping youth and young adults identify and realize their educational, employment and post-secondary goals through formal partnership arrangements among schools, employers, community providers, and postsecondary institutions. It is within this context that ACWDB is issuing a Request for Proposal (RFP) to seek high performing youth-serving organizations to develop and fully implement high-support, high achievement, year-round education and training programs for OSY and ISY.

For reference and information on the Workforce Innovation and Opportunity Act and other resources including the ACWDB’s four-year strategic local plan, the following websites may be helpful:

Alameda County Workforce Development Board – <http://www.acwdb.org/info-research/documents/department-reports>

Workforce Innovation and Opportunity Act – <http://www.doleta.gov>

The Workforce Innovation and Opportunity Act – Fact Sheet-Youth Programs - https://www.doleta.gov/wioa/Docs/WIOA_YouthProgram_FactSheet.pdf

WIOA Youth Program Requirements – www.edd.ca.gov/Jobs_and_Training/pubs/wsdd-171.pdf

21st Century Skills -

<http://www.launchpath.com/Badging/21stCenturySkills/tabid/439/Default.aspx>

II. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions to describe the framework for comprehensive services and activities to increase the education, educational skill attainment and employment of eligible youth and young adults in an effort to improve the quality of the workforce, reduce dependency on public assistance programs, foster economic self-sufficiency, and enhance work experience activities for high risk youth ages 16 -24. Such activities include: opportunities for academic and occupational learning; preparation for further education, additional training, and employment and development of leadership skills.

Awards will be for a 12- month contract period (with option to renew for two additional fiscal years contingent upon availability of funds and contract performance) to the successful bidder(s) selected whose response conforms most closely to the RFP and meets the County’s contracting requirements.

B. AVAILABLE FUNDING AND PERFORMANCE PERIOD

Youth programs under WIOA are funded under Title I, ACWDB anticipates that up to \$1.2 million in WIOA funds will be available for the 12-month contract period. ACWDB is projecting to allocate \$120,000 (10%) of the funds to the Innovation Youth Program (for in-school youth) services. There is no geographic sub-region requirement for the Youth Innovation Program. Bidders shall describe target population in their proposal.

\$1,080,000 (90%) is allocated to the Young Adult Future Force Career Program (for out-of-school youth and young adults), as follows:

| Young Adult Future Force Career Program Allocation by Sub-Region | | |
|---|------------------------------------|-----------------------|
| Sub-Region | % of Funding Allocation | Funding Amount |
| Eden | 36% | \$ 388,800 |
| North Cities | 31% | \$ 334,800 |
| Tri-Valley | 12% | \$ 129,600 |
| Tri-Cities | 21% | \$ 226,800 |

Bidders may submit proposals for both categories stated below, but must submit separate response applications (see attachments 1A and 1B RFP Response Packets) with separate bid applications and exhibits.

Contingent upon the annual WIOA Title I Formula Funding allocations, the contract period is anticipated to begin July 1, 2018 and end on June 30, 2019. The contract may be renewed for up to two additional years, dependent upon successful performance results and available WIOA formula funding.

Annual contract renewal is based on factors including, but not limited to; performance measures, geographic distribution and available funds from the State of California and federal DOL.

C. LEVERAGING RESOURCES

Funds available under this RFP are to be used to leverage additional resources to support the ACWDB funded youth services as WIOA funds are not sufficient to offer a broad enough range of services to eligible youth. WIOA funds are not intended to be the sole source of funding for the services and activities of the Young Adult Future Force Career Program for OSY and the Youth Innovation Program for ISY. Services funded through the WIOA are not solely sufficient to offer a broad range of services to eligible youth. To efficiently use Title I WIOA funding and deliver services throughout the Local Workforce Development Area (Local Area), it is necessary to leverage a wide-range of public and private resources. **Bidders must demonstrate match resources of 25% or more** from any variety of funding sources. Match resources must directly support the proposed program activities and must be documented with a Letter of Commitment.

D. SCOPE AND BACKGROUND

The ACWDB is charged with developing and maintaining a workforce development system under WIOA in its jurisdiction or Local Area, as providing administrative, fiscal, and policy oversight of WIOA. In Alameda County the Local Area includes all of Alameda County outside the city of Oakland. In addition to legislated responsibilities under WIOA, ACWDB plays a major role in a variety of key local and regional initiatives including Career Pathways Trust I, Career Pathways Trust II, Opportunity Youth Initiative, and the Earn and Learn East Bay campaign

To ensure that eligible Alameda County residents have adequate access to services, ACWDB utilizes a sub-regional approach in service delivery. The four geographic sub-regional service areas are:

| North Cities | Central/Eden | Tri-Cities | Tri-Valley |
|---|--|---------------------------------|---|
| Alameda Albany Berkeley Emeryville Piedmont | Hayward San Leandro San Lorenzo Castro Valley Unincorporated areas of Ashland, Cherryland and Fairview | Fremont Newark Union City | Dublin Pleasanton Livermore Unincorporated area of Sunol |

ACWDB is seeking proposals from experienced organizations with proven capacity to support OSY and ISY in contextualized learning opportunities that result in educational gains, occupational skills attainment (soft and hard skills), successful workforce preparation and post-secondary placement. ACWDB prioritizes its support for programs that assist youth in educational attainment and training that will lead to self and family sustaining wages through the following benchmarks:

- High school diploma, GED, and/or industry recognized credential;
- Post-secondary preparedness, enrollment and retention;
- Proficiency in core 21st Century workplace competencies;
- Placement into high-growth middle-skilled occupations aligned with a career pathway.

This RFP calls for agencies that will provide programmatic, fiscal, reporting and administration services for the Youth Innovation Program serving ISY and the Future Force Career Program serving OSY in a defined geographic service sub-region within Alameda County. **These are two distinct programs and must be applied for separately.**

ACWDB is committed to providing comprehensive services to all eligible youth in Alameda County, with a specific emphasis on individuals facing significant barriers to employment. ACWDB’s four-year Local Plan calls for targeting workforce development toward high-growth career pathways Science, Technology, Engineering, Math (STEM), Construction, Health Care, Transportation and Logistics and Advanced Manufacturing, offering sustainable wages as well as work-based activities and job.

ACWDB's approach and strategies to serving youth is to focus on youth who are disproportionately not included in the labor market, who need educational support to develop necessary basic skills for the workforce such as developing skills and abilities that meet functioning at or above 9th grade level in literacy, numeracy and reading comprehension, credential training, soft skills training and subsidized or partially subsidize internships or work experience. Remediation will sometimes be required to help youth and young adults who may have a longer trajectory before they enter a career pathway and will require robust partners to ensure that resources and supports are in place.

E. SCOPE OF REQUESTED SERVICES

ACWDB is soliciting two proposals to provide services under two service delivery strategies:

1. Innovative Youth Program (In-School Youth)

Program design for ISY, ages 16-21 should be innovative, creative and offered to the youth in unique ways to attract and retain them in order to meet performance goals. Services and activities should include an industry sector objective and/or STEM (Scientific, Technical, Engineer, Mathematics) focus and identified career pathways to high-growth jobs.

Program design must include secondary and/or post-secondary partners, business/industry partners and include work based learning/contextualized learning experiences including pre-apprenticeships and apprenticeships.

Awards will be for a 12-month contract period (with option to renew for two additional program years) to the most responsible bidder(s) whose response conforms to the RFP and meets the County's contracting requirements.

2. Young Adult Future Force Career Program (Out-of-School Youth)

Program design for OSY ages 16-24 must be year-round to include comprehensive case management and follow-up services to achieve the proven workforce elements that prepare young job seekers for employment and post-secondary enrollment in high-growth career pathways that meet the needs of employers in Alameda County and the greater Bay Area. Collaborations are essential to a successful program

design. The relationships may be formal partnerships with schools, employers, community providers and community colleges.

Program design for both of these strategies must be age appropriate, developmentally and culturally appropriate, and based on the assets, strengths and goals of the individual youth and young adult. Programs will offer a continuum of services designed to reflect a progressive sequence of activities allowing individuals to experience success and increased responsibility.

Bidders may submit proposals for both categories stated above, but must submit separate response applications (see attachment 1A and 1B RFP Response Packets) with separate bid applications and exhibits.

F. BIDDER QUALIFICATIONS

Eligible bidders are organizations which on their own or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide comprehensive youth services under the provisions of WIOA. This includes all public and private non-profit entities, community-based organizations, local education agencies, and for-profit organizations. WIOA fund management and performance outcomes are rigorous and regularly monitored by the ACWDB. WIOA eligible youth may require a host of activities and services that any one organization may not be able to efficiently and/or effectively provide. The ACWDB recognizes that small community-based organizations may not have the capacity to manage WIOA funding but have distinct expertise in working with specific target populations. In these and other instances, ACWDB encourages potential bidders to consider partnering with other organizations that can provide program services and/or administrative assistance and oversight.

Should a consortium or collaboration of organizations respond to this RFP, the proposal must clearly demonstrate that all contractual responsibility (i.e. administration, coordination, implementation, performance and follow-up) rests solely with one legal entity and that the proposed arrangement would enable the Respondent to provide timely, efficient and high-quality services. To be eligible, respondent must have:

1. A minimum of two (2) years documented and successful experience in providing services to WIOA eligible youth or similar high-risk youth populations that are the same or similar to those requested in this RFP;

2. Demonstrated experience in collaboration and coordinating youth program services with other community and educational organizations;
3. Demonstrated capacity to conduct and administer federally-funded youth programs, including submission of appropriate financial and participant reports.

The selected service provider(s) will facilitate linkages between workforce development, education, social services and other youth servicing organizations as well as the business community. The intentional linking of WIOA-funded services with other funding streams creates a more cost-effective and cohesive system that maximizes services, minimizes duplication and improves service coordination and interagency communication.

G. YOUTH ELIGIBILITY CRITERIA

In-School Youth:

An individual between the ages of 16 and 21; attending school (including youth who are in alternative schools), having low income, and meeting one or more of the additional conditions:

- Basic skills deficient;
- English language learner;
- Subject to the justice system;
- Homeless/runaway;
- In Foster Care or aged out of the Foster Care system;
- Pregnant or parenting;
- An individual with a disability.

All males who are at least 18 years old, born after December 31, 1959, and who are not in the armed services on active duty, must be registered with the Selective Service System. Refer to the Selective Service System website for more details: www.sss.gov. Not applicable for females. Males turning 18 during enrollment in the Youth Innovation Program must register after their 18th birthday to remain eligible for WIOA Youth services.

Out of School Youth:

- a. Not attending any school (WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he/she attend adult education under Title II of WIOA, Youth Build, Job Corps, high school equivalency programs or dropout re-engagement programs regardless of the funding source of those programs);
- b. Not younger than 16 or older than 24 at the time of enrollment; and

- c. One or more of the following:
- A school dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner;
 - An individual subject to the juvenile or adult justice system;
 - Homeless or runaway;
 - Pregnant or parenting;
 - An individual with a disability;
 - Low-income and requires additional assistance to enter or complete an educational program or to secure or maintain employment.

All males who are at least 18 years old, born after December 31, 1959, and who are not in the armed services on active duty, must be registered with the Selective Service System. Refer to the Selective Service System website for more details: www.sss.gov. Not applicable for females. Males turning 18 during enrollment in the Future Force Career Program must register after their 18th birthday to remain eligible for WIOA Youth services.

For more information, please refer to the U.S. Department of Labor, Employment and Training Administration's *Training and Employment Guidance Letter WIOA No. 23-14, Operating Guidance for the Workforce Innovation and Opportunity Act, Youth Program Transition*. https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14_Acc.pdf

H. WIOA PROGRAM REQUIREMENTS

WIOA Youth formula funds shall be used for the following program design areas. Respondents must describe how the organization will ensure that service is provided and a high quality of service is maintained:

- a. **Outreach, Recruitment, Orientation:** Outreach and recruitment include identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable services available and how to access these services. Youth without a high school diploma are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time. Knowledge of the target group and effective outreach is critical.
- b. **Intake, Eligibility, Registration:** The selected youth service provider is responsible for determining WIOA eligibility for all youth applicants, this includes gathering, verifying and certifying eligibility as well as data

entry into CalJOBS. CalJOBS is the web-based case management and customer tracking system used by the ACWDB. WIOA requires all youth to be determined eligible prior to enrollment and receipt of WIOA-funding services. If an individual is not eligible for WIOA services, he/she will be offered assistance in accessing organizations/services that are more appropriate.

- c. **Objective Assessment (OA) and Referral:** The OA will establish the baseline for all activities and training. It will also act as the foundation for development of goals (i.e. education, employment, credential attainment, etc.) Each eligible youth must receive an OA that includes a review of basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs and strengths for the purpose of identifying appropriate services, career pathways and for informing the Individual Service Strategy (ISS).
- d. **Individual Service Strategy (ISS):** Based on the results of the OA, an ISS will be mutually developed with the participant and case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education, employment goals, and service needs. The ISS must directly link activities and services to one or more indicators of performance. The ISS is a living document that requires on-going review of the participant's progress in meeting his/her goals. The plan is updated as needed.
- e. **Case Management:** Case management is a youth-centered and goal-oriented process for assessing needs of youth for particular services in order to meet educational and employment goals and assist youth in obtaining those services. Contractors are responsible for providing comprehensive case management for each youth. Respondents must identify a minimum case management load (staff to youth ratio).

Record keeping is an essential component of case management. Records are used to document and retain information about the participant, the process and progress of the services being provided and are a focal point for accountability to funding. All contractors must maintain electronic participant files in CalJOBS that meet the specifications of ACWDB.

- f. **Access to a Range of Services:** The 14 WIOA Youth Program Elements (listed below) must be made available to enrolled youth as needed or requested. If a service provider does not directly provide one of the program elements, it must describe the relationship with and demonstrate the ability to make seamless referrals to the organization

providing the service. The service provider will have primary responsibility for ensuring that each participant receives the full continuum of services based on need. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS.

g. 14 WIOA Required Elements for both In-School and Out-of-School Youth:

WIOA requires that the following 14 elements are available to all eligible youth and must be available on a year-round basis. The RFP requires respondents to say how these elements will be accessible and/or delivered, but proposers do not necessarily need to provide all services themselves:

1. Tutoring, study skills training and instruction and evidenced-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar documents for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative Secondary School Services, or dropout services as appropriate;
3. Work Experience (meaningful paid and unpaid work experiences that have academic and occupational education as a component of the work experience which may include a. summer employment and other employment opportunities throughout the school year (No stand-alone summer programs); (b) pre-apprenticeship programs; (c) internships and job shadowing; and (d) on-the-job training (OJT) opportunities;
4. Occupational skill training which includes training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations;
5. Education offered concurrently with and in the same context as workforce preparation activities that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupational clusters;
6. Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social behaviors;
7. Supportive Services -to reduce the barriers to success in-school and work, which include assistance with limited transportation, linkages to community services, referrals to medical services;

- appropriate work attire and work-related clothing or tool costs; assistance with books and school supplies. Justification for payments must be documented and identified by the contractor and in compliance with ACWDB's Supportive Services Action Bulletin;
8. Adult Mentoring for a duration of at least 12 months that may occur both during and after program participation;
 9. Follow-up Services for not less than 12 months after the completion of participation: *The agency that has the primary case management responsibility for the youth during program enrollment must submit quarterly reports into ACWDB approved management information data system;*
 10. Comprehensive Guidance and Counseling including drug and alcohol abuse counseling as well as referrals to counseling, as appropriate to the needs of the individual youth;
 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, such as career awareness, career counseling and career exploration services;
 14. Activities that help youth prepare for and transition to post-secondary education and training.

I. ADDITIONAL PROGRAM REQUIREMENTS

The Industry Sector and Occupational Framework (ISOF) is a three-tiered hierarchal model that highlights growth and presence of industries and occupations in Alameda County over the next five years, and also includes occupational wage criterion. The Alameda County Workforce Development Board (ACWDB) has adopted a policy related to the ISOF, one of which requires contracted service providers to use the ISOF as a tool to direct and guide workforce development activities. For more information about the ISOF, please visit:[http://alamedasocialservices.org/acwib/info-research/documents/display.cfm?folder=documents&filename=AB_99 - Industry Sector and Occupational Framework.pdf](http://alamedasocialservices.org/acwib/info-research/documents/display.cfm?folder=documents&filename=AB_99_-_Industry_Sector_and_Occupational_Framework.pdf)

ACWDB staff has identified several industries and in-demand occupations that demonstrate high growth in Alameda County over the next five years. Successful bidders will demonstrate how they will introduce youth participants to various career pathways and/or

train them for employment in a specific industry sector and for a job or range of jobs. The identified sectors and occupations within those industries include:

- Health Care/Social Assistance (i.e. Medical Secretaries, Medical Assistants, Office Clerks, Health Technologists and Technicians, Dental Assistants, Nursing Assistants, clinical/administrative medical assistants, etc.)

- Professional Scientific Technical Services *including Information/Communication Technology* (i.e. Web Developers, Office Clerks, Engineers, Computer User Support Specialists, Computer Programmers, Software Developers of Applications and Systems, Computer Network Specialists, Data Scientists, etc.)

- Constructions (i.e. Electricians, Heating, Air Conditioning and Refrigeration Mechanics and Installers, Cost Estimators, etc.)

- Efforts should be made to leverage pre-apprenticeship and/or apprenticeship training.

- Advanced Manufacturing (i.e. Team Assemblers, First-Line Supervisors of Production and Operating Workers, Inspectors, Machinists, etc.)

- Transportation/Warehousing or Transportation/Logistics (i.e. Truck Drivers, Fulfillment Associates, Cargo and Freight Agents, etc.)

Work Experience

WIOA defines work experience (both paid and un-paid) as “a planned, structured learning experience that take place in a workplace for a limited period of time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.

The work experience provides the youth and young adult participant with opportunities for career exploration and skill development.

WIOA requires that **20 percent** of funds be spent on work experience. The following expenditures on the work experience program element can be more than just wages paid to youth. Allowable expenditures include:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop work experience opportunity including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time managing the work experience;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of the work experience; and
Employability skills/job readiness training to prepare youth for a work experience.

See TEGL 21-16 https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf

J. PERFORMANCE MANAGEMENT

Youth service providers will work closely with the ACWDB to implement Federal, State and local performance measures and attain the prescribed standards for the delivery of youth services. ACWDB **current** Local Area Performance Measures and Goals are found in the chart below and serve as reference for Program Year (PY) 2018-19. Performance measures may be modified to remain in compliance with federal, state and local requirements.

| PY 2017-18 Local Area Performance Goals | |
|---|-----------------|
| MEASURES | YOUTH |
| Employment or Placement Rate 2 nd Quarter After Exit | 61.00% |
| Employment or Placement Rate 4 th Quarter After Exit | 61.00% |
| Median Earnings | Baseline |
| Credential Attainment within 4 Quarters After Exit | 47% |

Standards will be developed in the future for Measurable Skills Gains (MSG) as a performance goal. There are five types of MSG:

1. Educational Functional Level
2. Secondary School Diploma
3. Transcript/Report Card
4. Training Milestone
5. Skills Progression

K. STAFFING REQUIREMENTS

Programs will need to submit a staffing plan including key functional areas of responsibility (include a job description for each position). A minimum of three required staff members to conduct the following in either a full-time equivalent (FTE) or part-time equivalent (PTE) capacity:

1. **Case Manager(s)** (FTE and/or PTE) - who can review and assist with school credit recovery. Case Managers must know about youth and adolescent development; rights and laws relating to youth and to people with disabilities; professional ethics including boundaries, confidentiality which is key for youth with disabilities to include individual plans and reasonable accommodations. Incumbent must be able to utilize assessment tools, appropriate for young adults, to determine academic skills levels, career interests, presence of disabilities and support needs. Incumbent must also understand when and how to refer youth for specialized assessments, involve youth in using assessment results to develop their own plans and goals for career and educational and life skills development.
2. **Data Management-Clerical** (FTE and/or PTE) - manage the intake and maintenance of input data into ACWDB's designated data Management Information System (MIS); ensuring that timely information is entered accurately; periodic review data and information from case managers; serve as liaison to ACWDB MIS team who can interpret and/or provide bi-monthly reports.
3. **Career/Job Counselor** (FTE and/or PTE) Administer and interpret career assessment tools (like Key Train) and coordinate with local employers businesses and post-secondary institutions to increase after school internships and/or job experience opportunities. Incumbent should be able to facilitate job readiness skills-building and assess employability strengths/barriers of youth; teach job search skills, including the use of technology such as the internet and social media platforms like LinkedIn; match youth with appropriate after school jobs or nonpaid internships. The relationship of Career/Job Counselor to employers and between employers and youth is pivotal to any program to engage and communicate effectively with employers, including identifying recruitment and providing support to employers hiring youth and able to train employers (and their staff) in how to work with and support all youth, including providing universal access and reasonable accommodations for youth with disabilities.

Successful respondents will be required to have designated staff attend the following meetings:

- a. In-service training sessions and mandatory monthly contractors meetings with ACWDB program liaison;
- b. Monthly Youth Steering Committee meetings;
- c. Youth Committee and Workforce Development Board meetings on quarterly bases.

L. ELIGIBLE ORGANZATIONS

Qualified applicants must have a minimum of two (2) years of documented successful experience in providing the full range of youth workforce development services for eligible individuals 16 through 24 years. Eligible organizations include 501(c) 3 non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with Federal, State and local law. Minority and Women-Owned businesses are encourage to apply.

In addition, bidders must exhibit desired qualifications, including experience, demonstrated track record and current capacity to:

- Have meaningful partnerships with accredited secondary schools, post-secondary schools and collaborative partnerships that include integrated educational, occupational and placement programming through curriculum design that may be accompanied with work experience activities;
- Employ proven recruitment and service strategies to actively engage, enroll, and retain OSY and ISY;
- Have partnerships with employers in high-growth industries and other relevant organizations that provide integrated educational, short-term occupational training that may lead to job placement;
- Implement models promoting 21st Century work-readiness skills and post-secondary preparedness;
- Have an understanding of appropriate employment tracks relative to occupational skills training pathways;
- Provide case management with comprehensive social support connections.
- Maintain data management youth tracking and program performance management systems;

- Have diverse funding sources supporting their operating expenses;
- Are capable of offering continuous and relevant programming from July 1, 2018 to June 30, 2019 with two optional one-year extensions based on performance and funding availability.

The contractor for the service-delivery resulting from this procurement, shall act as the sole organization or as the lead organization. The selected organization shall carry out fiscal and reporting responsibilities, as well as ensure the efficacy and consistency of the services throughout the contract period. The recommended contractor(s) shall serve as the employer of record for payroll, coordinate all education and employment activities and ensure contractual/performance services are delivered via executed subcontract memorandums of understanding (MOUs) with their collaborative partnerships, if any.

M. DELIVERABLES/REPORTS

The successful bidder is required to use an online data management system (CalJOBS) to record and track participant activities and program services. Reports from this system will be utilized to determine program performance by ACWDB and the State of California. Knowledge of the system, accuracy and timely entry of information is critical. System training will be facilitated through ACWDB but it is the contractor's responsibility to ensure on-going staff expertise, cooperation and timely data input and reporting.

In addition, the successful bidder may be asked to provide additional documentation or information not accessible through CalJOBS to evaluate performance outcomes (including strengths and weaknesses) and to provide qualitative information.

N. DEBARMENT/SUSPENSION POLICY

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of the RFP response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45

CFR 92.35 and Executive Order 12549. ACWDB will verify bidder, its principal and their named subcontractors are not on the Federal Debarred List, suspended or otherwise excluded list of vendors located at www.sam.gov; and bidders are to complete a Debarment and Suspension Certification form located in Attachment 1A and Attachment 1B, certifying bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States government.

III. INSTRUCTION TO BIDDERS

A. CALENDAR OF EVENTS

| EVENT | DATE/LOCATION |
|--|--|
| RFP Released | December 21, 2017 |
| Networking/Bidders Conference No.1 | January 3, 2018 10:00 am – 12:00 noon Eden Multi Area Service Center 24100 Amador Street Hayward, CA 94544 California Poppy Room 2 nd Floor |
| Networking/Bidders Conference No.2 | January 4, 2018 10:00 a.m. – 12 Noon Bridgescourt Room 3990 Harlan Street Emeryville, CA 94608 |
| Written Questions Due | January 5, 2018 by 5:00 p.m. |
| Addendum No. 1 Posted | January 10, 2018 |
| Response Due | February 2, 2018 by 2:00 p.m. |
| Evaluation Period | February 8 – February 28 |
| Funding Recommendations to ACWDB Youth Committee | April 9, 2018 |
| ACWDB Approval | May 10, 2018 |
| Alameda County Board of Supervisors Approval | June 5, 2018 |
| Contract and Program Start Date | July 1, 2018 |

Note: Dates are approximate and subject to change

B. BIDDERS CONFERENCES

Two Bidders Conference sessions will be held to:

1. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
2. Provide ACWDB with an opportunity to receive feedback regarding the project and RFP.

All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/bidders conference in accordance with the Calendar of Events.

Attendance at the one of the two Bidders Conferences is highly recommended. Vendors who attend the Bidders Conference will be added to the Vendor Bid List and made available by the addendum date on January 10, 2018.

C. REQUESTING AN RFP PACKET

To request an RFP packet (either hard copy or by e-mail), please contact:
Josephine Zaraspe, Secretary
(510) 259-3836
FAX: (510) 259-3845
Email: jzaraspe@acgov.org

Please include your name, organization, address, phone number and e-mail address when requesting a copy of the RFP either in hard copy or e-mail form for either the Youth Innovation Program Response Packet- 1A and/or the Young Adult Future Force Career Program Response Packet – 1B. Additionally, an RFP can be picked up at the ACWDB offices located at: 24100 Amador Street, 6th Floor, Room 610C - Hayward, CA 94544 between 8:30 a.m. and 3:00 p.m. prior to the Bidders' Conference. RFP packets will also be available at the Bidders' Conference.

D. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at the ACWDB offices by 2:00 p.m. February 2, 2018 (see Calendar of Events).

NOTE: LATE BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN PUBLIC LOTS. YOU MUST ENTER A SECURED BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the ACWDB offices cannot be considered and will not be accepted.

All bids, whether delivered by an employee of bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The ACWDB timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be addressed and delivered as follows:

Attn: Deidra Perry, Program Financial Specialist
Alameda County Workforce Development Board
24100 Amador Street, 6th Floor – Room 610C
Hayward, CA 94544

Bidder's name, return address and the RFP number and title must also appear on the mailing package.

3. Bidders for the **Youth Innovation Program** are to submit one (1) original hard copy bid, signed with BLUE ink, plus five (5) copies of the proposal. **The original proposal and five copies for the Youth Innovation Program is to be clearly marked, printed on plain white paper,** and must be either loose leaf, **NOT** bound.

Bidders must also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred) and shall be an exact scanned image of the original hard copy Attachment 1A – RFP Response Packet-Youth Innovation Program, including any additional required documentation. The PDF file must be on an USB flash drive and enclosed with the sealed original hardcopy of the proposal.

Bidders for the **Young Adult Future Force Career Program** are to submit one (1) original hard copy bid, signed with BLUE ink, plus five (5) copies of the proposal for the Young Adult Future Force Career Program. **The original proposal and five copies for the Young Adult Future Force Career**

Program is to be clearly marked, printed on plain white paper, and must be either loose leaf, **NOT bound.**

Bidders must also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred) and shall be an exact scanned image of the original hard copy Attachment 1A – RFP Response Packet-Youth Innovation Program, including any additional required documentation. The PDF file must be on an USB flash drive and enclosed with the sealed original hardcopy of the proposal.

4. BIDDERS SHALL NOT MODIFY FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
5. No telegraphic, email (electronic) or facsimile bids will be considered.
6. All costs required for the preparation and submission of a bid shall be borne by bidder.
7. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
8. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee and forwarded to the ACWDB Youth Committee. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for the award. In addition, award information will be posted on ACWDB’s website.
9. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the contract, be open to public inspection.

10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
12. The undersigned bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the bid documents.
13. The undersigned bidder certifies that it is not, at the time of bidding, on the California Department of General Services (CDGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the bid documents.

E. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. **The proposal must meet the deadline and location for submittal, i.e., no later than 2:00 p.m., Friday, February 2, 2018. Deliver to ACWDB Offices at 24100 Amador Street, 6th Floor-Room 610C - Hayward, CA 94544.**

No late proposals will be accepted.

3. **One (1) original, signed in blue ink**, and five (5) copies of the proposal must be submitted by the due date and time. One copy must have original signatures. The proposal must be formatted as follows:
 - 12 point font
 - Single spaced
 - Single sided
 - All pages numbered sequentially
 - Loose leaf, or in a 3 ring binder
 - Header on each page (upper right hand corner) under Specifications, Term and Conditions RFP No. 2017-ACWDP-YP and below that your agency name or agency acronyms:

**Specifications, Terms and Conditions RFP No. 2017-ACWDB-YP
(Name of your agency or agency acronyms)**

4. The proposal must comply with the provisions of the Request for Proposals and all its instructions.
5. In order for bids to be considered complete, bidder must provide all information requested. See Attachments 1A and 1B for the Response Content and Submittals Completeness Checklist.
6. The proposal budget must reflect actual costs associated with providing program services.
7. The proposal must contain accurate and complete information as requested in this proposal.
8. Proposals will be reviewed as initially submitted. No changes, additions, or re-submissions will be accepted after the initial deadline for submission.
9. ACWDB reserves the right to withdraw a contract-funding award if it is determined that the award was based on false information provided by the proposer.
10. Bid responses, in whole or in part, NOT to be marked confidential or proprietary. ACWDB may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response t the RFP may be subject to public disclosure. ACWDB shall not be liable in any way for disclosure of any such records. Please refer the Alameda County's website

at:

<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

F. PROPOSAL REVIEW AND GRANT AWARD PROCESS OVERVIEW

The evaluation and scoring of proposals and recommendation of providers for the Contracting/ Employer of Record RFP will consist of several phases:

- A preliminary review will be conducted by ACWDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance.
- For proposals that meet the minimum qualifications, evaluation and scoring of each proposal will be conducted by an outside Review Panel according to the criteria listed in Section III.F. Evaluation and Scoring. Staff may arrange site visits with the applicants to confirm the information stated in the proposals.

Applicants may have the opportunity to be interviewed by the Review Panel prior to final scoring, if the review panel finds it necessary.

- Upon completion of the proposal review process, recommendations for selecting providers will be strictly based on the aggregate scores of the Review Panel. These recommendations will be presented to the Youth Committee (YC) of the Alameda County Workforce Development Board (ACWDB). Following the YC action, a funding recommendation will be presented to ACWDB for approval. Applicants have the right to address the YC and the ACWDB during the Public Hearing at the meetings (allowed a total of three minutes) when recommendations are presented.
- Authority to execute contracts will be given by the Alameda County Board of Supervisors following selection and award of funding by ACWDB. Funding will be contingent on state and federal policies.

If no more than one proposal is received in response to this solicitation, the County reserves the right to classify this procurement as a failed competition and reissue the RFP or enter into sole source agreements to ensure service delivery. Funding decisions are the sole responsibility and at the sole discretion of the ACWDB. Any formal appeal of funding decisions must be in accordance with Section III. I. Bid Protest and Appeals Process of this RFP document.

G. EVALUATION AND SCORING

Each proposal will be evaluated and scored on the information contained in the proposals directly responding to the proposal questions. Information may be disputed or confirmed by staff through follow-up site-visits and consultations with provided references. Additionally, each applicant may have the opportunity to attend an interview with the review panel to answer any questions the panel has regarding their proposal **(if deemed necessary by the review panel)**. Each proposal will be given a score between 0 and 100. The proposal will be scored in the follow categories:

- A proposal evaluation system, which includes a point system for rating each proposal submitted, will be used to review all proposals that meet minimum qualifications. This system will ensure uniformity in evaluating proposals, and will identify the rationale for approval or disapproval. **A PROPOSAL MUST SCORE A MINIMUM OF 75 POINTS TO BE CONSIDERED FOR FUNDING.**

Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension. As a result of this RFP, ACWDB intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to ACWDB, all evaluation criteria considered. The combined score of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder that proposes the best quality as determined by the evaluation criteria. ACWDB may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional

criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated and scored according to each Evaluation Criteria. The scores for all the Evaluation Criteria will then be added together to arrive at a total score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser total.

The final maximum score for any project is one hundred (100) points. The Evaluation Criteria and their respective scores are as follows:

| Evaluation Criteria | | Score |
|---------------------|--|-----------|
| A | <p><u>Completeness of Response:</u> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p> | Pass/Fail |
| B | <p><u>Debarment and Suspension:</u> Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov.</p> | Pass/Fail |
| C | <p><u>Administrative/Organizational Capacity: 15 Available Points</u> <i>Application must provide evidence that the applicant and its required partners have the fiscal, administrative, and performance management capacity to administer funding streams. Scoring under this criterion will be based on the extent to which applicants provide evidence of the following:</i> 1: Ability to manage and maintain fiscal records, including experience with federal funds and cost allocation. 2: Adequate and qualified staff 3: Capacity to track required deliverables and generate the required reports</p> | 15 Points |
| D | <p><u>Demonstrated Performance/Ability: 15 Available Points</u> <i>Proposal must demonstrate that the applicant has experience serving disadvantaged at-risk youth. Applicant must also provide program evaluations or reviews and previous contract experiences. Scoring will be based on the extent to which applicants provide evidence of the following:</i> 1: Successful experience providing services to disadvantaged at-risk youth and ability to perform WIOA-like youth services (address how each of 10 WIOA services required by this RFP will be accessible to youth). 2: Summary of two recent program evaluations or monitoring reviews that are similar to WIOA programs 3: Previous contract experience</p> | 15 Points |

| | | |
|---------------------|--|------------|
| E | <p>Quality/Comprehensive Services: 40 Available Points</p> <p><i>Proposal must demonstrate a clear explanation on how the applicant will recruit youth, provide outreach, implement methods for intake (open and closed enrollments) and describe service outcomes that are consistent with common and state measures. Points for this criterion will be awarded for the following factors:</i></p> <ol style="list-style-type: none"> 1: Effective strategy to recruit eligible youth with open or closed enrollments. 2: Description of the closed or open enrollment intake process. 3: Innovative approach for service outcomes that are consistent with Local and State Performance Measures, including placement in education, employment, degree or certification programs. 4: Interesting activities that are likely to attract and retain youth. | 40 Points |
| F | <p>Outcomes and Deliverables: 15 Available Points</p> <p><i>Applicants must show indications of established and future partnerships for a broad system of comprehensive youth based services. Services include relationships with secondary and post-secondary institutions, partnerships with employers; job shadowing, mentoring opportunities and internships. Scoring criteria for this section will be based on the following categories:</i></p> <ol style="list-style-type: none"> 1: Indication of established or future linkages to provide comprehensive services to the youth population. 2: Relationships with secondary and post-secondary institutions. 3: Partnerships with employers for job shadowing, mentoring and paid/unpaid internships. | 15 Points |
| G | <p>Budget Considerations: 10 Available Points</p> <p>Applicant must show a strong understanding of WIOA financial procedures and fiscal management. Scoring criteria for this section will be based on the following categories:</p> <ol style="list-style-type: none"> 1: Description of process to support proposed activities with sufficient project operational budgets. 2: Description of fiscal management experience and the use of fiscal controls. 3: Describe budget justification and demonstrate sufficient understanding of WIOA cost definitions and cost reimbursement contracts. | 10 Points |
| Total Points | | 100 |

EXAMPLE – REVIEW COMMITTEE RATING FORM

SECTION 1: Minimum Bidder Requirements

- The RFP Proposal is complete. [] yes/pass [] no/fail
- Debarment and Suspension Certification: [] yes/pass [] no/fail

a. Bidders, its principle and named subcontractors are not identified on the list of federally debarred; suspended or other excluded parties located at www.sam.gov and have submitted Debarment and Suspension Form.

| | | | | | | | | | |
|--|---|---|---|----|----|-----------------------|--|--|--|
| Section I: Administrative/Organizational Capacity: 15 Available Points | | | | | | | | | |
| Application must provide evidence that the applicant and its required partners have the fiscal, administrative, and performance management capacity to administer funding streams. Scoring under this criterion will be based on the extent to which applicants provide evidence of the following: | | | | | | | | | |
| 1: Ability to manage and maintain fiscal records, including experience with federal funds and cost allocation. | | | | | | | | | |
| 2: Adequate and qualified staff | | | | | | | | | |
| 3: Capacity to track required deliverables and generate the required reports | | | | | | | | | |
| Possible Points | | | | | | Points Awarded | | Total Points Possible | |
| 0 | 3 | 6 | 9 | 12 | 15 | 0 | | 15 | |
| Please write the justification for adding points here | | | | | | | | | |
| | | | | | | | | Total points earned from Section I | |
| | | | | | | | | 0 | |
| Section II: Demonstrated Performance/Ability: 15 Available Points | | | | | | | | | |
| <i>Proposal must demonstrate that the applicant has experience serving disadvantaged at-risk youth. Applicant must also provide program evaluations or reviews and previous contract experiences. Scoring will be based on the extent to which applicants provide evidence of the following:</i> | | | | | | | | | |
| 1: Successful experience providing services to disadvantaged at-risk youth and ability to perform WIOA-like youth services (address how each of 14 WIOA services required by this RFP will be accessible to youth). | | | | | | | | | |
| 2: Summary of two recent program evaluations or monitoring reviews that are similar to WIOA programs. | | | | | | | | | |
| 3: Previous contract experience. | | | | | | | | | |
| Possible Points | | | | | | Points Awarded | | Total Points Possible | |
| 0 | 3 | 6 | 9 | 12 | 15 | 0 | | 15 | |
| Please write the justification for adding points here | | | | | | | | | |
| | | | | | | | | Total Points earned from Section II | |
| | | | | | | | | 0 | |
| Section III: Quality/Comprehensive Services: 40 Available Points | | | | | | | | | |

Proposal must demonstrate a clear explanation on how the applicant will recruit youth, provide outreach, implement methods for intake (open and closed enrollments) and describe service outcomes that are consistent with common and state measures. Points for this criterion will be awarded for the following factors:

- 1: Effective strategy to recruit eligible youth with open or closed enrollments.
- 2: Description of the closed or open enrollment intake process.
- 3: Innovative approach for service outcomes that are consistent with Common and State Performance Measures, including placement in education, employment, degree or certification programs.
- 4: Interesting activities that are likely to attract and retain youth.

| Possible Points | | | | | | Points Awarded | Total Points Possible |
|-----------------|---|----|----|----|----|----------------|-----------------------|
| 0 | 5 | 10 | 20 | 30 | 40 | 0 | 40 |

Please write the justification for adding points here

Total Points earned from Section III

0

Section IV: Outcomes and Deliverables: 15 Available Points

Applicant must show indications of established and future partnerships for a broad system of comprehensive youth based services. Services include relationships with secondary and post-secondary institutions, partnerships with employers; job shadowing, mentoring opportunities and internships. Scoring criteria for this section will be based on the following categories:

- 1: Indication of established or future linkages to provide comprehensive services to the youth population
- 2: Relationships with secondary and post-secondary institutions
- 3: Partnerships with employers for job shadowing, mentoring and paid/unpaid internships
- 4: Use of ISOF

| Possible Points | | | | | | Points Awarded | Total Points Possible |
|-----------------|---|---|---|----|----|----------------|-----------------------|
| 0 | 3 | 6 | 9 | 12 | 15 | 0 | 15 |

Please write the justification for adding points here

Total points earned from Section IV

0

Section V: Other Program Considerations: 5 Available Points

An applicant must describe the process for follow up services, methods to measure customer satisfaction and experience working with SSA youth programs. Scoring criteria for this section will be based on the following categories:

- 1: Description of follow-up services and tools to measure customer satisfaction
- 2: Description of networking experience with other Alameda County SSA program and activities

| Possible Points | | | | | | Points Awarded | Total Points Possible |
|-----------------|--|--|--|--|--|----------------|-----------------------|
| | | | | | | | |

| | | | | | | | |
|--|---|---|---|---|----|-----------------------|------------------------------|
| 0 | 1 | 2 | 3 | 4 | 5 | 0 | 5 |
| | | | | | | | |
| Total points earned from Section V | | | | | | | 0 |
| Section VI: Budget Considerations: 10 Available Points | | | | | | | |
| <i>Applicant must show a strong understanding of WIOA financial procedures and fiscal management. Scoring criteria for this section will be based on the following categories:</i> | | | | | | | |
| 1: Description of process to support proposed activities with sufficient project operational budgets. | | | | | | | |
| 2: Description of fiscal management experience and the use of fiscal controls. | | | | | | | |
| 3: Describe budget justification and demonstrate sufficient understanding of WIOA cost definitions and cost reimbursement contracts. | | | | | | | |
| Possible Points | | | | | | Points Awarded | Total Points Possible |
| 0 | 2 | 4 | 6 | 8 | 10 | 0 | 10 |
| Please write the justification for adding points here | | | | | | | |
| Total points earned from Section VI | | | | | | | 0 |
| Grand Total Points | | | | | | | 0 |

H. PROPOSAL REVIEW PANEL

A preliminary review will be conducted by WDB staff to ensure that each proposal meets the minimum qualifications for proposal acceptance. An outside Review Committee will review and score each proposal that has met the Minimum Qualifications. The Review Committee may be composed of staff from other Local Workforce Areas that may have expertise or experience relevant to this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the Review Committee and will be based on the evaluation criteria set forth in this RFP.

All contact during the evaluation phase shall be through ACWDB staff only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the Review Committee may result in disqualification of Bidder. The Review Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

I. CONTRACT AWARD PROCESS

ACWDB staff will present funding recommendations to the ACWDB for approval. Funding recommendations will include a summary of the Review Committee evaluations. Bidders will be allowed a total of three (3) minutes during the public hearing to address the Alameda County Workforce Development Board regarding the specific funding recommendations being presented. A bidder may have the option to provide verbal testimony regarding the merits of its proposal and the reasons for consideration of funding. There is no requirement for any bidder to make a presentation to the ACWDB Executive Committee. Any presentation that is made **MUST** be an oral one and **CANNOT INCLUDE THE DISTRIBUTION OF WRITTEN MATERIALS.**

It is in the best interest of the bidders to attend the funding hearing and to be prepared to answer any questions that the ACWDB may have regarding the application package. ACWDB staff will send notices to each bidder regarding the recommendations being made as well as a confirmation of the date, time and location for the ACWDB. It is the responsibility of the bidder to confirm the date, time and place of the meeting to assure attendance.

Once the ACWDB has made a funding decision and taken action to select the successful bidder, all bidders will receive written notification of the contract award recommendation by ACWDB staff. Notification will be provided via e-mail or fax, and by certified mail. The document providing this notification is the Notice of Intent to Award/Non-Award. The Notice of Intent to Award/Non-Award will provide the following information: 1) the name of the bidder being recommended for contract award; and 2) the names of all other parties that submitted proposals.

Upon completion of any bid protest/appeal, the ACWDB will approve the final contract award recommendation. If no bid protest/appeal is made, the ACWDB's decision to issue the Notice of Intent to Award/Non-Award is considered the final contract award decision of the ACWDB. The ACWDB will then submit the final contract award decision to the County Board of Supervisors, who approves and executes all contracts for the ACWDB.

Contracts will commence July 1, 2018 contingent upon availability of funds from the State of California. Grant awards will be conferred annually based upon the following criteria: provider meets contractual obligations; successful performance; and, determination of need and that any changes under WIOA authorization don't significantly alter operations, which would then impact

this procurement. The ACWDB must formally approve the subsequent annual awards.

J. BID PROTEST/APPEAL PROCESS

The County and Alameda County Workforce Development Board prides itself on the establishment of fair and competitive contracting procedures and the commitment made for following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the ACWDB.

1. Any Bid protest must be based on one or both of the following:
 - a. The action of the ACWDB is at variance with the law.
 - b. The action of the ACWDB contravenes current ACWDB or County Policy.
2. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's SSA Finance Director, located at 1111 Jackson Street, Suite 103, Oakland, CA 94612, Fax: (510) 839-0748, before 5:00 p.m. of the **FIFTH (5th)** business day **following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder**. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
 - a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. The SSA Finance Director will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
3. Upon receipt of the written protest, the SSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or

schedule a meeting(s) with the protesting bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the ACWDB's final contract approval/appeal hearing date.

The decision will be communicated by e-mail and certified mail, and will inform the bidder whether or not the recommendation to the ACWDB in the Notice of Intent to Award/Non-Award is going to change. A copy of the decision will be furnished to all bidders affected by the decision. As used in this paragraph, a bidder is affected by the decision on a bid protest if a decision on the protest could have resulted in the bidder not being the apparent successful bidder on the RFP.

4. The decision of the SSA Finance Director on the bid protest may be appealed to the ACWDB. All appeals must be submitted to the ACWDB Director, 24100 Amador Street, 6th Floor, Hayward, CA 94544. The Bidder whose Bid is the subject of the protest, all Bidders affected by the SSA Finance Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Finance Director's decision. All appeals to the ACWDB shall be in writing and submitted within five (5) business days following the issuance of the decision by the SSA Finance Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. Upon receipt of a compliant appeal, the ACWDB Director will schedule a hearing with the ACWDB to hear the merits of the appeal.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the ACWDB will not re-judge the proposal(s). The appeal to the ACWDB shall be limited to review of the procurement process to determine if there were material errors in the RFP process or, where appropriate, ACWDB or County policies or other laws and regulations.
 - c. The appeal to the ACWDB also shall be limited to the grounds raised in the original protest and the decision by the SSA Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
 - d. The ACWDB may overturn the results of a bid process for ethical violations by ACWDB staff, selection committee members, subject

- matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
- e. The ACWDB shall review the materials and conclusions reached by the SSA Finance Director and will determine whether to uphold or overturn the protest decision.
 - f. The decision of the ACWDB is the final step of the appeal process. The decision of the ACWDB will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision at the appeal hearing.
5. The County and ACWDB will complete the Bid protest/appeal procedures set forth in this Section I before a final recommendation to award the Contract is considered by the ACWDB.

The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

K. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, this may be awarded to Contractor, the ACWDB staff will meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

ACWDB reserves the right to determine, at its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems with the proposed services were evidenced which make it unlikely (even with possible modifications) that such proposed services have met ACWDB requirements. If, as a result of such determination ACWDB concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and/or services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. The County will have the right to invite the next highest ranked bidder to enter into a

contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

IV. TERMS AND CONDITIONS

A. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Proposal Review Panel."
2. The Review Panel will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of ACWDB and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest cost.
3. ACWDB reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. ACWDB reserves the right to award to a single or multiple contractors.
5. ACWDB has the right to decline to award this contract or any part thereof for any reason.
6. ACWDB and Alameda County Board of Supervisor's approval to award a contract are required.
7. A contract must be negotiated, finalized, and signed by the intended awardees prior to Board approval.
8. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

B. TERM/TERMINATION/RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be 2 months;

2. By mutual agreement, any contract which may be awarded pursuant to this RFP May be extended for two additional one year terms at agreed prices with all other terms and conditions remaining the same;
3. The initial contract will include the PY 2017-2018 award, scope of work and performance requirements. This contract will be amended to include performance requirements and any scope of work modifications necessary as a result of changes in federal or state mandates. Awards will be dependent upon continuance of enabling legislation (Workforce Development Act) and fund availability for the Alameda County Workforce Local Development Area.

C. METHOD OF ORDERING

1. A written Purchase Order (PO) and signed contract will be issue upon ACWDB and County Board of Supervisor's approval;
2. POs and payments for services will be issued only in the name of Contractor;
3. Changes in service delivery shall be agreed upon by Contractor and County and issued as needed in writing by County;

D. CONTRACTING REQUIREMENTS

In order to contract for WIOA funds, the Contractor must:

1. Be legally capable of entering into a contract, and be able to provide proof of the ability to administer WIOA programs (i.e., previous experience administering employment and training programs, other related service programs and no disbarment).
2. Provide documentation of current fiscal and compliance audits, as required by law.
3. Provide Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State.
4. Be an Affirmative/Equal Opportunity Employer. If selected for funding, the lead agency and any collaborative partner agencies will be required to meet EEO requirements.

5. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
6. Ensure that reports and/or documents contain correct information.
7. File required insurance documentation with the County of Alameda as an exhibit to the contract. The County must review all documentation before the initial invoice will be processed. The following are insurance requirements that contractors must carry:
 - Commercial General Liability in the amount no less than \$1,000,000;
 - Combined Single Limit for each occurrence. Must include personal injury coverage;
 - Workers' Compensation as required by State law or \$1,000,000. Employers Liability minimum \$100,000;
 - Automobile Liability in an amount not less than \$1,000,000 combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles;
 - Professional/Liability/Errors and Omissions in the amount no less than \$1,000,000;
 - The County of Alameda is covered as additional insured;
 - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after 30 days prior written notice has been given to the County of Alameda.
8. Comply with requirements for lobbying, debarment and drug-free workplace certification.
9. Address the County's Language Access requirements.

E. TYPE OF CONTRACT

Contracts will be written on a cost reimbursement basis. The Contractor is required to provide a detailed line-item budget as part of the contract and agree to submit monthly invoices for payment. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that the County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Contract.

F. INVOICING

1. Contractor shall invoice ACWDB as prescribed in the executed contract.
2. County shall notify Contractor of any adjustments required to invoice.
3. Contractor shall utilize standardized invoice provided by ACWDB and as defined within the contract Scope of Work.
4. Invoices shall only be prepared and submitted by the Contractor who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the executed contract PO.
6. County will pay Contractor monthly, or as agreed upon, not to exceed the total maximum specified in the executed contract Exhibit B Budget.

G. ADMINISTRATIVE COSTS

The Workforce Innovation Opportunity Act regulations at 20 CFR 667.200 identify specific items of cost, which must be classified to the administrative cost category. Please ensure that expenditures attributable to the following functions are appropriately classified to the Administration category of cost. These costs can be both personnel and non-personnel and both direct and indirect.

Performing the following overall general administrative functions and coordination of those functions under WIOA title I:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- Audit functions;
- General legal services functions;
- Developing systems and procedures, including information systems, required for these administrative functions;
- Performing oversight and monitoring responsibilities related to WIOA administrative functions;
- Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

- Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and
- Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- Awards to sub recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

Personnel and related non-personnel costs of staff that perform both administrative functions specified above and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/ categories based on documented distributions of actual time worked or other equitable cost allocation methods.

Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

All costs incurred for functions and activities by your organization and vendors who are awarded funds for the purpose of delivering programmatic services are program costs.

Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- Tracking or monitoring of participant and performance information;
- Employment statistics information, including job listing information, job skills information, and demand occupation information;
- Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
- Local area performance information; and

- Information relating to supportive services and unemployment insurance claims for program participants.

H. PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT

Contractor shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the ACWDB. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the ACWDB. Any such prohibited assignment or transfer shall be void.

I. RECORD KEEPING

Contractor will be expected to maintain complete up-to-date and accurate records and management controls. The Contractor will be expected to maintain complete fiscal and accounting records, in accordance with Federal Government Accounting Principles, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs. All documents and records will be maintained for a period of no less than five (5) years. This is a federal administrative requirement

J. MONITORING

The Contractor selected and funded with WIOA dollars may be visited at any time by the ACWDB staff, the Youth Committee (YC), ACWDB board members, County officials, and officials from the State of California, Department of Labor, or Contractors of these units of government, and others who have a direct concern in administration of WIOA programs and projects. All agency records must be available for inspection. All areas of the project will be subject to examination and could include, but are not limited to, inspection of personnel files and applications, and the financial bookkeeping records. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering within this operator to ensure provision of agreed upon services.

K. COUNTY PROVISIONS

SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PARTICIPATION:
Contractor has been approved by County to participate in contract without SLEB participation (SLEB Waiver 1199). As a result, there is no requirement

to subcontract with another business in order to satisfy the County's Small Local and Emerging Business provision.

However, if circumstances or the terms of the contract should change, Contractor may be required to immediately comply with the County's Small Local and Emerging Business provisions, including but not limited to:

- a. Contractor must be a certified small or emerging local business (es) or subcontract a minimum 20% with a certified small or emerging local business (es).
- b. SLEB subcontractor(s) is independently owned and operated (i.e., is not owned or operated in any way by Prime), nor do any employees of either entity work for the other.
- c. Small and/or Emerging Local Business participation and current SLEB certification status must be maintained for the term of the contract. Contractor shall ensure that their own certification status and/or that of participating subcontractors (as is applicable) are maintained in compliance with the SLEB Program.
- d. Contractor shall not substitute or add any small and/or emerging local business(s) listed in this agreement without prior written approval from the County. Said requests to substitute or add a small and/or emerging local business shall be submitted in writing to the County department contract representative identified under Item #13 above. Contractor will not be able to substitute the subcontractor without prior written approval from the Alameda County Auditor Controller Agency, Office of Contract Compliance (OCC).
- e. All SLEB participation, except for SLEB prime contractor, must be tracked and monitored utilizing the Elation compliance System.

County will be under no obligation to pay contractor for the percent committed to a SLEB (whether SLEB is a prime or subcontractor) if the work is not performed by the listed small and/or emerging local business.

- f. For further information regarding the Small Local Emerging Business participation requirements and utilization of the Alameda County Contract Compliance System contact the County Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.
- g. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable

employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the Workforce Development Act require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

L. GENERAL REQUIREMENTS

1. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free work place policy, not using alcoholic beverages and treating employees courteously.
2. County has the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself for perform quality work.
3. Contractor personnel shall be easily identifiable as non-County employees (i.e. work uniforms, badges, etc.)

M. COMPLIANCE WITH APPLICABLE REGULATIONS

This RFP has been developed consistent with applicable State and Federal statutes, regulations, and published guidelines and policies.

ATTACHMENT NO. 1A

**BID RESPONSE PACKET
YOUTH INNOVATION PROGRAM
(SEPARATE FILE)**

ATTACHMENT NO. 1B

BID RESPONSE PACKET

YOUNG ADULT FUTURE FORCE CAREER PROGRAM

(SEPARATE FILE)

ATTACHMENT NO. 2

CONTAINS THE FOLLOWING DOCUMENTS:

Master Contract
Standard Services Agreement Template
Statement of Work
Budget
Minimum Insurance Requirements for Community Colleges/Adult Schools
Minimum Insurance Requirements for Nonprofits
Audit Requirements
This Page Intentionally Omitted - Exhibit E
Debarment Suspension Certification
General Conditions/Special Conditions WIOA (Youth)
Certification Regarding Lobbying
This Page Intentionally Omitted - Attachment A
Language Access Requirements